

**Town of North Yarmouth
Select Board Meeting Agenda
Tuesday, February 19, 2019
7:00PM - Town Office Meeting Room**

I. Call to Order

- Pledge of Allegiance

II. Minutes of Previous Meeting(s)

- February 5, 2019

III. Public Comment - Non-Agenda Items

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

IV. Management Reports & Communications

- Town Manager's Report

V. Old Business

- Wescustogo Hall & Community Center Project
 - Matrix Update
 - Friends of Wescustogo
- Proposed School Bus Department Relocation Project
- Assessing Services Request For Proposals
- Spirit of America Award

VI. New Business

None

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 February 5, 2019**

Call to Order

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

Minutes of Previous Meeting(s)

Selectperson Whitten moved to approve the minutes of December 18, 2018. Selectperson Graham seconded the motion. Discussion: None. **Vote 4 Yes – 0 No**

Selectperson Whitten moved to approve the minutes of January 15, 2019. Selectperson Moulton seconded the motion. Discussion: Chairperson Speirs noted that the Yarmouth Water District Representatives last name is “Gordon” rather than “Wharton.” It should be noted that the \$5000 for the school bus department relocation project is to be used in the current budget year, not the upcoming year. **Vote 4 Yes – 0 No**

Public Comment - Non-Agenda Items

None.

Management Reports & Communications:

Town Manager’s Report Highlights:

- One meeting has been held thus far with representatives from MSAD #51, Sevee & Maher, and the Town to firm up the design and discuss preliminary costs of the Bus Station.
- The Town has been approached by developer Ben Grover, Walnut Hill Enterprises, who recently purchased the property on Route 9 located across from the Fire Rescue Station, is proposing both commercial and residential development for the property and through his discussions with the Yarmouth Water District he would like to create a water line extension over the town’s Fire Rescue property connecting Rt. 115 to Rt. 9. Selectperson Moulton moved to authorize Town Manager Roy to talk with the water district about the requested easement. Selectperson Whitten seconded the motion. Discussion: None. **Vote 4 Yes – 0 No.**
- MMA is sponsoring a seminar in being March regarding community involvement. Select Board and Living Well members are invited to attend.
- Central Maine Power (CMP) will be trimming trees along power lines this coming spring.
- Budget preparations are ongoing.
- Nomination papers will be available February 28th, and the filing deadline is March 21st.

Old Business

Wescustogo Hall & Community Center Project:

Change Order #5 (new - same work scope): This change order covers an upgrade to the drywall being used in the gymnasium that is more impact resistant. Selectperson Whitten moved to approve the Change Order #5 in the amount of \$2,360.76 Selectperson Whitten seconded the motion. Discussion: None. **Vote 4 Yes – 0 No**

Change Order #8: This change order is a credit to the fire alarm and access control budget. Selectperson Graham moved to approve the Change Order #8 in the amount of \$(6,104.54) Selectperson Whitten seconded the motion. Discussion: None. **Vote 4 Yes – 0 No**

Owner Representative Ryan Keith gave a project update. The walls have been erected, and trusses are going in. Ryan is working on pricing up the generator; it may come in at a higher cost than originally expected. The community room is being re-designed, there will now be a permanent stage wall rather than a partition wall. This will allow for better use of the community room as well as added storage space.

Friends of Wescustogo: Brian Sites, Friends of Wescustogo (FOW), brought samples of barn born carving to the Select Board for review, these can be displayed in the Town Office for residents to look at. Darla Hamlin, Chair of Friends of Wescustogo, presented the Select Board a sample online donation and order form, the committee feels that the current donation website the town is using is very limited and not user-friendly. Darla asked the Select Board to reconsider naming rights for donors; the committee has a large donor that will only donate if naming rights are an option. The FOW would like to have the ability to fundraise for the entire project.

Selectperson Moulton moved to allow fundraising to be used for the entire Wescustogo Hall & Community Center project, and amend the Friends of Wescustogo Committee charge to read as such. Selectperson Graham seconded the motion. Discussion: None. **Vote 4 Yes – 0 No.**

Selectperson Graham suggested amending the fundraising policy to allow naming rights for individuals and families and exclude businesses. Chairperson Spiers would like to review the policy, consult with the Town's attorney and revisit the issue at the next meeting.

Village Center Tax Increment Financing District (TIF) - Specifications & Public Hearing Date:

Chairperson Speirs moved to set a public hearing date of March 5, 2018, at 7PM for Tax Increment Financing District; Set the district duration to 30 years; set the district distribution to 100% and exclude personal property tax from the TIF District. Selectperson Moulton seconded the motion. Discussion: None. **Vote 4 Yes – 0 No.**

Selectperson Graham spoke to MMA and the House Chair of the Taxation Committee, repealing Personal Property Tax statewide was voted down. As to giving small towns a waiver on the tax, it is unconstitutional.

Town Office - Facility Renovations: Town Manager Roy reviewed plans with the Select Board for the proposed Town Office renovations including the installation of heat pumps, gutters, new carpeting, and new ADA compliant reception modules and layout. There are cost savings of approximately \$30,000, and the Select Board had no objections in going forward.

New Business

Chairperson Speirs moved to table the review of Assessing Services RFP until the next meeting on February 19th. Selectperson Graham Seconded. Discussion: None. **Vote 4 Yes – 0 No.**

The Select Board received the Spirit of America Award papers to review, fill out and return to Town Manager Roy at the next meeting.

Accounts Payable – Review & Approval

Chairperson Speirs moved to approve accounts payable warrants 29 & 30 in the amount of \$563,775.86. Selectperson Whitten seconded the motion. Discussion: Chairperson Speirs asked what the charge from Norway Savings are. Town Manager Roy explained that it was for cemetery lots. **Vote 4 Yes – 0 No.**

Any Other Business

Selectperson Moulton would like to know what happened with the truck that was ordered from Ford. Town Manager Roy explained that we were no longer able to get the model year we ordered, Chief Payson found the model year 2018 that will be purchased through another dealer. The Town Manager will provide Selectperson Moulton with the specifications sheets on the vehicle.

Chairperson Speirs has attended two meetings with GPCOG. The first discussing roadway and transportation updates. The second was a meeting for Chairs and Vice Chairs discussing new ideas and Select Board management methods.

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.

Budget Meeting Change - The tentative budget meeting scheduled for March 6th has been moved to March 7th to allow the opportunity for Select Board members and the Town Manager to attend a workshop on Spurring Civic Engagement sponsored by the Maine Municipal Association (MMA).

Town Office Renovations

Renovations will begin with the installation of heat pumps on Monday, February 18, 2019, the remaining work is scheduled to take place starting the week of March 11th with the temporary packing up and moving of office items to demolition, construction, and carpet and modular pieces installed from March 14th through and to completion on March 18th. The period from the 18th to the end of that week will consist of putting temporarily moved items back. The Town Office will be closed to the public on March 14th and March 18th.

Village Center Tax Increment Financing (TIF) District

The TIF district paperwork is complete. Included with this report is a draft of the document to be referenced and presented at the public hearing on March 5th.

Other

During this period I have worked on several pending projects, and have attended all budget meetings and continued with more or newly requested information for the budget.

Respectfully submitted,

Rosemary

Rosemary E. Roy, Town Manager

**ECONOMIC DEVELOPMENT
NORTH YARMOUTH, MAINE**

*An Application for a Municipal Development and
Tax Increment Financing District Development Program*

**VILLAGE OMNIBUS MUNICIPAL DEVELOPMENT AND
TAX INCREMENT FINANCING DISTRICT
DEVELOPMENT PROGRAM**

*Presented to:
Town of North Yarmouth Town Meeting*

DATED:

March 5, 2019

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Exhibits:

A	Municipal Approved Project Cost Table
B	TIF District Maps
C	Statutory Requirements & Thresholds
D	Assessor’s Certificate of Original Assessed Value
E-1	TIF Revenue & Captured Assessed Value Projections
E-2	Tax Shift Projections
F	Public Hearing Notice
G	Public Hearing Minutes
H	Town Meeting Warrant Article and Vote Results

I. Introduction – Village Omnibus Municipal Development District

The Maine Legislature established tax increment financing as an economic development tool to be used by municipalities to: (a) provide new employment opportunities; (b) improve and broaden their tax bases; and (c) improve the general economy of the State. The Town of North Yarmouth (the “Town” or “North Yarmouth”), following a period during which the Board of Selectmen, the Economic Development and Sustainability Committee, and others in the community learned about the advantages and opportunities associated with tax increment financing, has now undertaken the process to designate a Tax Increment Financing (“TIF”) district to be known as the “**Village Omnibus Municipal Development and Tax Increment Financing District**” (the “District”) and adopt this Development Program therefor. This District will contain properties located in the village center of the Town centered around Walnut Hill Road. The District is meant to capture locations where the Town hopes to see development occur as well as areas which need investment or infrastructure, and to foster the types of goals the Town’s planning and economic development efforts have produced.

Anticipated revenues generated from the District will be used to leverage additional investment in the District to attract new businesses and expand existing businesses, support construction of new commercial buildings and rental apartments, further growing the Town’s tax base. The Municipal Approved Project Cost Table, attached hereto as Exhibit A, includes such activities as public safety expenditures related to development and improving utilities, streets, and sidewalks.

II. Development Program Narrative

A. The Development Program

This Development Program is structured and proposed pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended (the “TIF Statute”). The Town’s designation of the District, combined with the adoption of the Development Program (the “Development Program”), creates a single municipal TIF district. The District captures the value of the taxable real property improvements made within the District, enabling the use of TIF revenues for various municipal and other economic development projects of the Town. The District encompasses approximately 233.09 acres of real property. The District is shown in Exhibit B and a list of parcels included in the District is provided in Exhibit D attached hereto, which contains the certification of original assessed value for the District.

Under the Development Program, the Town is permitted to capture one hundred percent (100%) of the new real property value located in the District for a total of thirty (30) years. The Town may retain one hundred percent (100%) of the tax revenues generated by the captured assessed value (the “TIF Revenues”) to fund infrastructure improvements and other administrative costs, all as further described in attached hereto as Exhibit A.

By adopting this Development Program, the Town puts in place an action plan to achieve the following goals, among others listed in Exhibit A hereto:

- Fund capital expenditures related to public safety and fire protection;

- Improve village-area amenities; and
- Fund sidewalk and streetscape projects.

In addition, by creating the District, the Town “shelters” the increase in municipal valuation that development in the District brings. This tax shift benefit mitigates the adverse effect that the District’s increased assessed property value has on the Town’s share of state aid to education, contribution to the local school district, municipal revenue sharing and its county tax assessment. An estimate of the tax shift benefit is shown as Exhibit E-2 attached hereto.

Thus, the Town’s designation of the District and pursuit of this Development Program constitutes a good and valid public purpose pursuant to Chapter 206 of Title 30-A because it represents a substantial contribution to the economic well-being of both the Town and the region by providing jobs, contributing to property taxes, and diversifying the region’s economic base.

The Town reserves the right to capture less than the full one hundred percent (100%) depending on the then-current needs of the Town with respect to the approved project costs. Any reduction in the captured value percentage shall adjust the amount of assessed value eligible for sheltering with a corresponding effect on the tax shift benefit. Please see an estimate of the annual captured assessed values and TIF Revenues, as well as tax shift benefits in Exhibit E-1 and Exhibit E-2.

