

**Town of North Yarmouth
Select Board Meeting Agenda
Tuesday, February 20, 2018
7:00PM - Town Office Meeting Room**

I. Call to Order

II. Public Hearing

- Proposed Changes to the Town Charter

III. Special Presentation

- Solar Energy Efficiencies & Sustainability - Sue Inches and Amy Eshoo

IV. Minutes of Previous Meeting(s)

- February 6, 2018

V. 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.

VI. Management Reports & Communications

- Town Manager's Report

VII. Old Business

- Wescustogo Hall & NY Community Center - Liaison Update

VIII. New Business

- FY16 Property Foreclosures

IX. Accounts Payable - Review & Approval

- Accounts Payable

X. Any Other Business

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

XI. 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
Guideline for Conducting
PUBLIC HEARINGS**

1. **Open the Hearing** - A motion must be made, seconded, and voted on to open the Public Hearing.

2. **Presentation/Explanation** - A brief presentation/summary by the Chair or Town Manager is expected.

3. **Public Participation** - The Select Board can recognize questions/statements from the public in attendance.

4. **Board Inquiries/Discussions** - After public participation, the Board can discuss the subject matter, if necessary.

5. **Close the Hearing** - When it is clear that discussion of the subject has ended a motion to close the Public Hearing (seconded and voted) should take place.

6. **Further Motion(s)** - The Board, if they choose may elect to take action on the matter immediately or may do so at another point in the meeting.

7. **Amendments to the Hearing Subject** - The Board may also make amendments on the subject matter in accordance with any discussions/decisions that took place during the hearing.

Proposed Changes to the Town Charter - 02/06/2018

Town of North Yarmouth

Article IV. Elected and Appointed Boards, Commissions, Committees, and Officials

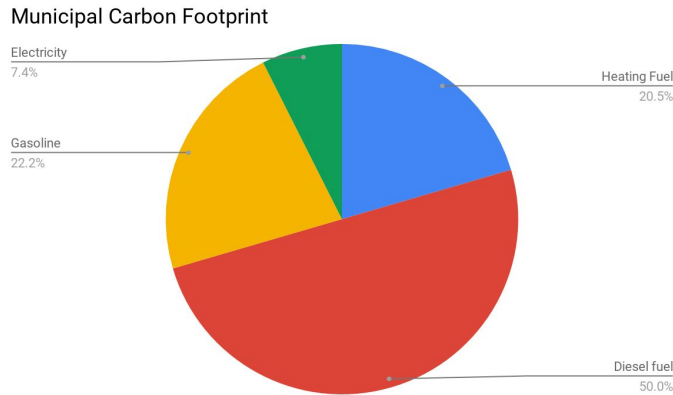
3. Appointed Boards, Commissions, Committees and Officials. The following boards, commissions, committees and officials shall be appointed by the Select Board.
- e. Economic Development & Sustainability Committee. There shall be an Economic Development & Sustainability Committee consisting of seven (7) regular members and one (1) alternate member appointed by the Select Board to staggered three (3) year terms. The terms of those appointed to the Economic Development & Sustainability Committee shall expire on June 30th of the expiration year. The members of the Economic Development & Sustainability Committee shall elect from their membership a chair and a secretary annually at its first regular meeting occurring on or after July 1st of each year. Other than for purposes of electing the chair and secretary, an alternate may only vote in the absence of a regular member. The Economic Development & Sustainability Committee shall execute such duties as prescribed in the town comprehensive plan, strategic development plan, and charge of responsibilities established by the Select Board.
 - f. North Yarmouth School Fund. There shall be a North Yarmouth School Fund consisting of nine (9) trustees appointed by the Select Board to staggered five (5) year terms. Recommendations for trustee appointment(s) shall be petitioned and provided by the trustees to the Select Board. The terms of those appointed to the North Yarmouth School Fund shall expire on June 30th of the expiration year. The trustees of the North Yarmouth School Fund shall elect from their trusteeship a chair and a secretary annually at its first regular meeting occurring on or after July 1st of each year. The North Yarmouth School Fund shall execute such duties as prescribed in the North Yarmouth School Fund bylaws and the charge of responsibilities established by the Select Board.
 - g. Wescustogo Hall Committee. The Select Board shall appoint a five (5) member committee for the purpose of overseeing the use, maintenance, and rules pertaining to the property as well as keeping the intent of the April 7, 1997, agreement (warrant Article 6) to staggered three (3) year terms; two (2) of the five (5) members shall be selectpersons. The provision of this committee will be reviewed following the year 2025 in which a vote of the Townspeople may find it is no longer validating.
 - ~~f.~~ h. Other Officials. The Select Board shall appoint such other officials to regional bodies as may be required from time to time to serve on such regional bodies required or permitted by law, agreement or otherwise.

