

**Town of North Yarmouth
Select Board Meeting Agenda
Tuesday, April 16, 2019
7:00PM - Town Office Meeting Room**

I. Call to Order

- Pledge of Allegiance

II. Minutes of Previous Meeting(s)

- March 19, 2019
- April 6, 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
- 3rd Quarter Financial Reports

V. Old Business

- Wescustogo Hall & Community Center Project
 - Financial Report
 - Matrix Update
- Poverty Abatement

VI. New Business

- Set Workshop Dates

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 March 19, 2019**

Call to Order

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

Executive Session: Chairperson Speirs moved that the Select Board enter into executive session to deliberate on an abatement request pursuant to Title 36 MRSA subsection 841 (2) Abatement Procedures. Vice Chairperson Morrison seconded the motion. Discussion: None. **Vote 3 Yes – 0 No – 2 - abstained (Selectpersons Moulton & Whitten - arrived late)**

Recess: 6:50 pm - 7:00 pm - No action taken.

Minutes of Previous Meeting(s)

Selectperson Graham moved to approve the minutes of March 5, 2019. Vice Chairperson Morrison seconded the motion. Discussion: None. **Vote - 5 Yes – 0 No**

Public Comment - Non-Agenda Items

Judy Potter of Cumberland Road opposes the bus department move to North Yarmouth. She has spoken to the Yarmouth Water District, who also opposes the project.

Lori Robinson of Lufkin Road also opposes the bus department project and feels that there needs to be better communication between the Town Office and residents.

Paul Hodgetts of Sligo Road asked why only business in town received personal property tax letters.

Paul Napolitano of Mill Ridge Road stated that only sending personal property tax letters to businesses is discriminatory. He also feels that there needs to be better communication between the Town Office and residents, for example, not many people know where and when the Town Meeting will be held.

Management Reports & Communications:

Town Manager's Report Highlights:

- The street light at the corner of Parsonage Road and Route 9 has been installed.
- Law enforcement has been confirmed to attend the April 6th Town Meeting.
- The audit is complete, Marc Roy of Berry Talbot & Royer will be at the May 7th Select Board meeting to present the audit.
- Build Maine is scheduled for June 5 & 6, 2019.

Old Business

Wescustogo Hall & Community Center Project:

Chairperson Speirs moved to approve, on an as needed basis, PCO #10 in the amount of \$4,978.34 for the CMP pull box. Vice Chairperson Morrison seconded the motion. Discussion: None. **Vote 5 Yes – 0 No**

Chairperson Speirs moved to approve PCO #11 in the amount of \$18,459.82 for Plumbing & HVAC Changes. Selectperson graham seconded the motion. Discussion: None. **Vote 5 Yes – 0 No**

Chairperson Speirs moved to approve PCO #12 in the amount of \$19,045.56 for Community Room Changes. Vice Chairperson Morrison seconded the motion. Discussion: None. **Vote 5 Yes – 0 No**

Chairperson Speirs moved to approve PCO #13 in the amount of \$1,893.89 for Kitchen Ceiling Changes. Selectperson Moulton seconded the motion. Discussion: None. **Vote 5 Yes – 0 No**

Chairperson Speirs moved to approve PCO #15 in the amount of \$4,212.12 for Concrete in Kitchen & Storage 110. Selectperson Graham seconded the motion. Discussion: None. **Vote 5 Yes – 0 No**

Acceptance of Donations: Chairperson Speirs moved to accept on behalf of the Town funds donated and received for The Wescustogo Hall Building Fund in the amount of \$1,100.00. Vice Chairperson Morrison seconded the motion. Discussion: Chairperson Speirs asked how these funds were collected. Town Manager Roy explained it was a mix of online and check donations. **Vote 5 Yes – 0 No**

New Business

Warrant Article Request: Assistant Town Manager Grover requested that there be an article on the upcoming Annual Town Meeting warrant that would change the deadline for write-in candidates from one (1) day to forty-five (45) days.