The District is hereby established as an Omnibus District. Future Credit Enhancement Agreements (CEAs) can be used to attract new business, encourage business expansion, and will be subject to approval at a Town Meeting following a public hearing. The Town may approve CEAs of up to 100% reimbursement to a developer or company up to the full term of the District.

B. The Approved Project Costs

Please see attached Exhibit A for a list of projects the Town is permitted to undertake with TIF revenues.

C. Operational Components

1. Public Facilities

The Town may use TIF Revenues to fund certain public facilities projects approved within the District, as outlined in Exhibit A attached hereto.

2. Commercial Improvements Financed Through Development Program

The specific improvements to be financed through the Development Program are described in Exhibit A hereto and all private development in the District is currently planned to be funded with private sources of revenue.

3. Relocation of Displaced Persons

It is not anticipated that any persons will be relocated; however, the Town has provided that if, in the future, relocation of persons is necessary to accommodate future redevelopment within the District, the relocation costs of such displaced persons could be paid for with TIF Revenues.

4. Transportation Improvements

The specific transportation improvements to be financed through the Development Program are described in Exhibit A attached hereto.

5. Environmental Controls

The improvements made under the proposed Development Program will meet or exceed all federal and state environmental regulations and will comply with all applicable land use requirements for the Town.

6. Plan of Operation

During the term of the District, the Town Manager of North Yarmouth or his/her designee will be responsible for all administrative matters within the purview of North Yarmouth concerning the implementation and operation of the District.

III. Physical Description

The 233.09-acre District consists of many lots located along and in the area of Walnut Hill Road from the intersection with Country Lane to the area where Gray Road begins. The District is shown on Exhibit B and a list of the individual parcels is included in Exhibit D.

IV. Financial Plan

A. Financial Characteristics

Encompassing 233.09 acres of property, the original assessed value of the property in the District was 16,537,300 dollars (\$16,537,300.00) as of March 31, 2018 (April 1, 2017). Please see the Assessor's certificate of the original assessed value attached as Exhibit D.

The Town may capture one hundred percent (100%) of the increased assessed value of the taxable real property located within the District for the duration of the 30-year term of the District, starting in the fiscal year 2018-2019. The TIF Revenues so collected will fund and/or contribute to the funding of the approved projects, including any of the projects described in Exhibit A. All taxable and assessed real property value captured in the District will be added to the general tax rolls at the end of the District's term. Please note that at any time during the term of the District, the municipal officers may vote to reduce the captured value percentage and instead deposit the tax revenues into the general fund, as long as the municipality does not receive the tax shift benefit associated with the tax revenues so deposited.

Upon each payment of property taxes for property located inside the District, the Town will deposit into a development program fund (the “Development Program Fund”) the entirety of the property tax payments constituting TIF Revenues. The Development Program Fund is pledged to and charged with the payment of the project costs in the manner and in the order provided in 30-A M.R.S.A. § 5227(3). The Development Program Fund will consist of a development sinking fund account (the “Sinking Fund Account”) to the extent municipal bonded indebtedness is used to pay for project costs, and a project cost account (the “Project Cost Account”). From the Development Program Fund, the Town will deposit one hundred percent (100%) of the TIF Revenues into the Town’s Sinking Fund Account and/or the Project Cost Account to be used to fund the projects listed in Exhibit A.

Estimates of the increased assessed property values of the District, the anticipated TIF Revenues generated by the District, and the estimated tax shifts are shown in Exhibits E-1 and E-2.

B. Costs and Sources of Revenues

The current and future developers owning or leasing properties located within the District are intended to pay for and/or finance all private improvements located in the District through private sources. Exhibit A provides estimated costs of the municipal project costs to be undertaken with TIF Revenues.

C. Indebtedness

The Town reserves the option to fund the project costs through public indebtedness, and to make debt service and other financing payments thereon from TIF Revenues.

V. Statutory Requirements and Thresholds

The statutory requirements and thresholds for approval required by Section 5223(3) of Title 30-A of the Maine Revised Statutes are set forth in Exhibit C hereto.

VI. Municipal Approvals

A. Notice of Public Hearing

Attached as Exhibit F is a copy of the Notice of Public Hearing held in accordance with the requirements of 30-A M.R.S. § 5226(1) on April 14, 2015. This notice was published in The Portland Press Herald on a date at least ten (10) days prior to a public hearing.

B. Minutes of Public Hearing

Attached as Exhibit G is a copy of the minutes of the public hearing held on March 5, 2019, during which this Development Program was discussed by the public.

C. Town Meeting Warrant Article & Vote Results

Attached as Exhibit H is a copy of the North Yarmouth Town Meeting Warrant Article designating this District and approving this Development Program. Exhibit H also contains the results of the vote of the Town Meeting duly called and held on March 5, 2019.

MUNICIPAL APPROVED PROJECT COST TABLE

Note: Please note that while this Exhibit A to the Development Program lists particular projects, the Development Program shall not serve as an appropriation of TIF Revenues for any of these specific purposes, nor shall it commit the Town to completing any particular project. The projects will only be undertaken following proper appropriation through the annual budget process and any other applicable required approvals.

	Project	Cost Estimate	Statutory Citation
1.	<u>Capital Expenditures Related to Public Safety and Fire Protection:</u> The cost of a fire truck or other public safety/fire equipment attributable to development within the District. Includes any other capital cost relating to public safety and fire protection, including potentially a prorated portion of the cost of a facility to the extent such capital cost or facility is needed due to District development.	\$4,000,000	30-A M.R.S.A. §5225(1)(A)(1); (1)(B)(2)
2.	<u>Recreational Trails:</u> This project would include the construction and maintenance of recreational trails and amenities thereon, including but not limited to improving access to parking areas for trails, parking area improvements for trails and benches for trails, in any Town location so long as such trails have the effect of either attracting tourists to the Town and/or facilitating transportation to the Town's village businesses. This project could potentially include property acquisition costs or real property assembly costs.	\$1,000,000	30-A M.R.S.A. §5225(1)(A)(1); (1)(A)(3); (1)(C)(6)
3.	<u>Street-related Public Safety Measures and Village Area Amenities:</u> In order to address potential safety issues resulting from village area development and to improve the village area environment, this project could include but is not limited to street calming measures, improvements to sidewalks and curbing, street and walkway lighting, roadway improvements including but not limited to any potential drainage and stormwater improvements, bike lanes, parking improvements and lots, feasibility studies to test safety improvements and equipment to serve the District such as a sidewalk plow or capital expenditures related to such equipment. These projects must either be located in the District or must be directly related to or made necessary by the District development.	\$3,500,000	30-A M.R.S.A. §5225(1)(A)(1); (1)(B)(1)

EXHIBIT A

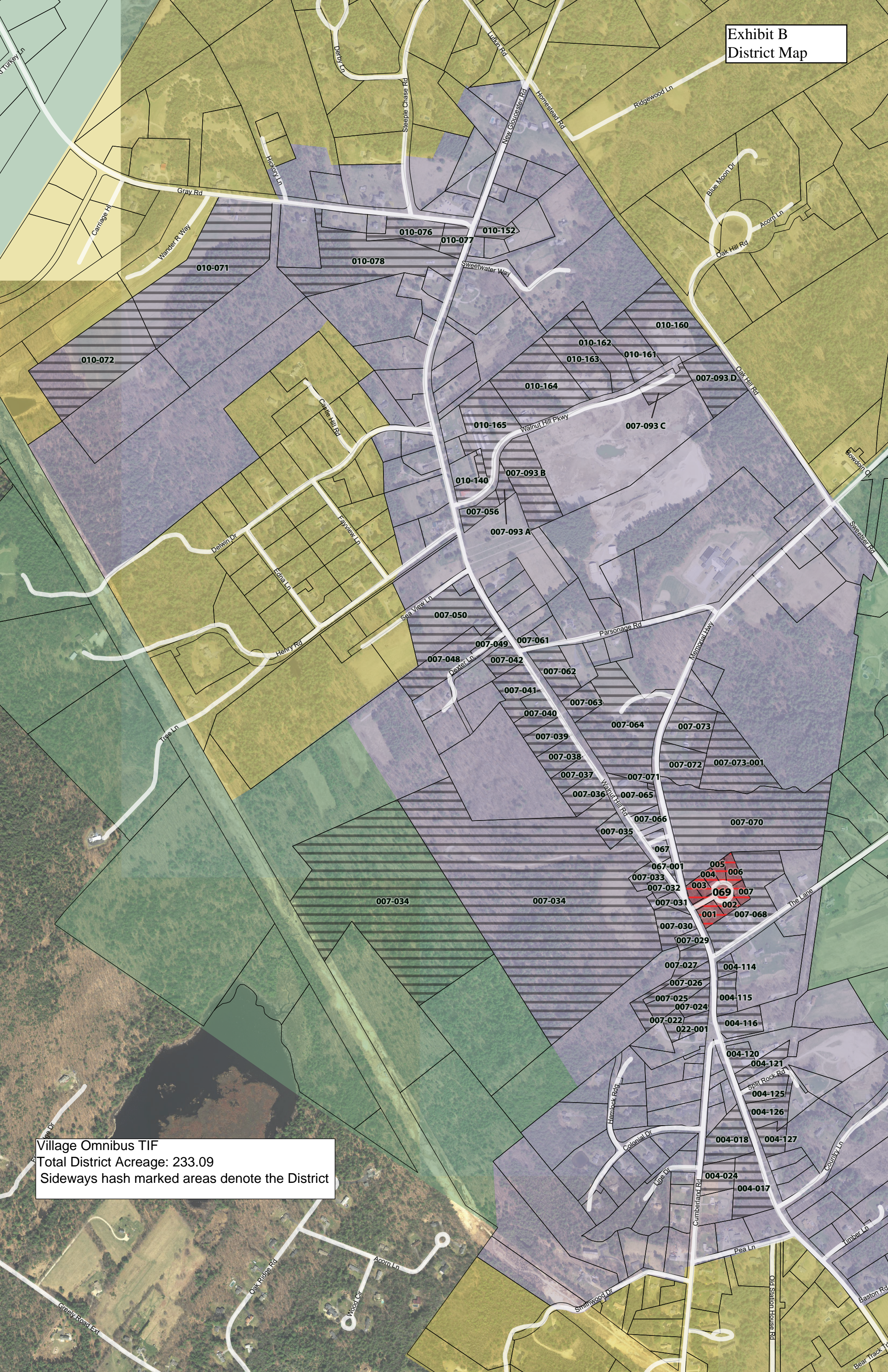
	Project	Cost Estimate	Statutory Citation
4.	<u>Sidewalks and Streetscape Projects</u> : This project would include the construction or reconstruction of sidewalks within the District and/or leading to the businesses in the District from residential and commercial areas immediately adjacent to the District, including any and all other streetscape amenities. This project may include, but is not limited to, seating, street trees and other amenities to create village atmosphere.	\$1,000,000	30-A M.R.S.A. §5225(1)(A)(1); (1)(B)(1)
5.	<u>Welcome Center</u> : Capital and programmatic costs associated with welcome center for tourists and patrons of local businesses, to be located in the District. This project would be prorated to relate to the welcome center portion of such a facility if it also serves other functions.	\$400,000	30-A M.R.S.A. §5225(1)(A)(1); (1)(C)(1)
6.	<u>Wireless Service/Broadband/3-Phase Power</u> : Capital costs to install wireless service in the village area, to be used as a marketing tool and to support businesses. Capital costs of Broadband and 3-Phase Power improvements could also be paid for with TIF revenues to the extent such improvements serve the Town's businesses.	\$750,000	30-A M.R.S.A. §5525(1)(A)(1); (1)(C)(1)
7.	<u>Water Infrastructure</u> : Capital costs to construct a water service expansion project for commercial/business users including all costs related thereto. This project would have to be located within the District or be directly related to or made necessary by District development.	\$1,500,000	30-A M.R.S.A. §5225(1)(A)(1); (1)(B)(1)
8.	<u>Relocation of utilities</u> : All costs associated with such project within the District to address safety and aesthetic issues for District purposes.	\$750,000	30-A M.R.S.A. §5225(1)(A)(1); (1)(B)(1)
9.	<u>Environmental Improvement Projects</u> : This project would include improvements relating to clean-up efforts of pollution and other impairment of any District areas that may be found. Such environmental improvement projects would need to relate to District improvements and economic development impacts.	\$750,000	30-A M.R.S.A. §5225(1)(C)(2)
10.	<u>Grants and Revolving Loan Fund</u> : This project would allow the Town to establish permanent economic development revolving loan funds, investment funds and grants for economic development. The project would also allow for TIF revenue to serve as the local match for grant programs to fund otherwise approved project costs herein.	\$3,000,000	30-A M.R.S.A. §5225(1)(C)(3); §5230