A Sustainability Proposal for the Town of North Yarmouth

*Submitted by: Amy Eshoo and Sue Inches,
Broadband and Energy Partners, North Yarmouth
February 13, 2018*

The Opportunity:

North Yarmouth has an opportunity to reduce its energy costs and carbon footprint by implementing energy efficiency and renewable energy projects. Energy efficiency measures can significantly reduce heating costs and LED lighting can reduce lighting costs. Solar energy costs have come down significantly over the past several years, making it a viable option for lighting, heating (via heat pumps) and vehicles. Grant funds, rebates and financing strategies are available to help cover costs. North Yarmouth’s energy profile is illustrated below:



Municipal Energy Costs 2016-17

<u>Energy Use</u>	<u>Cost</u>
Heating Fuel Oil *exc Mem Sch	\$ 6,294
Diesel fuel for vehicles	\$15,890
Gasoline for vehicle/s	\$ 8,099
Electricity *exclude Mem Sch	<u>\$13,714</u>
Total:	\$43,997

Clearly electricity and diesel fuel costs are priorities, but strategies to reduce heating fuel costs are also

included in this proposal.

North Yarmouth also has an opportunity to be a community leader by taking action to reduce energy costs and carbon emissions for its residents and businesses. A profile of energy use by residents is attached. Several projects the Town can undertake are included with this proposal.

By taking action to become more sustainable, North Yarmouth will be perceived as an attractive, up-to-date and forward thinking community. This will have great appeal to residents and businesses who are considering locating here.

The Need:

In order to implement renewable energy and energy efficiency projects, both knowledge of energy measures and incentives; and time to evaluate, plan, and execute projects are needed. It is our understanding that current Town staff do not have the specific knowledge or time to do this work. Many towns have solved this problem by hiring Sustainability Directors. For North Yarmouth, which is just starting down the path to sustainability, it makes more sense to contract with Broadband and Energy Partners to carry out the work. This way, the Town can decide what projects to undertake, and contract for the work on an as needed basis.

Sample Menu of Activities:

Activity	Benefits to the Town	Consultant Responsibilities	Cost Estimate and Funding
Energy Retrofit FireHouse and Municipal Building	<p>Energy Savings for energy efficiency retrofits typically range from 15-30% of heating costs:</p> <p>More predictable energy rates, comfort in summer and winter, reduced carbon footprint.</p>	<ul style="list-style-type: none"> Schedule energy audit Select priorities Present prices and options to Select Board Hire contractors Oversee work Apply for rebates 	<p>Consulting fee \$7,200 paid back through first year energy savings.</p> <p>Contractor fees can be paid back through energy savings over time.</p> <p>Efficiency Maine Incentives (Up to \$5,000)</p>
Solar Array on Landfill or other Municipal Property	<ul style="list-style-type: none"> Provides electricity to power heat pumps to heat municipal buildings 	<ul style="list-style-type: none"> Develop Budget Assist with Permitting and Site Issues Write RFP, select vendor 	<p>No upfront cost of system.</p> <p>Consulting fees of \$22,000 paid back by energy savings or can be included in bonding.</p>