Annual Town Meeting Warrant: The Select Board reviewed the Annual Town Meeting warrant. Chairperson Speirs moved to approve the annual town meeting warrant. Selectperson Graham seconded the motion. Discussion: None. **Vote 5 Yes – 0 No**

The Select Board will be holding a workshop on Thursday, March 28th @ 9AM to review the FY20 budget and Town Meeting Warrant.

Accounts Payable – Review & Approval

Chairperson Speirs moved to approve accounts payable warrants 35 & 36 in the amount of \$801,541.30. Vice Chairperson Morrison seconded the motion. Discussion: Selectperson Moulton asked if the fuel from Dennis K Burke had gone through a bid process. Town Manager Roy explained that it was purchased through the GPCOG fuel bid. **Vote 5 Yes – 0 No.**

Any Other Business

The Friends of Wescustogo will be hosting a Mud Ball on Saturday, April 6th @ 5PM at the Barn on Walnut Hill. Entry will be \$10 per person.

Chairperson Speirs has joined a newly organized task force to discuss the MSAD 51 Pre K through 5th-grade education facilities and logistics.

Adjournment

Chairperson Speirs moved to adjourn.

Ashley P. Roan
Recording Secretary

Select Board

Jennifer Speirs, Chair

Stephen Morrison, Vice Chair

Anne Graham

William Whitten

James Moulton

**Town of North Yarmouth
Select Board
Meeting Minutes of April 6, 2019**

Call to Order

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

Accounts Payable – Review & Approval

Vice Chairperson Morrison moved to approve Accounts Payable warrants 37, 38, 39, and 40 in the amount of \$600,503.24. Selectperson Graham seconded the motion. Discussion: None. **Vote 4 Yes – 0 No.**

Adjournment

Chairperson Speirs moved to adjourn.

Rosemary E. Roy
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.

Annual Town Meeting - The Town Meeting was attended by 157 residents, which I believe in my experience is a respectable turnout. Many thanks to the staff who assisted in putting this parliamentary process together, everything went very smoothly. From the Town Meeting, we are now gathering the final paperwork to submit the Village Center TIF District to the state Department of Economic and Community Development sometime this week. I will begin processing the necessary deed work for the gift property and the Old Town House property later this week. Staff is also working with Harris/TRIO (financial software) for the implementation of the amended tax due dates.

Community Development Block Grant (CDBG) - The grant application for Street Study assistance has made it through the initial presentation, and review/approval through the Municipal Oversight Committee and County Commissioner's office final submission to HUD for final grant approval is May 15, 2019.

School Bus Department Update - The cost numbers for the proposed project have been modified to eliminate one of the bus bays, however if the objective is to have all of the construction to the site relating to the Bus Department paid for over time through a lease with MSAD 51 the costs are higher than initially projected and will not meet necessary budgeting needs for MSAD 51. These costs involve not only service bays, an employee area (lunch, meetings, restrooms), and administrative offices (2), but site paving, electrical hookups, and other site work. North Yarmouth will own all of this construction, and it would only be in a lease for purchase circumstance that MSAD 51 would own the bus infrastructure; at this time this is not the intention. The School Board Directors will be discussing this matter soon and are aware of the current financial costs. I might suggest that this matter also is considered in a workshop as I believe there may be other alternatives both in the design and financially that the Select Board could discuss, as well as other matters associated with the proposed project.

Assessing Request for Proposals (RFP) - Sadly this was a bust. Understandably, the timing of our solicitation was of course at the height of the assessing workload; April 1st being the critical date. I would not have believed this would have that large of an impact, but since we did not receive any bids, I will assume timing was a huge factor. Saying this I am proposing to extend and re-solicit the RFP with a submission date of June 20, 2019. I have spoken to our interim assessor, and he is willing to stay on beyond June 30th and if necessary stay until the FY20 tax commitment is processed. There are several matters surrounding the contracting and how the service is managed. Some issues could involve extensive processes which could bring forth added financial costs to a contract. For this reason, the Board may want to consider this subject to the potential workshop list.

Town Office Renovations - Renovations are almost complete, and I will have a final cost summary available at the next Board meeting. I hope the new meeting room set up meets the Board's expectations; an extra added to the project as requested.