EXHIBIT A

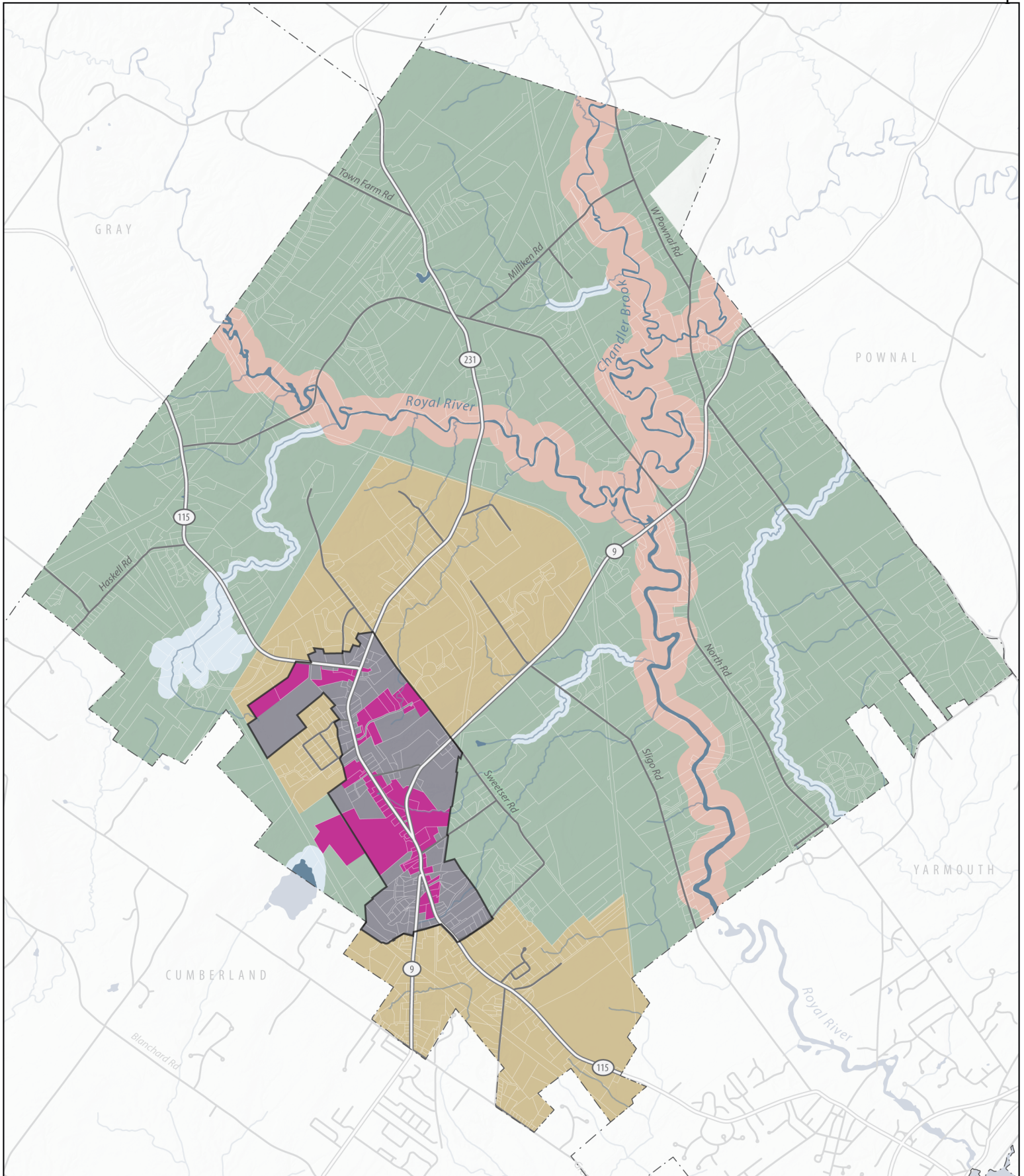
	Project	Cost Estimate	Statutory Citation
11.	<u>Professional Service Costs</u> : This project would include, but would not be limited to, licensing, architectural, planning, engineering, and legal expenses associated with the District.	\$750,000	30-A M.R.S.A. §5225(1)(A)(4); (1)(A)(7)
12.	<u>Administrative Costs</u> : This project would include, but would not be limited to, reasonable charges for time spent by municipal employees in connection with the implementation of the Development Program.	\$750,000	30-A M.R.S.A. §5225(1)(A)(5)
13.	<u>Economic Development Programs and Other Costs</u> : This project would fund municipal economic development budget items (including, but not limited to, appropriate prorated staff salaries, economic development planning efforts and the development of economic development planning documents), economic development programs and events, marketing of the municipality as a business location, signage, advertising costs, and the support of economic development efforts through enhancement of technology systems such as updating and improving the Town’s geographic information system (“GIS”) software and upgrading computers and assessing software. This project needn’t be related only to this District.	\$1,500,000	30-A M.R.S.A. §5225(1)(C)(1)
14.	<u>Land Assembly for Redevelopment</u> : Preparing/acquiring land for redevelopment to be sold and redeveloped/used by a business entity.	\$1,000,000	30-A M.R.S.A. §5225(1)(A)(1); (1)(A)(3)
	TOTAL:	\$20,650,000	

Please note that any of the projects in Table 1 may be funded with municipal bonds, the Town’s intention is to be able to pay financing costs associated with that indebtedness with TIF revenues pursuant to 30-A M.R.S.A. § 5225(1)(A)(2).

Exhibit B
District Map



Village Omnibus TIF
 Total District Acreage: 233.09
 Sideways hash marked areas denote the District



North Yarmouth

Zoning Map & TIF

0 1/2 1 2 miles

Scale is approximately 1:50,000

- Village Center
- Village Residential
- Farm and Forest
- TIF
- Shoreland Zoning & Resource Protection

The boundaries for Shoreland Zoning, Groundwater Protection, and the Royal River Corridor are subject to on-site field verification.

All geographic data are provided for the purpose of reference, some error is to be expected with these layers. They are from the State of Maine GIS catalog, Town of North Yarmouth, and other public sources not from official surveys - they are meant to illustrate and are not intended for the purpose of conveyance.

Data may easily be updated with new files, please contact ben@rhumbline.com for more details about this map.

Sources:
 Roads, parcels - Maine Office of GIS
 Hydrography - National Hydro Dataset
 Zones - Town of North Yarmouth, Groundwater Protection - WSMP, RLM.

STATUTORY REQUIREMENTS AND THRESHOLDS
Village Omnibus Municipal TIF District

SECTION A. Acreage Caps		
1. Total municipal acreage;		13,702.4
2. Acreage of proposed Municipal TIF District;		233.09
3. Downtown-designation ¹ acres in proposed Municipal TIF District;		0
4. Transit-Oriented Development ² acres in proposed Municipal TIF District;		0
5. Total acreage [=A2-A3-A4] of proposed Municipal TIF District counted toward 2% limit;		233.09
6. Percentage [=A5÷A1] of total acreage in proposed Municipal TIF District (CANNOT EXCEED 2%).		1.7%
7. Total acreage of all <u>existing/proposed</u> Municipal TIF districts in municipality including Municipal Affordable Housing Development districts: ³ Village Omnibus/233.09	Existing	0
	Proposed	233.09
	Total:	233.09
30-A § 5223(3) EXEMPTIONS ⁴		
8. Acreage of an <u>existing/proposed</u> Downtown Municipal TIF district;		0
9. Acreage of all <u>existing/proposed</u> Transit-Oriented Development Municipal TIF districts:		0
10. Acreage of all <u>existing/proposed</u> Community Wind Power Municipal TIF districts:		0
11. Acreage in all <u>existing/proposed</u> Municipal TIF districts common to ⁵ Pine Tree Development Zones per 30-A § 5250-I (14)(A) excluding any such acreage also factored in Exemptions 8-10 above:		0
12. Total acreage [=A7-A8-A9-A10-A11] of all <u>existing/proposed</u> Municipal TIF districts counted toward 5% limit;		233.09
13. Percentage of total acreage [=A12÷A1] of all <u>existing/proposed</u> Municipal TIF districts (CANNOT EXCEED 5%).		1.7%
14. Real property in proposed Municipal TIF District that is:	ACRES	% [=Acres÷A2]
a. A blighted area;		
b. In need of rehabilitation, redevelopment or conservation;		
c. Suitable for commercial or arts district uses.	173.31	74.35%
TOTAL (except for § 5223 (3) exemptions a., b. OR c. must be at least 25%)		74.35%

¹ Before final designation, the Commissioner will seek advice from MDOACF and MDOT per 30-A § 5226(2).

² For Transit-Oriented Development (TOD) definitions see 30-A § 5222 sub-§§ 19-24.

³ For AH-TIF acreage requirement see 30-A § 5247(3)(B). Alternatively, Section B. must exclude AH-TIF valuation.

⁴ Downtown/TOD overlap nets single acreage/valuation caps exemption.

⁵ PTZ districts approved through December 31, 2008.

STATUTORY REQUIREMENTS AND THRESHOLDS
Village Omnibus Municipal TIF District

SECTION B. Valuation Cap		
1. Total TAXABLE municipal valuation—use most recent April 1;	\$517,178,400	
2. Taxable Original Assessed Value (OAV) of proposed Municipal TIF District as of March 31 preceding municipal designation—same as April 1 prior to such March 31;	\$16,537,300	
3. Taxable OAV of all <u>existing/proposed</u> Municipal TIF districts in municipality excluding Municipal Affordable Housing Development districts: Village/\$16,537,300	Existing	0
	Proposed	\$16,537,300
	Total:	\$16,537,300
30-A § 5223(3) EXEMPTIONS		
4. Taxable OAV of an <u>existing/proposed</u> Downtown Municipal TIF district;	0	
5. Taxable OAV of all <u>existing/proposed</u> Transit-Oriented Development Municipal TIF districts:	0	
6. Taxable OAV of all <u>existing/proposed</u> Community Wind Power Municipal TIF districts:	0	
7. Taxable OAV of all <u>existing/proposed</u> Single Taxpayer/High Valuation ⁶ Municipal TIF districts:	0	
8. Taxable OAV in all <u>existing/proposed</u> Municipal TIF districts common to Pine Tree Development Zones per 30-A § 5250-I (14)(A) excluding any such OAV also factored in Exemptions 4-7 above:	0	
9. Total taxable OAV [=B3-B4-B5-B6-B7-B8] of all <u>existing/proposed</u> Municipal TIF districts counted toward 5% limit;	\$16,537,300	
10. Percentage of total taxable OAV [=B9÷B1] of all <u>existing/proposed</u> Municipal TIF districts (CANNOT EXCEED 5%).	3.2%	

COMPLETED BY	
NAME :	Shana Cook Mueller
DATE :	February 11, 2019

⁶ For this exemption see 30-A §5223(3)(C) sub-§§ 1-4.