	<ul style="list-style-type: none"> • Reduces oil price risk, locks in electric rates for long term savings • Shows community leadership 	<ul style="list-style-type: none"> • Negotiate PPA • Oversee Build 	
Solar Array on Community Building	Town will have fair representation in negotiating PPA	<ul style="list-style-type: none"> • Negotiate CMP and Revision contracts, easement, present to Select Board, get signatures. 	Consulting fee: \$4,000.
Electric Trucks and School Buses and Charging Station	<p>Reduces fuel oil cost and carbon pollution</p> <p>Shows Community Leadership</p>	<ul style="list-style-type: none"> • Partner with SAD 51 • Research costs • Write grant proposal • Present project proposal to Select Board and School Board • Purchase vehicles • Arrange for EV station to be installed • Organize Public Education Event 	<p>Trucks, Buses and possible Access Van purchasing paid with grant funds.</p> <p>Consulting fee: \$9,500 (about half covered by grant)</p> <p>Estimated Cost: 40 hours x \$100 = \$4,000</p>
COMMUNITY PROJECTS	Benefits	Consultant Responsibilities	Cost Estimates and Funding
Collective Purchasing for Weatherization	Offers homeowners an affordable path to energy efficiency.	<ul style="list-style-type: none"> • Act as Project Planner • Organize educational event • Community outreach • Solicit bulk pricing from vendors 	Estimated Cost: 110 hours x \$100 = \$11,000.

		<ul style="list-style-type: none"> Facilitate rebates/loans from Efficiency Maine 	
Solarize North Yarmouth Bulk Buying Program	<p>Provides residents and businesses with solar arrays at discounted prices</p> <p>Deadlines and presence of others helps people decide “now is the time”</p>	<ul style="list-style-type: none"> Develop RFP Select Vendor Organize educational outreach/event Coordinate Applicants of the Program 	<p>Estimated Cost: 90 hours = \$9,000</p> <p>Town budget allocation.</p>
Window Dressers Affordable window inserts	<p>Reduces heating loss through windows inexpensively.</p> <p>Saves 10-20% on fuel consumption.</p> <p>Good community building event.</p>	<p>Develop partnership with Window Dressers.</p> <p>Find and mentor volunteer program coordinator.</p>	<p>Estimated Consultant Cost: 30 hours = \$3,000.</p>

*Consulting fees are based on estimated number of hours x \$100/ hour, which is a reduced from our usual rate of \$125/hour.

Funding Strategies:

We have offered our services at a reduced rate of \$100/hour and done our best to estimate the number or hours to manage each project. A combination of funding strategies can cover the cost of the work we propose to do:

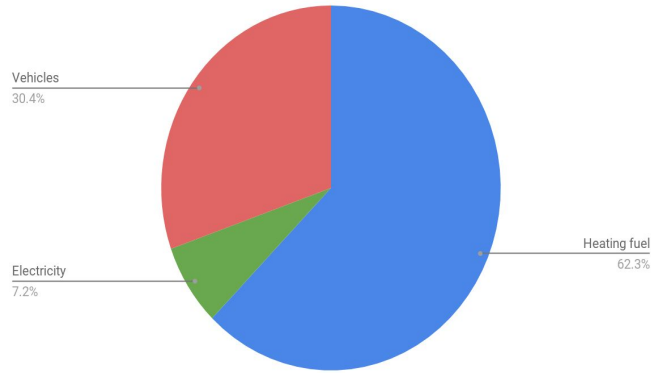
1. Town Budget Allocations
2. Energy Savings
3. Rebates from Efficiency Maine (Up to \$5,000)
4. Grant Funds (VW Settlement Funds for Electric Trucks/Buses/Charging Station)
5. Bonding for Community Center (which could include renewable energy for all municipal buildings)

Next Steps:

- Present to Select Board
- Work with Town to Refine Priorities
- Contract with Consultants
- Refine Specific Project Budgets for Each Project Selected
- Begin Work

Carbon Footprint and Energy Costs: North Yarmouth Residents

Residential Carbon Footprint



Residential Average Energy Costs 2017

<u>Energy Use</u>	<u>Cost</u>
Heating Fuel Oil	\$ 2,600 @ 1,000 gal x average \$2.60 per gal <i>75% of residents heat with oil</i>
Gasoline for vehicle/s <i>gasoline</i>	\$ 1,836 @ 17,500 mi / 20 mpg x average \$2.10 per gal
Electricity	\$ 1,025 @ 7,830kwh x .1309 cents kwh
Total:	\$ 5,461



**Town of North Yarmouth
Select Board
Meeting Minutes of February 6, 2018**

Call to Order

Members Present: Jeanne Chadbourne, Jennifer Speirs, Anne Graham & Steven Morrison. Town Manager Rosemary Roy was also present.

