

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

I. Call to Order

II. Minutes of Previous Meeting(s)

- March 6, 2018

III. Public Comment - Non-Agenda Items

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

IV. Management Reports & Communications

- Board/Committee Communications
 - Planning Board
 - Comprehensive Plan Committee
 - Communications Advisory Committee
- Town Manager's Report
- Department Heads Bi-monthly Reports

V. Old Business

- Wescustogo Hall & NY Community Center
 1. Liaison Update
 2. Bond Referendum Article - Second Draft
- Joint Budget Workshop - Confirm Date/Purpose (March 26th)
- Economic Development Consultant - Contract Recommendation/Approval

VI. New Business

None

VII. Accounts Payable - Review & Approval

- Accounts Payable

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 March 6, 2018**

Call to Order

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

Special Presentation

Alan Goodwin of Berry-Talbot-Royer presented the FY17 audit to the Select Board.

Minutes of Previous Meeting(s)

Vice Chairperson Chadbourne moved to approve the Select Board Meeting Minutes of February 6, 2018. Selectperson Graham seconded the motion. Discussion: None. **Vote: 4 Yes - 0 No**

Public Comment - Non-Agenda Items

Darla Hamlin of New Gloucester Road asked why there have been changes in the weekly residential recycling pick up. Town Manager Roy explained that there have been personnel changes within Casella Waste and that she is working with Casella to fix the pick-up issues.

Management Reports & Communications

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

Highlights:

- Beginning in April Garbage to Garden will be providing the Town with a supply of mulch for residential use. There will be an area at Public Works where residents will be able pick a five-gallon bucket or two.
- The deadline for the Economic Development proposal was March 1st, and the Town received six (6) bids. Interviews are currently being scheduled with three firms.
- Bonding: Two procedural items to note on bond financing:
 - 1) A Public Hearing will be needed no less than seven (7) days prior to the referendum vote;
 - 2) Select Board and Budget Committee recommendations are required.
- A workshop sate will be scheduled between the Select Board, Town Manager Roy and Criterium Engineers to discuss the results of the Capital Needs Assessments.

Old Business

Wescustogo Hall & NY Community Center - Liaison Update: The Select Board received a fundraising plan from the WBDC. Stephen Barr will head the fundraising subcommittee with help from Darla Hamlin. The Select Board asked Darla Hamlin for a copy of the script that will be used when speaking with potential donors.

New Business

None.

Accounts Payable – Review & Approval

Chairperson Speirs moved to accept the accounts payable Warrants 34 & 35 in the amount of \$102,177.17. Selectperson Morrison seconded the motion. Discussion: None. **Vote: 4 Yes - 0 No.**

Other New Business

Nomination papers are now available at the Town Office, due back April 12th at 5 PM.

Selectperson Morrison reached out to CMP regarding the upcoming construction. There is an Engineering Firm handling the project that the public can contact with questions. The contact information will be shared on the Town Website.

Executive Session

Vice Chairperson Chadbourne moved that the Select Board enter into Executive Session. Selectperson Speirs seconded the motion. Discussion: None. **Vote: 4 Yes - 0 No.** Sited in the Select Board’s meeting packet: the Executive Session was held pursuant to Title 1 MRSA Chapter 13 Public Records and Proceedings, § 405 Executive Sessions, §6 (C) to discuss Personnel Matters. The Select Board came out of Executive Session at 9:10 PM. No votes were taken.

Adjournment

Selectperson Graham 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.

Proposed Charter Change - The request to change the Charter designation of the Budget Committee from elected to appointed terms cannot be made as an amendment to the Charter. It would be considered a revision to the Charter or a change that directly affects how the government leaders are founded. It would require the establishment of a Charter Commission and a review of the Charter. The Select Board has the power to appoint individuals to the positions if not filled through election the process.

Wescustogo Hall - Following the March 15th forum two dates were established for purposes of offering more community dialogue on the Wescustogo project. The dates are April 12th and May 10th. One principal objective will be to provide the public with the details on the costs and how that supports the decisions made in the construction of the project.

Yarmouth Water District - I received an update from Bob MacKinnon regarding the district's new groundwater model. The YWD Board will be reviewing a presentation at their next Board meeting on April 3rd, and they have already discussed the need to schedule a presentation and discussion with North Yarmouth after that date. I have suggested that they plan to attend the Select Board's meeting of April 17th unless the Board would like to hold an additional Board meeting at an earlier date in April.