EXHIBIT D
ASSESSORS' CERTIFICATE OF ORIGINAL ASSESSED VALUE

TOWN OF NORTH YARMOUTH
VILLAGE OMNIBUS MUNICIPAL DEVELOPMENT
AND TAX INCREMENT FINANCING DISTRICT

The undersigned Assessor for the Town of North Yarmouth, Maine, does hereby certify pursuant to the provisions of 30-A M.R.S.A. §5227 that the assessed value for taxable real property within the Village Omnibus Municipal Development and Tax Increment Financing District, as delineated on a map included in the Development Program to which this Certificate is included, was \$16,537,300 as of March 31, 2019 (April 1, 2018).

IN WITNESS WHEREOF, This Certificate has been executed as of this _____ day of February, 2019.

NORTH YARMOUTH ASSESSOR

By:_____

Printed name:

Original Assessed Value by Tax Map and Lot Number

Tax Map and Lot Number	District Acreage	Original Assessed Value of District Acreage as of March 31, 2019 (April 1, 2018)
004-017	2.60	\$83,300
004-018	3.40	\$266,600
004-024	1.50	\$78,300
004-114	0.50	\$253,000
004-115	2.00	\$319,700
004-116	1.54	\$634,600
004-120	1.00	\$218,200
004-121	2.30	\$753,900
004-125	1.20	\$76,800
004-126	4.00	\$256,700
004-127	0.50	\$175,600
007-022	1.06	\$76,100
007-022-001	0.75	\$394,100
007-024	1.00	\$183,100
007-025	1.40	\$280,700
007-026	1.00	\$219,600
007-027	1.90	\$381,600
007-029	1.00	\$386,700
007-030	1.60	\$320,900
007-031	1.00	\$503,000
007-032	0.50	\$369,800
007-033	1.00	\$203,800
007-034*	56.73	\$128,000
007-035	1.04	\$186,500
007-036	1.01	\$300,600
007-037	1.40	\$404,100
007-038	1.40	\$292,100
007-039	1.30	\$78,800
007-040	1.83	\$256,800
007-041	2.37	\$334,100
007-042	1.10	\$292,900
007-048*	3.80	\$463,100
007-049	0.50	\$210,100
007-050*	5.80	\$307,800
007-056	1.00	\$161,600

Tax Map and Lot Number	District Acreage	Original Assessed Value of District Acreage as of March 31, 2019 (April 1, 2018)
007-061	0.75	\$286,700
007-062	2.20	\$254,300
007-063	1.00	\$280,900
007-064	14.65	-
007-065	2.00	-
007-066	1.00	\$6,400
007-067	2.00	\$451,800
007-067-001	0.94	\$227,200
007-068	6.14	\$474,000
007-069-001	0.73	\$403,300
007-069-002	0.44	\$83,400
007-069-003	0.45	\$83,400
007-069-004	0.36	\$324,700
007-069-005	0.35	\$83,000
007-069-006	0.35	\$373,100
007-069-007	0.37	\$237,400
007-070	18.00	\$129,700
007-071	0.05	\$31,300
007-072	2.33	\$265,300
007-073	2.66	\$274,200
007-073-001	4.30	\$61,400
007-093*	10.48	-
010-071*	11.10	\$213,300
010-076	1.22	\$323,600
010-078	9.20	\$116,800
010-140	1.07	\$359,300
010-160	7.64	\$306,400
010-161	3.07	\$266,600
010-163	4.10	\$257,000
010-164	7.84	\$132,700
010-165	4.27	\$376,900
Total	\$233.09	\$16,537,300

**Indicates partial lot and partial value contained in the District.*

Exhibit E-1 | Captured Assessed Value & TIF Revenue Projections

Town of North Yarmouth Village Omnibus TIF District

Fiscal Year Ending	TIF Year	Projected Increased Assessed Value	Percent of Value Captured in TIF	Estimated Assessment Ratio	TIF District Projected Captured Assessed Value	Projected Mil Rate (FY2019: 17.50)	Projected Total TIF Revenue
2020	1	\$1,029,989	100%	100%	\$1,029,989	17.50	\$18,025
2021	2	\$1,359,059	100%	100%	\$1,359,059	17.50	\$23,784
2022	3	\$1,688,129	100%	100%	\$1,688,129	17.50	\$29,542
2023	4	\$2,017,199	100%	100%	\$2,017,199	17.50	\$35,301
2024	5	\$2,346,269	100%	100%	\$2,346,269	17.50	\$41,060
2025	6	\$2,675,339	100%	100%	\$2,675,339	17.50	\$46,818
2026	7	\$3,004,409	100%	100%	\$3,004,409	17.50	\$52,577
2027	8	\$3,333,479	100%	100%	\$3,333,479	17.50	\$58,336
2028	9	\$3,662,549	100%	100%	\$3,662,549	17.50	\$64,095
2029	10	\$3,991,619	100%	100%	\$3,991,619	17.50	\$69,853
2030	11	\$4,320,689	100%	100%	\$4,320,689	17.50	\$75,612
2031	12	\$4,649,759	100%	100%	\$4,649,759	17.50	\$81,371
2032	13	\$4,978,829	100%	100%	\$4,978,829	17.50	\$87,130
2033	14	\$4,978,829	100%	100%	\$4,978,829	17.50	\$87,130
2034	15	\$4,978,829	100%	100%	\$4,978,829	17.50	\$87,130
2035	16	\$4,978,829	100%	100%	\$4,978,829	17.50	\$87,130
2036	17	\$4,978,829	100%	100%	\$4,978,829	17.50	\$87,130
2037	18	\$4,978,829	100%	100%	\$4,978,829	17.50	\$87,130
2038	19	\$4,978,829	100%	100%	\$4,978,829	17.50	\$87,130
2039	20	\$4,978,829	100%	100%	\$4,978,829	17.50	\$87,130
2040	21	\$4,978,829	100%	100%	\$4,978,829	17.50	\$87,130
2041	22	\$4,978,829	100%	100%	\$4,978,829	17.50	\$87,130
2042	23	\$4,978,829	100%	100%	\$4,978,829	17.50	\$87,130
2043	24	\$4,978,829	100%	100%	\$4,978,829	17.50	\$87,130
2044	25	\$4,978,829	100%	100%	\$4,978,829	17.50	\$87,130
2045	26	\$4,978,829	100%	100%	\$4,978,829	17.50	\$87,130
2046	27	\$4,978,829	100%	100%	\$4,978,829	17.50	\$87,130
2047	28	\$4,978,829	100%	100%	\$4,978,829	17.50	\$87,130
2048	29	\$4,978,829	100%	100%	\$4,978,829	17.50	\$87,130
2049	30	\$4,978,829	100%	100%	\$4,978,829	17.50	\$87,130
30-year total:					\$123,697,413		\$2,164,705
30-year average:					\$4,123,247		\$72,157

Assumptions:

1. Projections show future anticipated increased assessed values, captured assessed values, and TIF revenues as estimated by Town officials. Projections are much less likely to be accurate farther into the future and are for demonstrative purposes only.
2. Assumes a 30-year district term.
3. Assumes a flat mil rate of 17.50.
4. Assumes 100% of the increased assessed value is captured in the District and available for municipal project costs and any possible future credit enhancement agreements.

Exhibit E-2 | Future Years Projected Tax Shift Benefits
Town of North Yarmouth Village Omnibus TIF District

FYE	TIF Year	State Aid to Education Benefit	County Tax Benefit	State Revenue Sharing Benefit	Additional Local Education Contribution	Total Tax Shift Benefits
2020	1	-	-	-	-	-
2021	2	-	-	-	-	-
2022	3	-	\$698	\$8,984	\$1,590	\$11,272
2023	4	\$8,734	\$921	\$9,148	\$2,097	\$20,900
2024	5	\$11,525	\$1,144	\$9,310	\$2,605	\$24,584
2025	6	\$14,315	\$1,367	\$9,473	\$3,112	\$28,267
2026	7	\$17,106	\$1,590	\$9,636	\$3,619	\$31,950
2027	8	\$19,896	\$1,813	\$9,798	\$4,125	\$35,633
2028	9	\$22,687	\$2,036	\$9,960	\$4,632	\$39,315
2029	10	\$25,477	\$2,259	\$10,122	\$5,138	\$42,996
2030	11	\$28,268	\$2,482	\$10,284	\$5,644	\$46,678
2031	12	\$31,058	\$2,705	\$10,445	\$6,150	\$50,358
2032	13	\$33,849	\$2,928	\$10,606	\$6,656	\$54,039
2033	14	\$36,639	\$3,151	\$10,767	\$7,161	\$57,719
2034	15	\$39,430	\$3,374	\$10,928	\$7,666	\$61,398
2035	16	\$42,220	\$3,374	\$10,928	\$7,666	\$64,189
2036	17	\$42,220	\$3,374	\$10,928	\$7,666	\$64,189
2037	18	\$42,220	\$3,374	\$10,928	\$7,666	\$64,189
2038	19	\$42,220	\$3,374	\$10,928	\$7,666	\$64,189
2039	20	\$42,220	\$3,374	\$10,928	\$7,666	\$64,189
2040	21	\$42,220	\$3,374	\$10,928	\$7,666	\$64,189
2041	22	\$42,220	\$3,374	\$10,928	\$7,666	\$64,189
2042	23	\$42,220	\$3,374	\$10,928	\$7,666	\$64,189
2043	24	\$42,220	\$3,374	\$10,928	\$7,666	\$64,189
2044	25	\$42,220	\$3,374	\$10,928	\$7,666	\$64,189
2045	26	\$42,220	\$3,374	\$10,928	\$7,666	\$64,189
2046	27	\$42,220	\$3,374	\$10,928	\$7,666	\$64,189
2047	28	\$42,220	\$3,374	\$10,928	\$7,666	\$64,189
2048	29	\$42,220	\$3,374	\$10,928	\$7,666	\$64,189
2049	30	\$42,220	\$3,374	\$10,928	\$7,666	\$64,189
2050	31	\$42,220	\$3,374	\$10,928	\$7,666	\$64,189
2051	32	\$42,220	\$3,374	\$10,928	\$7,666	\$64,189
2052	33	\$42,220	-	-	-	\$42,220
Totals:		\$1,048,954	\$83,822	\$315,239	\$190,523	\$1,638,538
Averages:		\$34,965	\$2,794	\$10,508	\$6,351	\$52,856

Assumptions:

1. Data sources include the 2019 mil rate reported by the Town, the State Treasurer's Office Municipal Revenue Sharing projections for FY2019 published 03/29/18, the Maine Department of Education 01/23/19 ED 279 form for RSU 51/MSAD 51 2018-2019, Cumberland County's FY2019 02/11/19 Final Valuation and the Maine Department of Education's EF-M-46 form for RSU 51/MSAD 51 2018-2019. Local Education Contribution based on State Valuation in RSU 51/MSAD 51.
2. Tax shift losses are comprised of declining subsidies in revenue sharing and education aid and increasing obligations to pay county taxes and additional local education contributions. Tax shift losses occur a couple of years following the year in which the new assessed value is first recognized in the assessment. No tax shift losses occur when a TIF captures all of the new value.
3. These projections assume that the formulas and general inputs for state subsidies and county taxes do not change over time and they assume that all other values in other communities are static relative to one another except for the new value assessed. The projections are less likely to be accurate farther into the future.
4. Assumes the assessment ratio in the Town is 100% when new property value arrives, such that the market value of new property is used for assessment purposes.
5. The projections above assume that no tax increment financing district is put in place, thus the mil rate is reduced by the influx of new value in the Town. This analysis factors in tax shift impacts resulting from the project's new assessed value into future commitments and mil rate calculations to arrive at projected property tax payments.