Public Hearing

Vice Chair Chadbourne moved to open the Public Hearing to consider changes to the Barking Dog Ordinance. Selectperson Graham seconded the motion. Discussion: None. **Vote: 4 Yes - 0 No.**

Dorothy Macaloni of North Road agrees with the proposed ordinance changes and supports the board in accepting said changes.

Chairperson Speirs moved to come out of Public Hearing. Vice Chairperson Chadbourne seconded the motion. Discussion: None. **Vote: 4 Yes - 0 No.**

Chairperson Speirs moved to present the Barking Dog Ordinance as amended on the Annual Town Meeting warrant. Vice Chairperson Chadbourne seconded the Motion. Discussion: None. **Vote 4 Yes - 0 No**

Minutes of Previous Meeting(s)

Vice Chairperson Chadbourne moved to approve the Select Board Meeting Minutes of January 16, 2018, as amended. Selectperson Morrison seconded the motion. Discussion: None. **Vote: 3 Yes - 0 No – 1 Abstain (Anne Graham)**

Public Comment - Non-Agenda Items

Steve Palmer of Montfort Road spoke about the dates and times that Pickleball and Ping-Pong are held at the Memorial School. The Living Well in North Yarmouth Committee is sponsoring the Wescustogo Hall Community Forums on 2/15/18 at 10 AM and 7 PM, rides will be provided for those who need it. The fitness room at the Memorial School is coming along well, many pieces of equipment have been donated.

Management Reports & Communications

Town Manager's Report: The Town Manager provided the Board with a verbal summary of her report.

Highlights:

- Town Manager Roy updated Selectperson Morrison regarding zoning for dog kennels; there is no specific code in the land use ordinance regarding kennels.
- The waterline at Deerbrook Apartments as been constructed.
- March 6th the Auditors will be presenting the 2017 audit to the Select Board.
- Timber harvesting has begun.
- There are two parcels in town that have been officially foreclosed, final letters have been sent regarding tax payments and the Select Board will receive an update the beginning of March.
- The Yarmouth water district is reviewing their plans and will have an update the beginning of March.

Old Business

Wescustogo Hall & NY Community Center - Liaison Update: Chairperson Speirs has attended the last two meetings. The design is mostly complete, the committee as well as the town office employees are working on interior finishes. There will be a design competition for the main exterior window, the architect

will set design parameters and the contest will last approximately 3-4 weeks. The virtual walkthrough is available for viewing on the North Yarmouth website and Facebook page.

New Business

Personnel Policy - Draft Amendments: Town Manager Roy presented the Select Board with changes to the Personnel Policy; including an updated anniversary date, federal changes to the opioid section and a policy regarding suspended driver's licenses.

Standing Town Committees - Charter Update: The Town Charter has been amended to include the Wescustogo Hall Committee, Economic Development & Sustainability Committee and The North Yarmouth School Fund as standing committees.

Chairperson Speirs moved to schedule a Public Hearing on the amended charter on Tuesday February 20th at 7 PM. Vice Chairperson Chadbourne seconded the motion. Discussion: none. **Vote: 4 Yes - 0 No.**

Accounts Payable – Review & Approval

Vice Chairperson Chadbourne moved to accept the accounts payable Warrants 30 & 31 in the amount of \$147,023.08. Selectperson Graham seconded the motion. Discussion: None. **Vote: 4 Yes - 0 No.**

Other New Business

The Living Well in North Yarmouth Committee is moving forward with providing childcare at the Annual Town Meeting. They have been talking to Cumberland Recreation to coordinate staff for the day.

Adjournment

Chairperson Speirs moved to adjourn.

Ashley P. Roan
Recording Secretary

Select Board

Jennifer Speirs, Chair

Jeanne Chadbourne, Vice Chair

Anne Graham

Stephen Morrison

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.