Zoning Changes / Town Comprehensive Plan - As the Annual Town Meeting approaches I have some concerns presenting changes for approval when we still have items that are outstanding that significantly affect specific areas of the Land Use Ordinance and Comprehensive Plan creating possible inconsistencies if approved on April 28th. It includes the conclusion of the YWD groundwater model / land use zoning, shoreland zoning changes received 03/16/18, and the overall process needed to review and implement these changes. I am recommending that we consider postponing a vote on Land Use Ordinance amendments and the new Town Comprehensive Plan at a Special Town meeting to be determined for an alternate date in 2018.

Respectfully,

Rosemary

Rosemary E. Roy, Town Manager



Town of North Yarmouth

Bi-monthly Report - Fire Rescue Department

Reporting Period: January 2018 & February 2018 for FY18

Activity

	FY17	FY18
Medical Calls	28	23
Fire Calls	40	31
Patient Evaluations	22	23
Transports	18	20
Public Assistance	4	3
Vehicle Accidents	2	5
Mutual Aid	6	4
Unauthorized Burning	0	1
Total Member Hours on Calls	520.5	501.75
Total Member Hours Training	224	425.50
Total False Alarms (Burglar) at Town Buildings	Was not tracking in 2017	1
Total Incidents	68	54

Changes/Updates

Over the last month we have been working on storage space consolidation. We was using space at the North Yarmouth Memorial School for storage. Members have removed shelving and storage items from the Memorial School and have moved said items to the Basement of the Public Works annex building. Fire Rescue is using approximately half of the basement for storage. We still have a few minor items located at the Memorial School. I am looking for a new home for these items and in hopes to relocate them soon.

Project(s) Update

Over the past few months, I have been working with the Living Well In North Yarmouth Group with set up of a public fitness area at the Memorial School. I am pleased to say that this project is coming to an end and the Fitness Center should be open for business soon.

Coming Up

I am still working with FEMA on Storm Declaration documents. for the October 31, 2017 storm. I attended a meeting at Maine Emergency Management in Augusta on 01-11-2017 to discuss documentation for the declaration. They have launched a website to help with the storm documentation and are holding training to teach EMA directors the program. Progress has been slow, as FEMA is developing a new way to complete business and is using this storm as the standard moving forward

Submitted by: Gregory Payson, Fire Rescue Chief

Date: 03-16-2018



Town of North Yarmouth

Bi-monthly Report – Municipal Administration Department

Reporting Period: January & February FY18

Collections

	FY17	FY18
• Excise Collection:	\$96,781.33	\$120,793.60
• Inland Fisheries & Wildlife Collections:	\$5,941.56	\$6,192.33
• PAYT Collections:	\$21,212.50	\$29,627.50
• Tax Collections:	\$125,019.89	\$143,335.00

Voting

FY	Democrat	Green	Libertarian	Republican	Un-Enrolled	Total Voters
2017	1105	149	13	972	1109	3348
2018	1086	145	12	962	1105	3310

Communications

(number of subscribers)

	FY17	FY18
• Reminders From Town Hall	699	735
• Facebook	737	885
• Instagram	116	165
• Twitter	125	181
• Town Hall Streams	unavailable	XX
• Vimeo	54	124

Changes/Updates

- Coordinated MMEHT Wellness Class - Winter Workouts for Staff 1/18/18.
- Attended Republican Caucus on 2/10/2018 as Voter Registrar as mandated by MRSA Title 21-A.
- 2017 Workers Compensation Audit completed for MMA 2/21/18.
- Preparation for 6/12/18 Elections (there will be a minimum of 7 ballots in June and there is a possibility for 10 ballots) the implementation of Rank-choice Voting will have a dramatic effect on how elections are conducted at the state level, which is increase the cost of conducting elections on state and local levels.

Project(s) Update

- Annual review of the Town's website. This was a 10 day process with Donna Palmer in my office for 5 days to be sure our website (every page) is current and provides accurate information. Prior to this Donna had spent 5 days reviewing every page and taking pages notes to bring to me.
- Created Photo Gallery on website honoring our local veterans (past and present).
<https://www.northyarmouth.org/town-clerk/slideshows/our-home-town-veterans>
- Reviewed CAC's website recommendations with the Town Manager and Donna Palmer: some were implemented others were not.
- Working with Harris Local Government and PCCI to make sure we are ready for a two stage major update/upgrade in our municipal software package (Trio), stage one is scheduled for July 2018.