Performance Evaluation Package - Packets for the Town Manager's performance evaluation will be in your mailboxes for pickup on Wednesday, May 1, 2019; a full schedule of the process is contained in the packet.

Respectfully submitted,

Rosemary

Rosemary E. Roy, Town Manager

Expense Detail ReportALL Accounts
July to March

Description---	Current Budget	Debits	Credits	Unexpended Balance	%
110 - MUN ADMN	497,216.00	0.00	0.00	497,216.00	
01 - OPERATIONS	335,123.00	239,208.01	560.10	96,475.09	
02 - CONTR/PROF	67,660.00	41,209.95	0.00	26,450.05	
03 - BLDG/GRNDS	63,045.00	40,594.91	0.00	22,450.09	
04 - COMMCOMM	9,950.00	4,822.33	0.00	5,127.67	
05 - NYMS	21,438.00	20,849.93	0.00	588.07	
Department Totals	497,216.00	346,685.13	560.10	151,090.97	69.73
120 - COMM SVCS	169,562.00	0.00	0.00	169,562.00	
01 - CEO/PLAN	69,219.00	47,134.11	0.00	22,084.89	
02 - ECONOM DEV	69,400.00	26,886.67	0.00	42,513.33	
03 - PKS/REC	8,850.00	3,815.50	0.00	5,034.50	
04 - GENL ASST	7,688.00	776.00	0.00	6,912.00	
05 - SOC SERVC	3,440.00	3,141.52	0.00	298.48	
06 - CEMETERIES	5,215.00	5,120.61	0.00	94.39	
07 - LIVING WELL	750.00	396.89	0.00	353.11	
08 - HIST SOCIE	5,000.00	375.00	0.00	4,625.00	
Department Totals	169,562.00	87,646.30	0.00	81,915.70	51.69
130 - PUBL SAFETY	381,794.00	0.00	0.00	381,794.00	
01 - FIRE RESCUE	281,827.00	193,712.77	257.49	88,371.72	
02 - CONTR/PROF	99,967.00	40,786.15	0.00	59,180.85	
Department Totals	381,794.00	234,498.92	257.49	147,552.57	61.42
140 - PUBLIC WORKS	447,813.00	0.00	0.00	447,813.00	
01 - OPERATIONS	447,813.00	345,620.46	323.31	102,515.85	
02 - ROADWAYS	0.00	0.00	0.00	0.00	
Department Totals	447,813.00	345,620.46	323.31	102,515.85	77.18
150 - SW/RECYCLING	202,905.00	0.00	0.00	202,905.00	
01 - SOLID WASTE	202,905.00	147,171.83	0.00	55,733.17	
Department Totals	202,905.00	147,171.83	0.00	55,733.17	72.53
160 - FIXED EXPENS	8,184,789.00	0.00	0.00	8,184,789.00	
02 - EE BENEFITS	265,654.00	175,314.27	0.00	90,339.73	
03 - INSURANCE	39,767.00	40,509.00	0.00	-742.00	
04 - EDUCATION	7,333,711.00	5,500,283.09	0.00	1,833,427.91	
05 - SHARED SVCS	178,994.00	134,244.00	0.00	44,750.00	
06 - COUNTY TAX	336,663.00	336,663.00	0.00	0.00	
07 - OVERLAY	30,000.00	43,796.32	12,859.24	-937.08	
Department Totals	8,184,789.00	6,230,809.68	12,859.24	1,966,838.56	76.13
Final Totals	9,884,079.00	7,392,432.32	14,000.14	2,505,646.82	74.79

At the end of the 3rd quarter for the FY19 budget 74.79% has been expended.

