

**Town of North Yarmouth
Select Board Meeting Agenda
Tuesday, May 1, 2018
7:00PM - Town Office Meeting Room**

I. Call to Order

II. Minutes of Previous Meeting(s)

- April 17, 2018

III. Public Comment - Non-Agenda Items

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

IV. Management Reports & Communications

- Town Manager's Report

V. Old Business

- Wescustogo Hall & NY Community Center
Liaison Update
Presentation Plan for May Community Dialogues
- NYMS - Assessment Report

VI. New Business

- Appointment - LWNV Committee
- Town Manager Evaluation/Contract Packet

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 April 17, 2018**

Call to Order

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

Minutes of Previous Meeting(s)

Vice Chairperson Chadbourne moved to approve the Select Board Meeting Minutes of April 3, 2018. Selectperson Morrison seconded the motion. Discussion: None. **Vote: 3 Yes - 0 No – 1 Absent.**

Public Comment - Non-Agenda Items

Donna Palmer of Montford Road reminds the public that the LWN Y Ice Cream Social will be held on Friday 6/27, 6-8 PM. The fitness center is open to the public Monday through Friday 9-12.

Management Reports & Communications

Town Manager's Report:

Highlights:

- The joint workshop for the Select Board and the YWD trustees is scheduled for May 15th @ 6:00pm. The Select Board would like to push the meeting out until June 19th.
- Effective May 1st recycling materials can no longer be disposed of in plastic bags, Casella is sending out a mass mailing to all residents.
- The school directors will be executing the education budget warrant on Monday, May 7th. the Board needs to execute this document on May 8th by calling forth an additional Select Board meeting.
- May 16th & 17th Town Offices will be closed for annual mandatory training and needed maintenance.
- The next Summit is scheduled for Thursday, May 31st.

FY18 3rd Quarter Financial Reports: The Select Board received an overview of the 3rd quarter financial reports from Town Manager Roy.

Old Business

Community Dialogues (forums): The Select Board and Town Manager Roy discussed the forum held on 4/12 and the abrupt cancellation of the 4/14 forum. The Select Board has appointed Town Manager Roy as the coordinator of all WBDC activities going forward. The Select Board would like to review the proposed presentation and schedule for the next forums at their meeting on May 1st.

Additional Services Agreement: Barret Made has presented their contract extension costs. The Select Board has decided to hold off on signing the extension until after the June 13th Special Town Meeting.

Acceptance of Donations: Chairperson Speirs moved to accept donations received by the Town for the Keep North Yarmouth Warm Fund and Wescustogo Building in the amount of \$4,451.75. Vice Chairperson Chadbourne seconded the motion. Discussion: None. **Vote: 3 Yes - 0 No – 1 Absent.**

Town Clerk Notifications - Identified Warrant Articles:

Chairperson Speirs moved to certify the Town Charter amendments to be proposed at Annual Town Meeting April 28, 2018 under warrant article 3 exhibit A. Vice Chairperson Chadbourne seconded the motion. Discussion: None. **Vote: 3 Yes - 0 No – 1 Absent.**

Chairperson Speirs moved to certify the Ordinance amendments to be proposed at Annual Town Meeting April 28, 2018 under warrant article 4 exhibit B. Selectperson Morrison seconded the motion. Discussion: None. **Vote: 3 Yes - 0 No – 1 Absent.**

Chairperson Speirs moved to certify the Ordinance amendments regarding Barking Dogs to be proposed at Annual Town Meeting April 28, 2018 under warrant article 5 exhibit C. Selectperson Morrison seconded the motion. Discussion: None. **Vote: 3 Yes - 0 No – 1 Absent.**

Chairperson Speirs moved to certify the Ordinance amendments known as the Land Use Ordinance to be proposed at Annual Town Meeting April 28, 2018 under warrant article 6 -15 exhibits D - M. Vice Chairperson Chadbourne seconded the motion. Discussion: None. **Vote: 3 Yes - 0 No – 1 Absent.**

Annual Town Meeting Warrant – Approval: The Select Board requested revisions be made before signing of the Warrant.