Coming Up

- Quarterly Reporting: MSHA, Federal 941, State Unemployment, State Withholding.
- AARP Regional Meeting hosted by the Living Well in North Yarmouth Committee at NYMS.
- Elections Training in May.
- Spring Burials and Memorial Day Preparations in the 3 Cemeteries.
- Coordinate with EcoMaine to host a Recycling Refresher for our residents.

Submitted by: Debbie Grover, Assistant Town Manager

Article : To see if the Town shall vote by referendum ballot to authorize the following?

Voted: **(1)** A capital improvement project entitled the Wescustogo Hall and North Yarmouth Community Center described herein:

- a. To relocate and reconstruct the Wescustogo Hall on the former North Yarmouth Memorial School Site, as described and presented in the construction documents provided by to the Select Board by Barrett Made dated March 15, 2018, and
- b. To permanently remove two sections of the former North Yarmouth Memorial School described as the front and back sections of the facility, and
- c. To retain the sections of the former North Yarmouth Memorial School facility described herein as the kitchen, hallway, gymnasium, and stage, and renovate these sections as described in the construction documents dated March 15, 2018, and to permanently connect the facility to the Wescustogo Hall.

(2) A sum not to exceed \$3,200,000.00 is hereby appropriated to fund the costs of this project; and

(3) To meet this appropriation, the Treasurer and the Select Board Chairperson are hereby authorized, pursuant to the provisions of 30-A M.R.S.A. § 5772, to issue general obligation securities of the Town of North Yarmouth (including temporary notes in anticipation of the sale thereof) in an aggregate principal amount not to exceed \$3,200,000.00; and discretion to fix the date(s), maturity(ies), interest rate(s), denomination(s), place(s) of payment, form and other details of said securities, including execution and delivery of said securities on behalf of the Town of North Yarmouth, and to provide for the sale thereof is hereby delegated to the Treasurer and the Select Board Chairperson.

**Select Board recommends approval.
Budget Committee recommends approval.**

FINANCIAL STATEMENT

1. Total Town Indebtedness

A. Bonds outstanding	\$ 0.00
B. Bonds authorized and unissued	\$ 0.00
C. Bonds to be issued if this vote is approved	<u>\$3,200,000.00</u>
Total:	<u>\$3,200,000.00</u>

2. Costs

At an estimated maximum interest rate of 4.3% percent for a twenty (20) year maturity, the estimated costs of this bond issue will be:

Principal:	\$3,200,000.00
Interest:	<u>\$1,252,904.89</u>
Total Debt Service:	<u>\$4,452,904.89</u>

3. Validity

The validity of the bonds and of the voters' ratification of the bonds may not be affected by any errors in the estimates made of the costs involved, including varying interest rates, the estimated cost of interest on the bond amount to be issued and the total cost of principal and interest to be paid at maturity. If the actual amount of the total debt service for the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive, and the validity of the bond issue is not affected by reason of the variance.

Rosemary E. Roy, Treasurer

Date: March 14, 2018

To: Select Board
Fr: Rosemary E. Roy, Town Manager ^{RR}
Cc: Budget Committee
Cc: Department Heads

RE: JOINT BUDGET WORKSHOP

A joint workshop is scheduled for Monday, March 26, 2018, in the Town Office Meeting Room beginning at 6:00pm. The purpose of this workshop is to finalize the FY19 proposed budget in the following areas:

FY19 Budget

- 1) Economic Development Consultant FY19 - Additional Budget Funds - pending Select Board approval 3/20/18.
- 2) Municipal Facilities Reserve Fund – proposed additional funding following the review of assessment reports and workshop with Criterium (initiating first year Master Reserve Planning for Municipal Facilities)
- 3) Use of Undesignated Fund for reducing the tax impact
- 4) Warrant review

June Referendum Bond Question

- 1) Referendum discussion and recommendations.

Date: March 15, 2018

To: Select Board

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

Cc: Economic Development & Sustainability Committee

RE: ECONOMIC DEVELOPMENT CONSULTANT

On March 1, 2018, the request for economic development consultants came to a close. The Town received six comprehensive proposals in which the EDSC selected to interview three companies based on their described methodology and services they would provide to North Yarmouth for this purpose. Pricing for the contract period of April 1, 2018, to June 30, 2019, ranged from \$44,000 to \$85,000.

The EDSC unanimously agreed that the company Maine Design Workshop at a contract cost of \$67,900 would best suit the Town's needs and provide the economic development support and service described in the Town's proposal request.

Town Manager's recommendation: I agree with the selection of Maine Design Workshop and recommended accepting the proposal and authorizing contract confirmation. An increase in the FY19 budget of \$15,900 will be necessary if approved.