EXHIBIT F
NOTICE OF PUBLIC HEARING

March 5, 2019

NORTH YARMOUTH TOWN OF NORTH YARMOUTH
NOTICE OF PUBLIC HEARING
Regarding

A Municipal Development and Tax Increment Financing District To Be Known As The
“Village Omnibus Municipal Development and Tax Increment Financing District”

Notice is hereby given that the North Yarmouth Board of Selectmen will hold a public hearing on

March 5, 2019

at the

Town Office Meeting Room, 10 Village Square Road, North Yarmouth, Maine,
The Public Hearing will be at 7:00 p.m.

The purpose of the public hearing is to receive public comments on the designation of the municipal development and tax increment financing district and the adoption of a development program for the District pursuant to the provisions of Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended.

The proposed municipal development and tax increment financing district consists of approximately 233.09 acres of property located along and in the area of Walnut Hill Road from the intersection with Country Lane to the area where Gray Road begins.

Copies of relevant materials shall be on file at the Town offices during normal business hours in advance of the public hearing. All interested persons are invited to attend the public hearing and will be given an opportunity to be heard at that time.

EXHIBIT G
MINUTES OF PUBLIC HEARING

EXHIBIT H
TOWN MEETING WARRANT ARTICLE
AND VOTING RESULTS FROM MARCH 5, 2019

ARTICLE ____

Shall the following vote be adopted:

Shall the voters of the Town of North Yarmouth, Maine designate a municipal development and tax increment financing district known as the “Village Omnibus Municipal Development and Tax Increment Financing District” and adopt a Development Program for the District such approvals to be pursuant to the following findings, terms and provisions?

WHEREAS, the Town of North Yarmouth (the “Town”) is authorized pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, to designate tax increment financing districts and adopt development programs for such districts; and

WHEREAS, designating the Village Omnibus Municipal Development and Tax Increment Financing District (the “District”) and adopting the District’s development program (the “Development Program”) will help to provide new employment opportunities within the Town, provide opportunities for economic development in the Town and the surrounding region, improve and broaden the tax base in the Town and improve the economy of the Town and the State of Maine; and

WHEREAS, the Town has held a public hearing on the question of designating the District and adopting the Development Program in accordance with the requirements of 30-A M.R.S.A. Section 5226, upon at least ten (10) days prior notice published in a newspaper of general circulation within the Town; and

WHEREAS, the Town shall vote whether to designate the District and adopt the Development Program; and

WHEREAS, it is expected that approval will be sought and obtained from the State of Maine Department of Economic and Community Development, approving the amendments to the District and Development Program.

NOW, THEREFORE BE IT HEREBY RESOLVED BY THE TOWN:

Section 1. The Town hereby approves the Village Omnibus Municipal Development and Tax Increment Financing District and the Development Program therefor; such approval to be pursuant to the following findings, terms and provisions:

Section 2. The Town hereby finds and determines the following, demonstrating the District’s compliance with State statute:

- a. At least twenty-five percent (25%), by area, of the real property within the District, as hereinafter designated, is suitable for commercial uses; and
- b. The total area of the District does not exceed two percent (2%) of the total acreage of the Town, and the total area of all existing and proposed development districts within the Town (including this District) does not exceed five percent (5%) of the total acreage of the Town; and
- c. The original assessed value of all existing and proposed tax increment financing districts (including this District) does not exceed five percent (5%) of the total value of equalized taxable property within the Town as of April 1, 2018; and
- d. The designation of the District and pursuit of the Development Program will generate substantial economic benefits for the Town and its residents, including employment opportunities, broadened and improved tax base and economic stimulus, and therefore constitutes a good and valid public purpose. The Town has considered all evidence, if any, presented to it at the required public hearing with regard to any adverse economic effect on or detriment to any existing business and has found and determined that such adverse economic effect on or detriment to any existing business, if any, is outweighed by the contribution expected to be made through the District and the Development Program.

Section 3. Pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, the Town hereby adopts the Development Program presented to Town Meeting in the form attached hereto and such Development Program is hereby incorporated by reference into this vote as the Development Program for the District.

Section 4. Pursuant to the provisions of 30-A M.R.S.A. Section 5227, the percentage of captured assessed value to be retained in accordance with the Development Program is to be established as set forth in the Development Program.

Section 5. The Town Manager or his or her duly-appointed representative, be and hereby is authorized, empowered and directed to submit the proposed designation of the District and the proposed Development Program for the District to the State of Maine Department of Economic and Community Development for review and approval pursuant to the requirements of 30-A M.R.S.A. Section 5226.

Section 6. The Town Manager or his or her duly-appointed representative, be and hereby is authorized and empowered, to make such revisions to the Development Program as he/she, or his/her duly appointed representative, deems reasonably necessary or convenient in order to facilitate the process for review and approval of the District by the State of Maine Department of Economic and Community Development, or for any other reason, so long as such revisions are not inconsistent with this article or the basic structure and intent of the Development Program.

Section 7. The foregoing designation of the District and adoption of the Development Program shall automatically become final and shall take full force and effect upon receipt by the Town of approval of the designation of the District and adoption of the Development Program by the State of Maine Department of Economic and Community Development, without requirement of further action by the Town, the Board of Selectmen or any other party.

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	
Sub-total			\$ 154,801.40	
Accepted Change Orders				
Community Room - Change Order #1			\$ 48,404.17	Approved
Site Work Existing Conditions (Concrete) - Change Order #2			\$ 63,713.93	Approved
Rot Repair - Change Order #3			\$ 4,674.22	Approved
Gynamisum Drywall - Change Order #5			\$ 2,360.76	Approved
Contingency Ending Balance			\$ 35,648.32	
Rejected Change Orders				
Gynamisum Drywall - Change Order #5			\$ 12,595.39	Rejected/Owner's Representative
Stage Flooring - Change Order #7			\$ 5,520.90	Rejected/Owner's Representative
Perimeter Drain - Change Order #4			\$ 4,880.00	Rejected/Owner's Representative
Water lines - Change Order #6			\$ 8,619.41	Builder's Contingency
Construction Allowances Change Orders				
Security System Modifications - Change Order #8			6104.54	Credit Savings

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. All solar quotes were rejected at 1/15/19 SB meeting, project is pending new legislature.
Bi-Weekly Construction Progress Photos	AA	Ongoing		Construction progress photos will be taken and posted to the Towns Website, Facebook and Instagram. ONGOING
Heating fuel will be delivered weekly for temp heat	TM/OR	Ongoing		Starting January 1st weekly fuel deliveries will be made to fill the temp heater on site. Cost to be covered by Town of North Yarmouth.
Gymnasium Finishes	AA	Ongoing		Meeting to be coordinated with NY, Peter Bingham and BM to discuss options for gymnasium basketball hoops and line layouts.
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 approved at 12/18/18 Select Board meeting.
5. There is rot at the north side of gymnasium, the sheathing and framing needs to be removed and replaced. BM is looking into the best course of action and will provide a quote. PCO #3 \$4,674.22. Approved 12/4/18.
6. During removal of the existing slabs, Dugas discovered additional frost walls supporting slabs that were not included in the original scope of work. Removal of the extra material will be performed, tracked and a change order will be issued. Change Order # 2 approved at 12/18/18 Select Board meeting.
7. The gable wall in the rear of the building was not originally constructed per code. It will need to be re-framed. Included in Change Order #1
8. Barrett Made proposed adding additional perimeter drains. Discussed with OR Ryan Keith and team. PCO #4- Rejected 11/15/18
9. When the wall material was removed from the gymnasium walls it was discovered that the underlying drywall was in disrepair. To remove and replace damaged drywall - PCO #5 \$12,595.39 . To be completed and paid under Barrett Made contingency. PCO #5 now includes upgraded wall board. Approved 2/5/18
10. Pre-existing waterlines were removed during demolition, it was believed they were in a different location than they actually were. Add roughly 250ft of domestic water line back in - PCO #6 \$8,619.41. To be completed and paid under Barrett Made contingency
11. The stage floor had a layer of cardboard subfloor underneath, when the roof leaked the flooring was damaged and needed to be removed. PCO #7 \$5,520.90. To be completed and paid under Barrett Made contingency
12. Security System (cameras and monitoring) were not built into additional price. Working with SMI networks to add them in, they have offered a package discount. CO forthcoming. See PCO 8. Approved 2/5/18
13. BM proposed a new plan for the community room, deleting the sliding partition wall and installing a fixed wall to provide more space for both the stage and community room. Plans were approved at the 1/23/19 construction meeting. PCO #12 forthcoming.
14. There are plumbing & HVAC changes that go along with the updates made to the custodial closet and kitchen, as well as a change in the heat pump in the community room. PCO #11 forthcoming.
15. Central Maine Power is requiring a pull box to be installed at the telephone pole on site. Waiting to find out if Fairpoint will require one as well. PC #10 forthcoming.
Considerations
1. There is a concrete pad behind the building - it may be possible to cut the pad into pavers, move them and create a patio rather than demolishing and throwing away the material. 7/18 it was determined that the pad is not able to be cut and moved, the SB voted in favor of demolishing the pad as originally planned.
2. Replace electrical panel - current panel is unable to be used due to age. BM had anticipated this and included it in the contract. Not CO work.
3. Water Line. RR looking into cost of putting in smaller line. BM and CEO recommended keeping existing for fire suppression system/future expansion. It was decided to keep the existing water line.
WESCUSTOGO HALL & COMMUNITY CENTER FACILITY
Construction Team
Barrett Made Project Manager: Bruce Hourigan
North Yarmouth - Owner Representative: Ryan Keith
North Yarmouth - Town Manager: Rosemary Roy
North Yarmouth - Administrative Assistant: Ashley Roan
Barrett Made Director of Design Services: Matthew Ahlberg
Barrett Made - Owner: Rob Barrett
Barrett Made - Design Services: Dylan Baker

Date: February 19, 2019

To: Select Board
Fr: Rosemary E. Roy, Town Manager ^{RR}
Cc: Friends of Wescustogo

RE: CHARITABLE FUNDRAISING POLICY - NAMING PROVISIONS & OTHER

Included with this memorandum the Select Board will find the following documents for amendment review and proposed adoption:

- 1) Charitable Fundraising Policy - Amendments to the existing policy provide for broader acceptance and approval of naming rights relating to project donations, and includes other revisions to allow for policy consistency.
- 2) Wescustogo Hall & Community Center Project Addendum - Amendments include the scope of the fundraising as to pertains solely to this project.
- 3) Friends of Wescustogo Charge - Amendments provide for the inclusion of the Community Center as part of the fundraising campaign.