Revenue Detail Report

Department(s): 100

ALL Months

Account	Current Budget	Debits	Credits	Uncollected Balance
100 - REVENUES	1,705,172.00	0.00	0.00	1,705,172.00
4010 - AGENT FEES	12,300.00	34.00	8,652.00	3,682.00
4020 - RESCUE FEES	65,000.00	0.00	36,596.00	28,404.00
4030 - APPEALS	50.00	0.00	0.00	50.00
4035 - BAD CHECK FEES	0.00	0.00	40.00	-40.00
4050 - BOAT EXCISE	8,500.00	7.40	3,251.50	5,255.90
4060 - BUILDING PERMITS	41,000.00	0.00	29,398.50	11,601.50
4067 - BURN PERMITS - ONLINE	240.00	0.00	156.00	84.00
4070 - CASH SHORT/OVER	0.00	109.78	114.34	-4.56
4080 - CATV FRANCHISE FEES	29,000.00	0.00	33,413.69	-4,413.69
4090 - CELL TOWER RENTAL	37,200.00	0.00	29,363.15	7,836.85
4110 - CEO MISC. PERMITS	300.00	0.00	0.00	300.00
4120 - CEO POWNAL SERVICES	15,000.00	0.00	10,079.90	4,920.10
4130 - CLERK FEES	755.00	0.00	471.00	284.00
4140 - CUSTOMER SERVICES FEES	700.00	0.00	347.68	352.32
4150 - DOG LICENSE FEES / ACO SERVICE	1,650.00	3.00	1,467.00	186.00
4157 - PARK USE PERMIT DOGS	0.00	0.00	700.00	-700.00
4160 - ELECTRICAL PERMITS	7,500.00	0.00	6,166.79	1,333.21
4200 - GENEALOGY SEARCH	250.00	0.00	65.00	185.00
4210 - GENERAL ASSISTANCE	2,500.00	0.00	140.00	2,360.00
4220 - HOMESTEAD EXEMPTION	200,527.00	0.00	182,780.00	17,747.00
4255 - EMA REIMBURSEMENTS	0.00	0.00	26,091.79	-26,091.79
4260 - LOCAL ROAD ASSISTANCE PROGRAM	27,000.00	0.00	27,232.00	-232.00
4265 - PROPERTY & CASUALTY POOL	2,000.00	400.00	2,683.00	-283.00
4270 - MSAD ELECTIONS	2,200.00	0.00	1,503.38	696.62
4280 - MISC REVENUES	1,200.00	37,588.31	40,839.22	-2,050.91
4290 - BMV EXCISE	867,000.00	0.00	715,784.42	151,215.58
4310 - PEER REVIEW	1,000.00	0.00	0.00	1,000.00
4320 - PLANNING BOARD	1,200.00	0.00	2,300.00	-1,100.00
4330 - PLUMBING PERMITS	8,000.00	97.50	5,712.50	2,385.00
4335 - PRIVATE ROAD SIGNS	300.00	0.00	281.01	18.99
4340 - RENTAL FEES	13,000.00	0.00	8,580.00	4,420.00
4350 - REVENUE SHARING	191,575.00	0.00	135,547.92	56,027.08
4370 - SITE PLAN REVIEW	1,200.00	0.00	875.00	325.00
4380 - SNOWMOBILE CLUBS STATE REIMBUR	1,200.00	0.00	1,271.04	-71.04
4390 - SOLID WASTE/RECYCLING	140,000.00	0.00	106,520.00	33,480.00
4400 - SW HAULER PERMIT	75.00	0.00	0.00	75.00
4415 - TAX SUPPLEMENTAL	0.00	0.00	13,747.75	-13,747.75
4420 - TAX INTEREST	12,500.00	14.58	8,838.62	3,675.96
4430 - TAX PENALTY	3,500.00	0.00	825.11	2,674.89
4450 - TIMBER HARVEST	0.00	0.00	9,582.40	-9,582.40
4480 - TREE GROWTH EXEMPTION	3,700.00	0.00	2,417.84	1,282.16
4500 - VETERAN'S EXEMPTION	2,950.00	0.00	1,340.00	1,610.00
4510 - VITAL RECORDS	3,100.00	0.00	1,801.20	1,298.80
Final Totals	1,705,172.00	38,254.57	1,456,976.75	286,449.82

At the end of the 3rd quarter for the FY19 budget 83.20% of revenues have been collected. Most significant impacts: Reimbursement from FEMA/MEMA fall 2018 storm and motor vehicle excise trending towards \$954K.