GPCOG Regional Voice Committee - GPCOG is forming a new advocacy team entitled "Regional Voice Committee" and are seeking the participation of "elected officials, supportive of regional outcomes that serve all our municipalities' needs, and will bring a spirit of collaboration and compromise to the table." Please see enclosed correspondence from Kristina Eagan, Executive Director, GPCOG. If any Select Board members are interested in participating, please let me know.

Team Hailey's Hugs - This is a non-profit organization that supports families affected by childhood cancer. They are looking for the Town's support in bringing awareness to this cause during the month of September which is "Childhood Cancer Awareness Month." Included in this report is a copy of the prepared proclamation. I will have the actual proclamation at the meeting for the Chair's signature should the Board wish to support this request.

Other work - All other work consisted of follow up on several ongoing projects, budget meetings and updates, Wescustogo forums, and day to day responsibilities.

Respectfully,

Rosemary

Rosemary E. Roy, Town Manager



February 9, 2018

Rosemary Roy
North Yarmouth Town Manager
10 Village Square Road
North Yarmouth, ME 04097

Re: Nomination request for GPCOG Regional Voice Committee

Dear Rosemary,

GPCOG's new Strategic Plan was developed with extensive member input, including five "Shape the Region" workshops. The number one priority that emerged from our members was the need to organize our regional voice to express our shared priorities. Our members are looking for pragmatic, non-partisan policy solutions to build a stronger economy, ensure safe transportation and reliable infrastructure, and protect our natural resources and beauty.

We've included a recent Strategic Plan Summary for you.

In order for our region to thrive and have adequate resources, we need to be organized to clearly articulate what matters most for our future. To do this work, we are forming a new advocacy committee.

Here's how it will work: The new "Regional Voice Committee" will frame an annual policy agenda for the region to be adopted by our General Assembly and recommend specific policy solutions to the GPCOG Executive Committee that will be carried into the policy arena by our staff, our members and our citizens. This work will be used to educate opinion leaders and policymakers in Augusta and in Washington, D.C.

In 2018, our goal is to share our regional priorities with the candidates for Governor in a short briefing book and through a candidates forum in the fall.

Today we are inviting you to work with your Council/Select Board to nominate someone for membership on the Committee. Our Executive Committee will make final appointments to the Committee. Since space is limited and the Executive Committee is committed to ensuring that our diversity as an organization is balanced and reflected in the committee membership, not every nominee will be appointed.

We expect the committee to meet quarterly at GPCOG. Meetings are expected to be 90 minutes long. We will schedule the regular day and time to accommodate as many members as possible.

February 9, 2018

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While your community is welcome to nominate anyone you feel is best suited to represent your community's interests, we encourage nominees who are elected officials, supportive of regional outcomes that serve all our municipalities' needs, and will bring a spirit of collaboration and compromise to the table.

Thank you in advance for sharing this request with your full Council/Board and providing us with your community's nominee no later than March 15, 2018. We expect the committee to be selected soon thereafter and to begin work as soon as it is appointed.

If you have questions or need any further clarification, please don't hesitate to reach out to me. And thank you again for your continuing support of GPCOG as we expand the ways in which our organization brings greater value to your municipality.

All the best,

A handwritten signature in blue ink, appearing to read 'Kristina Egan', with a large, stylized flourish at the end.

Kristina Egan



2018

Dear Valued Supporter of Team Hailey Hugs,

Team Hailey Hugs, a non-profit organization, was established in 2016 with a mission to bring awareness to Childhood Cancer. Hailey Steward, along with her mom Tabatha, created Team Hailey Hugs for a way to raise money to help families affected by childhood cancer. Many of these families cannot hold regular jobs due to the many hospital stays and visits. The gas, housing, and meals are financial burdens. Sometimes these families need a little help to pay some past due bills, buy food or even help with their child's Christmas or Birthday. With that said, Team Hailey Hugs has helped many families financially, emotionally and will continue to do so with donations and sponsors from the community.