Note: Chairperson Speirs, Chairperson Hamlin, and the Town Manager met on February 14, 2019, and spent time reviewing to particulars presented.

Town of North Yarmouth
Charitable Fundraising Policy

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 payment methods shall be reviewed and approved by the Town Manager.
- 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 within ten (10) business days of receipt.
- 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 fundraising account.
- J. All monies raised 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.

Town of North Yarmouth
Charitable Fundraising Policy

- N. All fundraising revenues received shall go only to specific costs outlined in the project, program or purpose for raising funds.
- O. All donations with or without conditions 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.)~~ (30-A M.R.S. § 5654)
- Q. Addendums to this policy may be applied for purposes of providing project specific guidelines to a committee and or representative(s), or town management.

III. NAMING PROVISIONS

General:

~~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.~~**A.** All naming recognition must be consistent with North Yarmouth's mission. In this regard, due attention shall be given to both long-term and short-term appropriateness of naming. The Town of North Yarmouth shall not name an outdoor area, interior feature, object or space in a manner that discriminates, slanders or demeans based upon race, religion, sex, age, national origin, color, handicap creed, sexual orientation or socioeconomic status. Existing and previously named property and spaces will be grandfathered under this policy.

~~B.~~**B.** This policy is designed to provide guidance in facilitating the naming process. It is not intended to stifle philanthropic creativity.

~~C.~~**C.** Naming recommendations may be presented to the Select Board by a committee or charged representative(s) assigned to the task.

Individual/Family Naming:

- A. An outdoor area, interior feature, object or space may be named for a person or family associated with North Yarmouth who has rendered distinguished service to North Yarmouth or who has made a substantial contribution to society. The above may also be named in recognition of a benefactor whose gift represents a substantial contribution toward total project cost, based on the following criteria:
 - 1. In lieu of naming an area for the benefactor, the donor may propose another person or entity be honored in this manner, subject to approval.
 - 2. The individual has a prominent relationship with North Yarmouth and/or the region, and he or she has/had a positive image and demonstrated integrity reflecting the values of North Yarmouth.
 - 3. In the event of changed circumstances, the Select Board reserves the right, on reasonable grounds, to revise the form of, or withdraw recognition.

Town of North Yarmouth
Charitable Fundraising Policy

4. The guideline for determining a gift amount that represents a substantial contribution to a project shall be established by addendum by committee and or representatives charged with the task with final approval of the Select Board.
5. Donations for naming should be realized in full within five years of the commitment.
6. Rooms named for an individual or family generally will be termed "**XXX Room.**" If a functional title is selected, the building may be named "**XXX Art Room**" for example. When the proposed naming of a building or feature would not include the benefactor's name (by request of the benefactor), it is recommended that a person or family name be added to the signage, or that the attribution be anonymous.
7. A named interior feature, object or space will not be exhibited on external building walls; the name will be located as close as possible to (and otherwise affiliated with) the funded feature, object or space.
8. The name will remain on the near the outdoor area, interior feature, object or space for the life of the structure. If at some future time the structure is replaced (which may include a major reconstruction that substantially changes the functions / appearance of a building, area or features interior and exterior), the name may or may not be carried on the replacement facility as approved by the Select Board.
 - a. As modifications are made to property over time, situations will occur where it is best to relocate or modify the property. In the event modifications are required or recommended, the benefactor will be involved in early planning. Proposals to rename facilities or areas or add a second name shall adhere to the criteria outlined above. In addition, these principles shall be followed:
 - 1) Any proposal to rename a facility or area or to add a second name in recognition of a gift shall be reviewed by the Select Board. This review shall include any gift documents pertaining to the original gift and related naming, as well as the gift documents pertaining to the subsequent gift proposed.
 - 2) When an area or facility named in recognition of a gift or in honor of an individual is developed for another use, the area or facility may be named in recognition of new gifts.
 - 3) Appropriate recognition of earlier donors and honorees shall be included in or adjacent to new and renovated facilities, or in redeveloped areas. When a facility or area is proposed for renaming, the Select Board will make all reasonable efforts to inform, in advance, the original donors or honorees and their immediate family members.

Corporations or Organizations:

- A. Corporations or organizations are encouraged to be major benefactors of by recognizing a person or family important to their success. Only in rare situations will an area be named for a corporation or organization whose gift represents a major contribution toward total project cost.
 1. In rare situations will an outdoor area, interior feature, object or space be named for a corporation or organization whose gifts represent a substantial contribution toward the

Town of North Yarmouth
Charitable Fundraising Policy

project cost, based upon the criteria outlined in the Individual/Family Naming in Section III of this policy.

2. The corporation or organization should have a prominent relationship with North Yarmouth and/or the region, a positive image and demonstrated integrity. In the event of changed circumstances, North Yarmouth reserves the right, on reasonable grounds, to revise the form of, or withdraw recognition.

Requests:

- A. A formal memorandum of a request for naming should be submitted to the project representative(s) who shall review the request and present it to the Select Board for review. The memorandum shall include:
 1. The individual donor's name or corporation/corporate foundation and information regarding the gift being recognized.
 2. A brief profile of the donor or corporation, his or her connection to North Yarmouth and an overview of significant past giving.
 3. Any special considerations offered to the donor or corporation, including the structure of the gift.
 4. A description of the recognition, including proposed inscription, mounting and size information, as applicable.
- ~~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.~~

Signage Guidelines:

- A. All interior and exterior recognition signage and lettering may be developed by the committee and or representative(s) charged with the task in consultation with the Town Manager and Select Board. The goal is to design recognition plaques or signage that appropriately adhere to the graphic guidelines of North Yarmouth and are complementary to the existing interior and exterior recognition signage and fit appropriately with design elements of the representative space. Implementation of signage shall not be undertaken until final approval from Select Board.

Approval Process:

- A. No commitment for naming shall be made prior to approval of the proposed name.
- B. Proposals for naming opportunities will follow the approval process described below before publicly discussing recognition of a person, family, corporation or organization and before formally accepting a prospective donor for a naming gift.

Town of North Yarmouth
Charitable Fundraising Policy

- C. Discussions with the individual, corporate, or other organizational donors who seek naming rights must be conducted with the understanding that the Select Board reserves the right on both the minimum amount of a naming gift and the name of the person or organization to be honored by the naming for final approval compliance.
- D. In all bond financed projects bond counsel shall review gifts and naming issues for compliance with municipal bond tax laws prior to submission to the legislative body.
- E. The Select Board shall submit all gifts of condition to the Town's legislative body at a Town Meeting in accordance with Conditional Gifts 30-A M.R.S. § 5654.

Select Board

Jennifer Speirs, Chair

Stephen Morrison, Vice Chair

Anne Graham

William Whitten

James Moulton

Adopted: November 7, 2018
Amended: February 19, 2019

Town of North Yarmouth
Charitable Fundraising Policy

ADDENDUM ONE (1) Amended

Committee: Friends of Wescustogo

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

Date: ~~November 7, 2018~~ **February 19, 2019**

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 **and Community Center**.

Guidelines:

1. The committee establishes the process by which to obtain the funds and provides the Select Board with the plans.
2. **The Friends of Wescustogo (FOW) was established by the Select Board for the purpose of raising \$250,000 towards the construction cost of Wescustogo Hall and Community Center.**
~~2. The fundraising goal is \$250,000.~~
3. During construction, all funds raised up to \$250,000 shall go towards the construction costs of the Wescustogo Hall **and Community Center** building.
4. Funds raised over the goal amount or after the completion of the project may go towards additional features upon Select Board approval.
5. **Gifts considered as a Substantial Contribution to a project shall be as follows:**

▪ Gymnasium	\$ 100,000
▪ Community Room	\$ 75,000
▪ Wescustogo Hall Room #1	\$ 25,000
▪ Wescustogo Hall Room #2	\$ 25,000
▪ Wescustogo Hall Room #3	\$ 25,000
6. Donations will be received and recorded at the Town Office; a separate account will be used for this project.
7. Construction costs will be reviewed and paid on a periodic basis from funds raised at the Town Manager's discretion.
8. Long-term donation commitments for 1-5 years will be set up accordingly for collection.

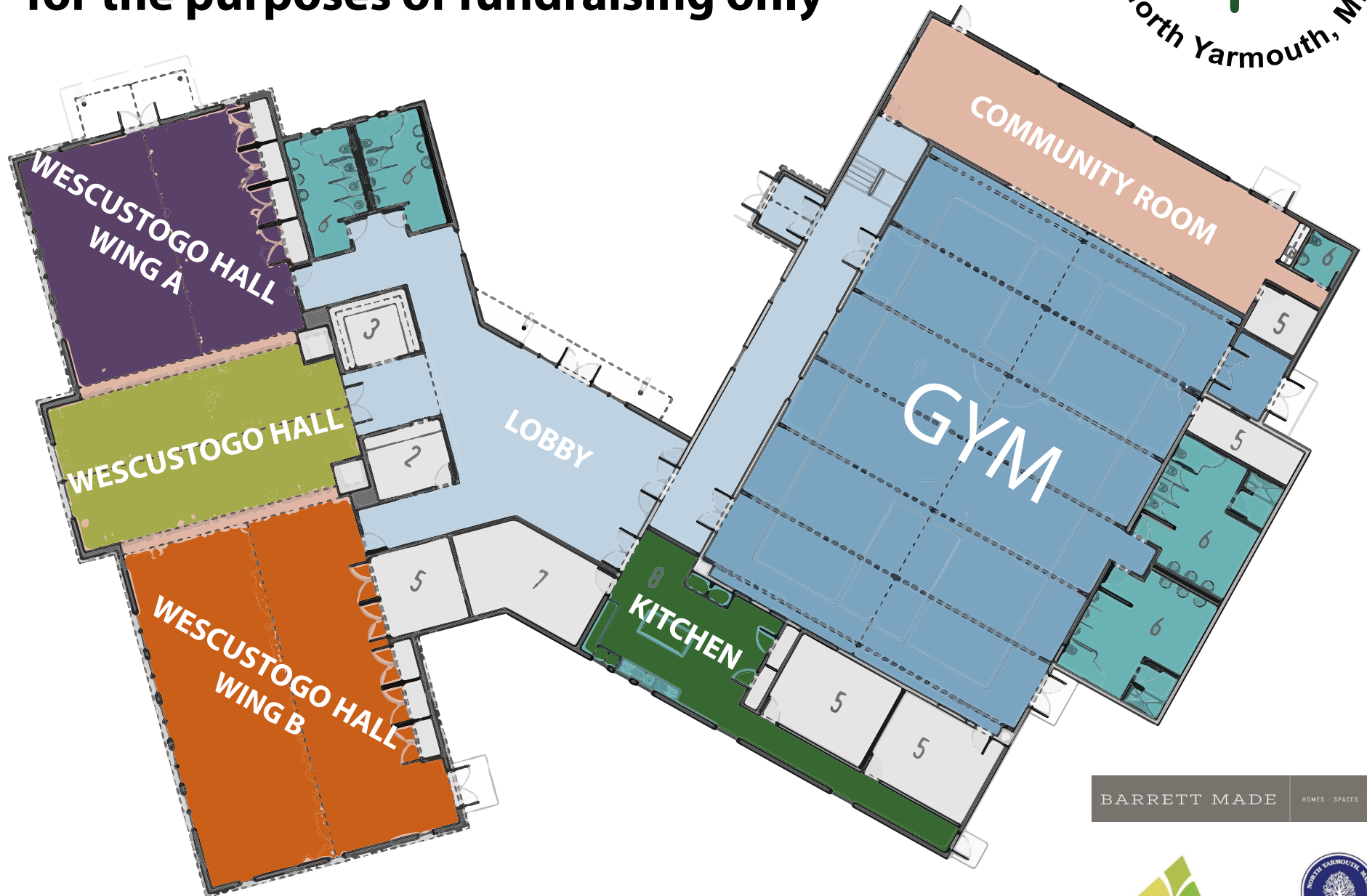
9. All products offered based on a donation, i.e., “wooden board w/name” shall be filled and prepared for installation.
10. **A formal memorandum of a request for naming as described in the Town policy should be submitted to the FOW Chairperson who will present the request to the full committee and the Select Board.**
11. **Naming recommendations may be presented to the Select Board by the FOW Chairperson.**
12. **All interior and exterior recognition signage and lettering will be developed by FOW in consultation with the Town Manager and Select Board.**

Friends of Wescustogo
~~Wescustogo Hall Fundraising Committee~~
5 Members - 2 Year Term

Charge: The Committee will work to implement and manage a fundraising campaign for ~~this~~ **the Wescustogo Hall & Community Center** project. The anticipated amount to be raised is \$250,000. The Committee shall continue to be guided by any conditions and requirements as set forth in the 1997 agreement in which the Town accepted the Grange Hall. This ad hoc Committee shall submit all donations to the Town Manager for Select Board acceptance and shall keep the Town Manager updated on the committee's progress.