Town of North Yarmouth
WESCUSTOGO HALL & COMMUNITY CENTER
 Financial Report April 16, 2019

EXPENSE DETAIL

FY17			<u>Operating Account Reimbursements</u>	
Barrett Made	\$	167,667.75	\$	42,695.00 3/23/2017
	\$	167,667.75		
FY18				
Barrett Made	\$	83,672.50	\$	164,668.00 8/9/2017
Fundraising Expenses	\$	2,709.72		
	\$	83,672.50		
FY19				
Bond Expenses	\$	43,764.60	\$	230,000.00 8/23/2018
Builder's Risk Insurance	\$	854.00	\$	700,000.00 1/11/2019
Asbestos Removal Prior to Demo	\$	580.00	\$	444,000.00 2/4/2019
Initial Deposit Barrett Made	\$	75,000.00	\$	500,000.00 2/20/2019
Construction Drawdown 1	\$	194,334.50	\$	450,000.00 3/6/2019
Construction Drawdown 2	\$	269,449.93		
Construction Drawdown 3	\$	301,867.59		
Construction Drawdown 4	\$	443,844.10		
Construction Drawdown 5	\$	360,772.00		
Construction Drawdown 6	\$	408,284.35		
NSB Fee	\$	16.00		
	\$	2,098,767.07	\$	2,531,363.00
Total Expenses		\$ 2,350,107.32	\$	181,255.68 Mngmt. Use

REVENUE DETAIL

Wescustogo Hall Insurance	\$	507,945.93	Loss Balance Received
Interest Earnings	\$	495.01	Interest for FY16 & FY17
US Bank - Bond	\$	3,430,000.00	
US Bank - Bond	\$	9,559.30	Bid premium remaining after Underwriter's Discount**
Fundraising	\$	6,112.90	
	\$	3,954,113.14	

** This will be applied to the first Debt Service payment of \$57,077.86 due May 1, 2019.

FUND BALANCE \$ 1,604,005.82

TOWN CONTINGENCY - Approved Change Orders

Beginning Balance	\$	200,000.00	
Bond Expenses	\$	45,198.60	Bond/legal
Change Order 1	\$	48,404.17	Community Room
Change Order 2	\$	63,713.93	Site Work Repairs
Change Order 3	\$	4,674.22	Rot Repairs
Change Order 5	\$	2,360.76	Gym Drywall
Change Order 17	\$	6,408.12	ADA Entrance Mechanism
CMP Pole	\$	26,747.02	Required due to Solar Panels
Ending Balance	\$	2,493.18	

CONSTRUCTION ALLOWANCES - Cost Savings

Change Order 8	\$	6,104.54	Provided Cost Savings
Change Order 12	\$	19,045.56	Provided Cost Savings

***3-14-19 Construction Manager's Report** \$ **69,703.62** **Available Construction Cost Allowance**

Change Order 10	\$	4,978.34	CMP Pull Box
Change Order 11	\$	18,459.82	Kitchen/Custodial Plumbing & HVAC
Change Order 13	\$	1,893.89	Kitchen Ceiling
Change Order 15	\$	4,212.12	Kitchen Floor
	\$	29,544.17	

*Detailed report attached.

\$ **42,652.63** **Available balance Town Contingency & Project Allowances minus PO's 10, 11, 13, & 15**

PENDING ITEMS

Engineering & Architecture 7%	\$	13,833.82	Estimated Insurance Reimbursement
Remaining Insurance Proceeds	\$	127,565.63	Pending Acceptance
Connected Facility - Gym/Stage - 15%	\$	(29,751.04)	(not part of Wescustogo Claim)