You, the Friends of Team Hailey Hugs, can make Hailey's dream come true. Hailey passed away during September of 2017 leaving a vacant space in all our hearts. She touched so many people and families throughout Maine and extending on to other states. The wish.... Hailey fought for everyone to "Go Gold Maine Do It" for Childhood Cancer Awareness! We, along with Hailey, want to adopt September as Go Gold Maine Do It for Childhood Cancer Month! September 2, 2017 we held our first annual Go Gold Maine Do It Kick Off Event and what a success! We brought in over \$12,000 from vendors, live auction, go gold accessories, 50/50 and donations a plenty. A parade was held along with ALL day entertainment. These memories will always be dear to our heart as Hailey was there to celebrate with us and stayed for the fireworks show.

What better way to honor Hailey's legacy by encouraging our towns, schools, and businesses in Maine to GO GOLD DO IT for the month of September. The Town Municipalities can sign a proclamation declaring September as Childhood Cancer Awareness Month. Everyone can decorate in gold for the month to participate. Let's make Hailey proud of us and carry out her dream. Please send a copy of your signed proclamation to the address listed below.

Donations are always accepted by mailing to:

Team Hailey Hugs, P.O. Box 636, Bethel, ME 04217

For more information please visit us on Facebook and haileyhugs.org .

Tabatha Steward, Founder & Board Member

Tasha Chapman, Board Member

Proclamation



The State of Maine is Going Gold in the month of September from this year forth in support of Childhood Cancer Awareness.

Whereas, Cancer is the leading cause of death by disease among U.S. Children and is detected in more than 15,000 of our country's sons and daughters every year; and

Whereas, In the State of Maine cancer affects more than 50 new children and families annually, where more than 400 children are undergoing treatment currently and where we are ranked in the top range of incidence of all cancers at 468.3 per 100,00 people; and

Whereas, September is nationally recognized as Childhood Cancer Awareness Month; and

Whereas, thanks to ongoing advances in research and treatment, the five year survival rate for all childhood cancers has climbed from less than 50 percent to 80 percent over the last several decades; and

Whereas, innovative studies are leading to real breakthroughs reminding us of the importance of supporting scientific discovery and moving closer to finding cures, though much work remains to be done; and

Whereas, 1 in 5 children diagnosed will not survive.

During *National Childhood Cancer Awareness Month* we remember the many children who have been taken from us too soon and we extend our support to all those who continue to battle this illness with incredible strength and courage.

Now, therefore, As _____ of Town/City of _____, I, _____, proclaim that the Town/City of _____ will help Maine Go Gold in support of *Team Hailey Hugs* and all of the children and families affected by Childhood Cancer. In doing so, from this day forward, we will recognize September as *Maine Childhood Cancer Awareness Month*. This is our way of paying tribute to the families, friends, professionals and communities who lend their strength to children fighting pediatric cancer.

Dated this ____ day of _____, 2018

Printed _____

Signed _____



FOR EVERY Child WHO FACES CANCER



YOU DON'T FIGHT ALONE.

**To sign up for a Go Gold Plate, please complete this form and mail with \$35* to:
Team Hailey Hugs • PO Box 636 • Bethel, ME 04217**

Full Name:

Address:

State:

Current License Plate Number:

Phone Number:

E-mail Address:

City:

Zip:

Quantity:

**\$35 plate reservation fee*

Date: February 16, 2018

To: Select Board

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

RE: PROPERTY FORECLOSURES

The following is an update on the 2016 property foreclosures:

1) Acct. #1616 19 Brookview Lane Map 3 Lot 32 1.3 acres

On February 16, 2018, a payment (bank check) was received in the amount of \$6,362.63 (FY16 taxes), and the former property owner has signed an agreement to pay the remaining balances due over the next twelve (12) months.

Treasurer's recommendation: Accept payment and execute the agreement.

2) Acct. #819 493 Mountfort Road Map 6 Lot 53 10.7 acres

On February 14, 2018, the former property owner's Power of Attorney asked for a thirty (30) day extension on the collection of \$7,785.14 and remaining balances. The previous property owners are currently out of the country.

Treasurer's recommendation: Grant a thirty (30) day extension on the Notice of Right to Cure that the payment and execution of payment plan are received by no later than March 16, 2018.