Rendition of North Yarmouth's Wescustogo Hall and Community Center for the purposes of fundraising only

Map provided by Friends
of Wescustogo



BARRETT MADE HOMES · SPACES · DETAILS



Date: February 19, 2019

To: Select Board
Fr: Rosemary E. Roy, Town Manager ^{RR}
Cc: Clark Baston, Public Works Director
Cc: Jeff Porter, Superintendent MSAD 51
Cc: Scott Poulin, Financial Director MSAD 51
Cc: Phil Blake, Transportation MSAD 51

RE: MSAD 51 BUS DEPARTMENT RELOCATION

Included with this memo please find a revised design for the North Yarmouth PWD facility incorporating the MSAD 51 Bus Department. The new design reflects changes discussed at a meeting with the engineers, MSAD 51, and the Town. I have also included a draft schedule and estimated financing for the Boards review.

Pending items denoted on the spreadsheet are:

- Official confirmation from the MSAD 51 School Directors
- A final decision on the Wash Bay - as of this writing I have not had the opportunity to discuss this option further with Cumberland's Town Manager. I do encourage any discussion with the Public Works Director on this matter or the project in general; Clark is planning to attend the meeting.

The Select Board may wish to wait for any decisions on the project until such time that MSAD 51 confirms their support.

**MSAD 51 BUS DEPARTMENT RELOCATION
Proposed Schedule and Project Costs**

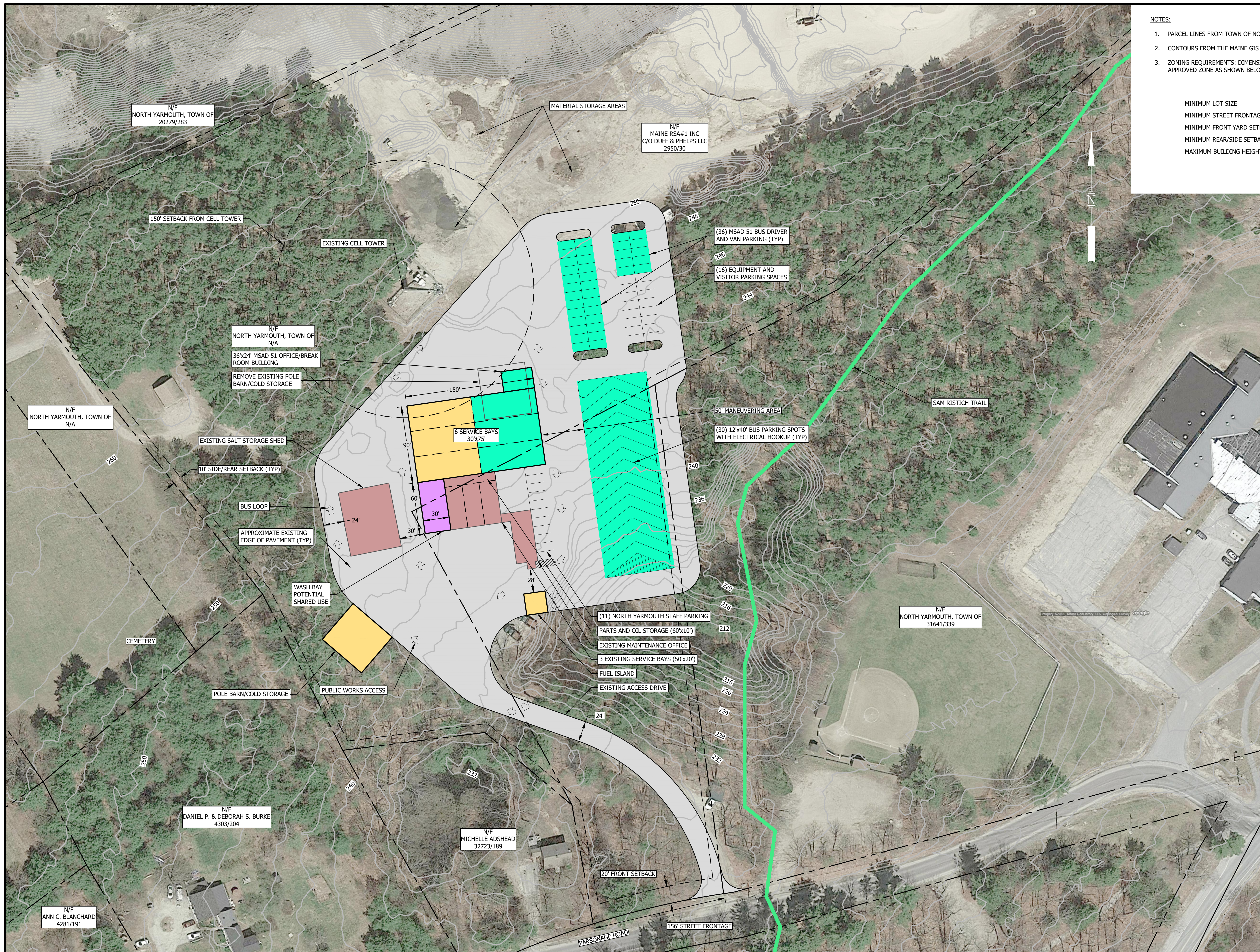
Fiscal Years

July 1, 2018 - June 30, 2019	FY19	
	<u>Pending Items:</u>	
	MSAD 51 Official Confirmation	
	Wash Bay - Decision on location	
	Preliminary Work by Engineers	\$ 5,000
July 1, 2019 - June 30, 2020	FY20	
	<u>Items for Consideration:</u>	
	WHCC Debt Service - 1st Year Full Payment Impact (lowers going forward)	
July 1, 2020 - June 30, 2021	FY21	
	<u>Items for Consideration:</u>	
	PAC Debt Service - 1st Year Full Payment Impact (lowers going forward)	
	Bond Financing	\$ 35,000
	Design Work & Project Bids	\$ 380,000
	Estimated Bond Interest Payment	\$73,000
July 1, 2021 - June 30, 2022	FY22	
	Build Year - Begin no later construction July 1, 2021	
	PWD/BD - Debt Service - 1st Year Full Payment Impact (lowers going forward)	

<u>Costs:</u>		<u>Construction</u>	<u>Design</u>	<u>Contingency</u>	<u>Bond Fees</u>	<u>Totals</u>
Town	53.76%	\$ 1,858,000	\$ 204,288	\$ 306,432	\$ 18,816	\$ 2,387,536
MSAD 51	46.24%	\$ 1,598,000	\$ 175,712	\$ 263,568	\$ 16,184	\$ 2,053,464
		\$ 3,456,000	\$ 380,000	\$ 570,000	\$ 35,000	\$ 4,441,000 (w/o Wash Bay)
				\$ 4,406,000	\$ 35,000	
		Wash Bay	\$360,000	\$ 4,766,000	\$ 4,801,000	(w/Wash Bay)

ESTIMATED Debt Service - Level Principal - 20 years:

1st year	\$ 364,351	w/o Wash Bay	\$ 195,880	Town Portion	\$ 168,471	MSAD 51 Portion
1st year	\$ 393,886	w/Wash Bay	\$ 225,415	Town Portion	\$ 168,471	MSAD 51 Portion



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

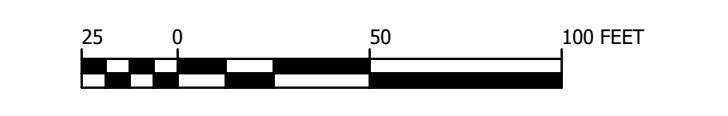
	VILLAGE CENTER REQUIRED	PROVIDED
MINIMUM LOT SIZE	1 ACRE	>1 ACRE
MINIMUM STREET FRONTAGE	50 FEET	>50 FOOT
MINIMUM FRONT YARD SETBACK	20 FEET	20 FEET
MINIMUM REAR/SIDE SETBACK	10 FEET	10 FEET
MAXIMUM BUILDING HEIGHT	35 FEET	<35 FEET

- LEGEND**
- — — — — PROPERTY LINE
 - — — — — CONTOUR
 - — — — — SAM RISTICH TRAIL

- EXISTING PUBLIC WORKS DEPARTMENT
- PUBLIC WORKS IMPROVEMENTS
- MSAD 51 BUS DEPARTMENT IMPROVEMENTS
- WASH BAY

COST SUMMARY

PUBLIC WORKS IMPROVEMENTS:	
GENERAL SITE/EARTHWORK/UTILITIES	\$515,000
BUILDINGS (3-BAYS AND FUEL ISLAND)	\$1,273,000
STORMWATER/SEPTIC	\$70,000
TOTAL	\$1,858,000
MSAD 51 BUS DEPARTMENT IMPROVEMENTS:	
GENERAL SITE/EARTHWORK/UTILITIES	\$515,000
BUILDINGS (3-BAYS)	\$1,013,000
STORMWATER/SEPTIC	\$70,000
FUNDED BY SCHOOL DISTRICT 51 THROUGH LONG TERM LEASE	\$1,598,000
TOTAL	\$3,054,000
WASH BAY:	\$360,000
DESIGN (10%):	\$380,000
CONTINGENCY (15%):	\$570,000
TOTAL COMBINED COSTS:	\$4,766,000



**CONCEPTUAL SITE PLAN
MSAD 51 SCHOOL BUS RELOCATION
NORTH YARMOUTH PUBLIC WORKS
NORTH YARMOUTH, MAINE**



ENVIRONMENTAL • CIVIL • GEOTECHNICAL • WATER • COMPLIANCE
4 Blanchard Road, PO Box 85A, Cumberland, Maine 04021
Phone 207.829.5016 • Fax 207.829.5692 • sme@maine.com

Date: February 19, 2019 - Tabled 2/5/19

To: Select Board

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

RE: REQUEST FOR PROPOSAL (RFP) - ASSESSING SERVICES

Included with the memorandum is a draft RFP for Assessing Services for the town. Please consider this to be the first review and that the dates in the document can be amended. However, the goal is to have a firm or individual contracted to start by no later than July 1, 2019. Once the final document is approved the process will be as follows:

- The RFP will be publicized through various forms of advertising, and a mailing distribution will go to assessing firms or individuals in the surrounding areas.
- Bid Openings (closed) - the Town Manager will review the proposals received for completion and distribute to Select Board for review.
- Interview Selection - The Select Board and manager will select those firms or individuals to interview from the proposals received. The Board may opt to choose two members of the Board to participate in the interview process to avoid calling forth additional business meetings.
- Once the interviews are completed the Select Board and Town Manager may choose to hold a workshop to discuss the proposals. (bids become public)
- At the next regular business meeting, the Select Board may then choose to authorize the Town Manager to enter into a contract with a selected firm or individual for assessing services.