1802		Wescustogo	Total Est. Cost \$\$	Cost to date	Remaining Cost	Total	Variance	Notes
Allowance#	Category	Description						
17-101	S	Special Inspections	\$5,000.00	\$5,165.44	\$0.00	\$5,165.44	\$165.44	
17-102	S	Site Survey	\$5,000.00	\$4,130.35	\$0.00	\$4,130.35	-\$869.65	
17-103	S	Alternate 2" Asphalt Walkway	\$12,790.00	\$11,644.13	\$0.00	\$11,644.13	-\$1,145.87	Need to price added asphalt at alt access entrance?
17-104	S	Bike Rack	\$1,200.00	\$0.00	\$0.00	\$0.00	-\$1,200.00	
17-105	S	Snow Removal	\$10,000.00	\$23,025.29	\$3,500.00	\$26,525.29	\$16,525.29	
17-106	S	Landscaping	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00	\$0.00	
17-107	S	Concrete Winter Conditions	\$10,000.00	\$17,730.71	\$4,400.00	\$22,130.71	\$12,130.71	
17-108	S	HVAC Screen Wall	\$10,000.00	\$0.00	\$2,500.00	\$2,500.00	-\$7,500.00	Miminal screen
17-109	S	Misc. Metals and Handrails	\$5,000.00	\$0.00	\$1,500.00	\$1,500.00	-\$3,500.00	Rework of existing rails
17-110	S	Faux Beam Gussett Plates	\$2,500.00	\$0.00	\$1,500.00	\$1,500.00	-\$1,000.00	
17-111	S	Roof Access ladder	\$1,700.00	\$0.00	\$1,200.00	\$1,200.00	-\$500.00	Fabricate and install new ladder
17-112	S	Roof Access Hatch	\$2,000.00	\$0.00	\$800.00	\$800.00	-\$1,200.00	Credit has already been applied to PCO #1
17-113	S	Shoring & Temp Enclosures	\$10,800.00	\$2,174.87	\$3,000.00	\$5,174.87	-\$5,625.14	
17-114	S	Faux Trusses at Assembly Hall	\$11,300.00	\$6,606.60	\$3,500.00	\$10,106.60	-\$1,193.40	
17-115	S	Ice & Water Shield at Gym Roof	\$4,093.00	\$4,545.11	\$0.00	\$4,545.11	\$452.11	
17-116	S	Rigid Insulation at GYM Roof (M)	\$36,081.60	\$39,415.40	\$0.00	\$39,415.40	\$3,333.80	
17-117	S	Misc. Flashings	\$5,000.00	\$0.00	\$3,500.00	\$3,500.00	-\$1,500.00	
17-118	S	Joint Sealants	\$12,772.50	\$9,460.00	\$1,000.00	\$10,460.00	-\$2,312.50	
17-119	S	Interior Doors, Frames, and Hardware	\$53,800.00	\$52,797.75	\$0.00	\$52,797.75	-\$1,002.26	
17-120	S	FRP in Kitchen	\$1,575.00	\$0.00	\$0.00	\$0.00	-\$1,575.00	
17-121	S	Acoustical Wall Panels in GYM	\$33,480.00	\$0.00	\$0.00	\$0.00	-\$33,480.00	Forecasted as Echo Eliminator
17-122	S	Prep for Acoustical Wall Panels in GYM	\$4,000.00	\$0.00	\$4,000.00	\$4,000.00	\$0.00	
17-123	S	Floor Protection	\$5,940.00	\$0.00	\$5,940.00	\$5,940.00	\$0.00	
17-124	S	Exterior Signage	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	
17-125	S	Interior Signage	\$8,500.00	\$0.00	\$8,500.00	\$8,500.00	\$0.00	
17-126	S	Operable Partitions	\$90,750.00	\$67,594.33	\$0.00	\$67,594.33	-\$23,155.67	
17-127	S	Restroom Partitions	\$11,500.00	\$14,864.85	\$0.00	\$14,864.85	\$3,364.85	
17-128	S	Toilet & Bath Accessories	\$6,575.00	\$7,322.32	\$0.00	\$7,322.32	\$747.32	
17-129	S	Fire Extinguishers	\$5,000.00	\$368.96	\$3,500.00	\$3,868.96	-\$1,131.04	
17-130	S	Coordinate/Install Owner Appliances	\$2,500.00	\$0.00	\$500.00	\$500.00	-\$2,000.00	
17-131	S	Window Treatments	\$15,000.00	\$10,180.50	\$500.00	\$10,680.50	-\$4,319.50	
17-132	S	Stainless Steel Prep Tables	\$2,083.63	\$0.00	\$0.00	\$0.00	-\$2,083.63	
17-133	S	Site Lighting	\$18,000.00	\$14,475.06	\$1,000.00	\$15,475.06	-\$2,524.94	
17-134	S	Audio Visual Coordination	\$1,500.00	\$0.00	\$0.00	\$0.00	-\$1,500.00	
17-135	S	Tel Data	\$25,000.00	-\$8,861.68	\$0.00	(\$8,861.68)	-\$8,861.68	PCO #8 - Actual total
17-136	S	Security & Access Control	\$10,000.00	\$2,757.14	\$0.00	\$2,757.14	\$2,757.14	PCO #8 - Actual total
		Original Subtotal	\$460,440.73	\$285,397.11	\$70,340.00	\$355,737.11	-\$69,703.62	Savings or Overages
		Sub Insurance	\$4,604.41			\$0.00		Included in PCO
		Original OH&P	\$46,504.51		OH&P			Included in PCO
		Original Total	\$511,549.65		Total	\$355,737.11		Total Projected Project Cost (at current scope)
		Deposit	\$0.00					
		Total Contract	\$511,549.65					
						(\$109,180.27)		Potential Savings to Date
						\$39,476.65		Current overages
						(\$69,703.62)		Total Difference