Town of North Yarmouth
REQUEST FOR PROPOSAL
Tax Assessor Services

The Town of North Yarmouth is seeking proposals from qualified individuals or firms to provide property tax assessment services. Services include, but are not limited to the preparation and timely filing of assessment documents, abatement and supplemental tax assessments, yearly appraisals, market analysis, data entry and consulting as necessary.

Proposals should be addressed to Town Manager, Town of North Yarmouth, 10 Village Square Road, North Yarmouth, Maine 04097 and marked "Tax Assessor Proposal." The proposal can be emailed to manager@northyarmouth.org; the subject line should read "Tax Assessor Proposal." Proposals will be accepted until 5:00 pm on March 28, 2019.

The Town of North Yarmouth reserves the right to reject any or all proposals.

SECTION I: GENERAL INFORMATION

A. Point of Contact

Town of North Yarmouth
Rosemary E. Roy, Town Manager
10 Village Square Road, North Yarmouth, ME 04097
manager@northyarmouth.org
Phone: (207) 829-3705 Ext. 207

B. Town Information

The Town of North Yarmouth has approximately 4,300 residents and is located in Cumberland County, Maine. There are approximately 1750 parcels with a taxable value of \$529,503,400 and approximately 155 personal property accounts with a taxable value of \$7,514,641. Town-wide taxable valuation of \$484,450,000; land area is 13,702.4 acres. Last property equalization was performed in 2012. The Town of North Yarmouth's fiscal year is July 1st to June 30th.

C. Limits of Liability

The Town of North Yarmouth assumes no liability for any costs incurred by respondents or in responding to further requests for an interview, additional information, etc. before issuance of a contract.

D. Type of Contract

Contracted Tax Assessor shall be for a period of one (1) year beginning July 1, 2019, and ending June 30, 2020.

E. Questions

Questions about the Request for Proposal (RFP) shall be submitted electronically via email to Rosemary Roy, Town Manager at manager@northyarmouth.org. In the subject line for the email enter "Question:

Tax Assessing Services." All submissions must contain the name of the person asking the question, address, phone number, and email address.

F. Selection Process

The Select Board and Town Manager will review all proposals received based on the evaluation criteria outlined in **Section III - Evaluation Criteria**. Individuals or firms meeting the described standards will then be contacted for an interview. Following the interview process, a decision on the on the result of the RFP will be determined. The final contract shall be approved by the Select Board at a regular business meeting. The agreement will commence only upon the completion of required approvals, verification of requirements, and signatures by appropriate parties.

G. Conditions of Award

It is in the intent of the Town to award the contract to the most qualified and responsive individual or firm, provided that the proposal submitted meets the requirements of the RFP. The Select Board and Town Manager shall be the sole judge of the individual's or firm's qualifications and whether the proposal is in the best interest of the Town. Up to the time of signature of the contract, the Town shall have the right to reject any of the bids, to request and or negotiate re-bids, to waive any defects, time limits or deficiencies in any proposal, and to terminate consideration with or without cause if deemed in the best interest of the Town to do so.

H. Modifications to the RFP

The Town may revise this RFP by using written addenda. Addendums will be posted on the Town's website and emailed to all known bidders.

The Town may request additional information if deemed necessary. Failure to provide such information may result in the proposal being considered incomplete. The Town reserves the right to be the sole judge of all such criterion.

I. Insurance Certificates

The individual or firm must be able to provide evidence of the following insurance coverage.

1. In the capacity of an independent contractor, the individual or firm shall maintain insurance as described below for the entire term of the contract. The coverage shall protect it and the Town from any claims for personal injury, property damage, and claims under the Worker's Compensation Acts, including death arising out of the operation of this agreement.
2. A comprehensive general liability insurance policy with the following limits of coverage:
 - a. Bodily Injury: \$1,000,000 each occurrence
 - b. Property Damage: \$400,000 each occurrence
 - c. \$1,000,000 aggregate of all claims per occurrence
3. A comprehensive automobile insurance policy with the following limits:
 - a. Bodily Injury: \$1,000,000
 - b. Property Damage: \$500,000 per each occurrence
4. All of the insurance must be issued by an insurer licensed, authorized and maintaining an office to do business in Maine.

J. Confidentiality

Proposals will be kept confidential until after they have been evaluated. A record will be maintained of proposals received, but bids will **NOT** be opened publicly.

SECTION II: PROPOSAL SPECIFICATION

A. Bid Response Elements

The following information shall be provided in the proposal; respondents should give detailed information addressing each of the following areas:

1. Work History
2. Certifications
3. Three (3) Work References
4. Any legal action relevant to the requested services that are pending or have been resolved within the past twenty-four (24) months
5. Annual costs to provide services outlined in the scope of services

Note: Failure to fully disclose requested information shall be grounds for disqualification. This section shall not be interpreted to require disclosure by State and Federal Statutes and court order.

The Town of North Yarmouth utilizes TRIO financial software, TRIO Real Estate, Personal Property, and Commercial software, in conjunction with Vision Appraisal Services. Each contractor must show evidence of familiarity with all systems by submitting a list of projects/contracts that require the use of these systems or the ability to adapt to the Town's software needs.

SECTION III: EVALUATION CRITERIA

A. Evaluation Criteria

1. Proof as Certified Maine Assessor (CMA)
2. General experience and technical competence
3. Approach to the scope of services
4. Value and cost of services that would maximize the benefit to the Town
5. References

B. Comparative Criteria

1. Knowledge and experience with TRIO and Vision Appraisal software, or similar
2. Experience conducting a commercial/residential evaluation and equalization
3. Experience working with Municipal Officials and staff
4. Familiarity with Town of North Yarmouth and its assessed parcels

C. Miscellaneous

1. The contract awarded as a result of this RFP will be granted without discrimination by race, color, religion, age, sex, sexual orientation, political affiliation or national origin.

SECTION IV: SCOPE OF SERVICES

A. General

1. Provide specialized professional, administrative, and technical work in the assessment of real and

personal property in the Town of North Yarmouth.

2. The Contracted Assessor(s) is responsible for appraising and assessing real and personal property for taxation within the Town, and for the administration and maintenance of all records necessary to administer and maintain the assessment program. Work involves fieldwork in the review of existing and new properties and analytical and administrative work to maintain, equalize, and update values for properties.
3. The contractor is required to exercise considerable independent judgment in administering the assessment program within specific state laws and regulations (Title 36, M.R.S.A.), with general (non-assessing) guidance from the Town Manager.

B. Principal Responsibilities

1. Assessor(s) administers and maintains the assessment system for the Town in keeping current property valuation through visitation, data collection, and analysis.
2. Appraises residential, commercial, agricultural, and industrial properties; special rights and interests; personal property; and public utility equipment and properties.
3. Maintains and reviews property transfers; reviews and approves all exemptions for taxes as permitted by the State; makes and enters computation valuations and other data in valuation commitment books; required State reporting forms; maintains the assessing database; and determines the assessments to be placed on new, renovated, and existing property based on changing market value.
4. Develops and administers a program for the collection of sales, costs, income, and other economic and social data affecting property values; prepares appraisal and other reports as necessary.
5. Shall maintain deed transfers and provide research as needed and provide state and local reports as required.
6. Provide assistance with Tax Increment Financing (TIF) and or Credit Enhancement Agreements (CEA) creations, amendments, and reporting.
7. Assist the Tax Collector with tax-acquired properties, special tax assessments, title research, etc.
8. Meet and or provide written reports of assessing activity to the Town Manager and or Select Board as requested.

C. Requirements

1. A thorough understanding of the principles, methods, and techniques of real and personal property assessments including the provisions, ordinances, and general law in governing real and personal property assessment and statutory exemptions.
2. The ability to utilize statistical methods to analyze factors which may influence the value of the property, to exercise judgment in determining property values, and changes in Town structures and physical properties.
3. Considerable experience in property assessment work involving the appraisal and evaluation of land and buildings, and preferably including some experience in the maintenance of standard office records.
4. The ability to plan and organize the maintenance of assessment and property records to facilitate the

preparation of varied assessment roles and reports.

5. The ability to provide the annual tax assessment to the Tax Collector for commitment by no later than August 31st of each year.
6. Possess effective working relationships with taxpayers, the general public, employees, and other representative departments or agencies.
7. Knowledge of building construction methods and architecture, municipal planning and real estate laws, municipal zoning and tax policy, and the mechanics of real estate sale and finance.
8. Works on a regular basis with the Code Enforcement Office to gather and maintain new and existing property construction.
9. Works on a regular basis with the Code Enforcement Office to update and maintain all Town property maps and lots.
10. Must know the geographic layout of the Town to conduct proper inspections and provide appropriate inventory as outlined by the statute.
11. Proof and maintenance of liability and vehicle insurance for the term of this agreement.
12. Proof of Certified Maine Assessor's license must be provided.

D. Expenses

Please provide a summary statement with full descriptions of the rate for services based on the criteria contained in this proposal, to include but not limited to:

1. Number of days per contract year (July 1-June 30) to perform services
2. Onsite services
3. Taxpayer services
4. Availability
5. Preparation and completion of annual tax commitment
6. All related requirements

E. Other Expenses

1. The Town of North Yarmouth will provide office space, desktop computer, internet/network connection, printer/copier/fax, desk, phone, and other standard office supplies.
2. Vehicle(s) to complete described work shall be the responsibility of the individual and or firm and not that of the Town of North Yarmouth.
3. The town will provide part-time staff assistance to the Assessor(s) which includes assisting residents when the assessor is not present and administrative clerical support consistent with assessing operations.
4. The Town will provide funds for necessary map updating.

MEMORANDUM

Date: February 5, 2019

To: Select Board

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

RE: SPIRIT OF AMERICA TRIBUTE

It is that time of year when the Select Board selects an individual or committee to receive the Spirit of America. The award recognizes volunteers and their contributions to the community. The decision should be based on purpose, chosen activity, commitment, positivity, and valuable project results. The award will be announced at the Annual Town Meeting in April, and I would ask that the Select Board members complete their individual selections below and return them to me by the second meeting in February or before.

The Select Board may choose from any of the town's boards and committees some of which I have listed below or elect to pick one individual to receive this prestigious award.

PLEASE SELECT YOUR TOP THREE (3) & RETURN TO MANAGER

Committees

- _____ Communications Advisory Committee
- _____ Comprehensive Planning Committee
- _____ Events Committee
- _____ EDSC
- _____ Flag Committee
- _____ Living Well in North Yarmouth Committee
- _____ Parks & Recreation Committee
- _____ Planning Board
- _____ Friends of Wescustogo
- _____ Other: _____

Individual Committee Member

Name: _____

Committee: _____

Previous Recipients:

2017 - Wescustogo Building & Design Committee

2018 - Living Well in North Yarmouth