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
NYMS - Heating/Utilities/Alarms (shutdown)	TM/BM	7/23/18	8/24/18
Notes	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	
Notes	OR (Ryan) will have construction reports at each Select Board meeting		
Construction Site Signage	BM	Mid- August	
Notes	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	
Notes	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	
Notes	Meeting held 9/7 with Dugas, OR, PW Director and BM. COMPLETE		
Groundbreaking Ceremony		9/13/18	
Notes	Ceremony to be held at 10AM - invites going out 8/23/18. COMPLETE		
Demo Begins	BM	Sep-18	
Notes	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	
Notes	Ongoing, footings and foundation almost complete		
Building Weather Tight	BM	Ongoing	
Notes	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	
Notes	Electrical layouts of kitchen & Plumbing layouts of gym bathrooms and custodial closet have been selected.		
Solar Panels	BM		
Notes	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	
Notes	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	
Notes	Starting January 1st weekly fuel deliveries will be made to fill the temp heater on site. Cost to be covered by Town. As of 4/1/19 the heater has been returned and fuel deliveries cancelled.		
Gymnasium Finishes	AA	Ongoing	
Notes	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			
<p>1. Install a fire hydrant on the property. BM quoting wall mounted unit. BM presented wall mounted unit to TM and Fire Chief. Chief is getting quotes on a stand alone fire hydrant, possibility of a separate project down the road. Chief has concerns regarding the sprinkler system not having enough flow when the wall mounted fire hydrant is in use. 10/3/18 wall mounted unit will stay, at this time the stand alone unit will not be added to the project. Included in Change Order #1 Change Order #1 only covered a portion of the work for the wall mounted unit. PCO #20 covers the complete scope of work.</p> <p>2. BM presented a revision to the current building plans, The existing exterior wall of the "community room" is a frost wall, which will be more cost effective to keep in place and add square footage to the building. BM will present a change order for final approval at 11/6/18 SB MTG. Change Order #1 in the amount of \$48,404.17 was approved at 11/20 Select Board Meeting.</p> <p>3. There is a slight change in the heating units being installed in the community room; wall cassettes to be installed in lieu of ceiling cassettes. This will have little impact to the design and minimal cost implications. This change is being reviewed and re-designed by Ripcord. Included in Change Order #1</p>			

<p>4. The underlying 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.</p>
<p>5. There is rot at the north side of gymnasium, the sheathing and framing needs to be removed and replaced. BM is looking into the best course of action and will provide a quote. PCO #3 \$4,674.22. Approved 12/4/18.</p>
<p>6. During removal of the existing slabs, Dugas discovered additional frost walls supporting slabs that were not included in the original scope of work. Removal of the extra material will be performed, tracked and a change order will be issued. Change Order # 2 approved at 12/18/18 Select Board meeting.</p>
<p>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</p>
<p>8. Barrett Made proposed adding additional perimeter drains. Discussed with OR Ryan Keith and team. PCO #4- Rejected 11/15/18</p>
<p>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</p>
<p>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</p>
<p>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</p>
<p>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</p>
<p>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.</p>
<p>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 \$18,459.82</p>
<p>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. Fairpoint does not require a pull box. PCO #10 \$4,978.34. Approved on an as needed basis 3/19/19.</p>
<p>16. Barrett Made is finishing up pricing the Generator change order, the change order will be submitted for the grant funds that were secured by Chief Payson. PCO #9 \$20,000. Submitted to grant 3/6/19</p>
<p>17. The entrance doors as designed do not have handicapped mechanisms. There will be two options forthcoming. PCO's 16 & 17. PCO #17 for one door opener was approved at 3/5/19 SB Meeting</p>
<p>18. The town was approached regarding adding a window to the storage room next to the kitchen so that the room can be mixed use. PCO #18 was rejected at 3/5/19 SB Meeting.</p>
<p>19. There is a change in the ceiling tiles being used in the kitchen due to the mechanical room above. PCO #13 Approved 3/19/19.</p>
<p>20. Barrett Made proposed adding a water table to the siding of the building, this will provide for more durability and longevity of the siding. PCO #14 \$3537.31 was rejected by the town at the 3/6/19 construction meeting but will still be performed and paid for under Barrett Mades contingency.</p>
<p>21. The concrete floors in the storage and kitchen areas was unlevel and needed to be grinded down and filled. PCO #15. Approved 3/19/19.</p>
<p style="text-align: center;">Considerations</p>
<p>1. There is a concrete pad behind the building - it may be possible to cut the pad into pavers, move them and create a patio rather than demolishing and throwing away the material. 7/18 it was determined that the pad is not able to be cut and moved, the SB voted in favor of demolishing the pad as originally planned.</p>
<p>2. Replace electrical panel - current panel is unable to be used due to age. BM had anticipated this and included it in the contract. Not CO work.</p>
<p>3. Water Line. RR looking into cost of putting in smaller line. BM and CEO recommended keeping existing for fire suppression system/future expansion. It was decided to keep the existing water line.</p>
<p>4. We have received the bill from CMP for the new transformer, pole and power to the building, the cost is \$26,747.02 to come out of North Yarmouth's contingency.</p>

WESCUSTOGO HALL & COMMUNITY CENTER FACILITY

Construction Team

Barrett Made Project Manager: Bruce Hourigan

North Yarmouth - Owner Representative: Ryan Keith

North Yarmouth - Town Manager: Rosemary Roy

North Yarmouth - Administrative Assistant: Ashley Roan

Barrett Made Director of Design Services: Matthew Ahlberg

Barrett Made - Owner: Rob Barrett

Barrett Made - Design Services: Dylan Baker

MEMORANDUM

Date: April 16, 2019

To: Select Board

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

RE: POVERTY ABATEMENT DECISION - CASE #358245-19

Motion: Move to grant an abatement of the amount of \$8,683.19 as it relates to case #358245-19 pursuant to Title 36 M.R.S.A. § 841(2) and to authorize the Town Manager to provide the applicant with other related tax assistant programs.

Note: The Town Manager will notify the applicant of the Select Boards decision.

Date: April 16, 2019

To: Select Board

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

RE: WORKSHOPS

- May 7, 2019 6:30-7:00pm - PWD Wash Bay
- June 12, 2019 8:30-10:30am - WH&CC Policies & Use Fees
- July 2019 - Select Board/Management Day Retreat - Policies, Procedures, Goal Setting
- Bus Department ?
- Assessing Services ?

The Board may wish to discuss the workshops listed above and or modify the dates.