Chairperson Speirs moved to approve the Annual Town Meeting Warrant as amended; specifically, to move the Municipal Administration Article to a point after the Capital Improvement Reserve Article and also include a note in the Municipal Administration Article that if it does not pass than a certain sum of money to be determined by Town Manager Roy can be added to the Municipal Administration Budget to be used for the purposes of Municipal Facilities and Grounds. Selectperson Chadbourne seconded the motion. Discussion: None. **Vote: 3 Yes - 0 No – 1 Absent.**

NYMS - Mold Assessment Report: The Select Board received a Mold Assessment performed by Northeast Test Consultants.

New Business

None.

Accounts Payable – Review & Approval

Selectperson Morrison moved to accept the accounts payable Warrants 41 & 42 in the amount of \$693,884.21. Vice Chairperson Chadbourne seconded the motion. Discussion: None. **Vote: 3 Yes - 0 No – 1 Absent.**

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.

Yarmouth Water District - Ryan Keith, Audrey Lonas, and I met to review the district's new groundwater with Bob McKinnon and two other representatives of the YWD. We had the opportunity to discuss acceptable methods of waste disposal, density in the Village Center, well locations, and more. We may have another meeting before the trustees meet with the Select Board as there was a significant amount of material to cover. In addition, I spoke with Bob McKinnon about rescheduling the joint meeting, and he did not see any problems with June.

MSAD51 Education Budget Warrant - A reminder that there will be an additional Select Board meeting on May 8th at 6:30 pm for the sole purpose of countersigning the education budget warrant. It will be in the meeting room prior to the Planning Board meeting scheduled for 7 pm.

GPCOG/PACTS Annual Summit - Wednesday, May 30th, 1 PM - 7:30 PM at St. Joseph's College; I am planning to attend.

Economic Development - Continuing our efforts in the area of economic development the Build Maine Conference will be on June 15th in Lewiston from 8am to 4pm. Although I have never been, I am told this is conference is informative and helpful in achieving economic goals. Being a municipal sponsor, we get an unlimited number of tickets for employees, Select Board members, and EDSC members. Also available at an additional cost are specific workshops planned for June 14th in coordination with Maine Downtown Center if you are interested in participating please let me know.

AARP Annual Publication - AARP publishes once a year an award-winning magazine known as "Where We Live - Communities for All Ages - 100+" The 2018 publication will feature our very own Fire Rescue Department and their efforts in reaching out to the community with Knox Box program for the town's seniors. A very proud moment for North Yarmouth; the publication is expected to be out soon.

Rank Choice Voting - I have included with this report an explanation from the Secretary of State's office on how rank choice voting will be conducted. If you are approached by residents on the subject, this information is available online and at the Town Office.

Communications - Over the past two weeks I participated in meetings with Superintendent Jeff Porter, Economic Development Consultant, Vanessa Farr & EDSC Chair, Patrick Gilligan, Wescustogo Building & Design Committee meeting, EDSC meeting w/Shana Mueller, YWD, Norway Savings Bank Investments representatives, Forecaster interview on proposed FY19 budget, and representatives from the Cumberland County Soil and Water District.

Coming Up - This week the Town will have facility inspections on the Sharp House and NYMS from representatives from MMA's Property & Casualty insurance department.

Respectfully,

Rosemary

Rosemary E. Roy, Town Manager

Are you ready for ranked-choice voting?

The June 12, 2018 primary election will be conducted using a method of ranked-choice voting. Ranked-choice voting, sometimes called “instant run-off voting,” allows voters to choose their candidates in order of preference, by marking candidates as their first, second, third, and subsequent choices.

The votes are tabulated in rounds, with the lowest-ranked candidates eliminated in each round until there are only two candidates remaining in the final round and the candidate with the most votes is declared the winner. It is different from our previous method of voting, in which voters choose only one candidate for each office and the winner is determined by plurality (whoever gets the most votes).

Ranked-choice voting is only applied when there are three or more candidates running for the same office. Thus, for the June 12, 2018 Primary Election, you will receive a ranked-choice ballot for: The Democratic and Republican nominations for the office of Governor; the Democratic nomination for the Representative to Congress in Congressional District 2; and the Republican nomination for Representative to the Maine Legislature in House District 75.

To mark the ballot for your first-choice candidate – the person who you would most like to see win the office – simply fill in the oval next to their name in the “1st Choice” column. If you wish to rank some or all of the remaining candidates in order of your preference, you may do so, or you can choose to vote for only your first choice. To mark a candidate as your second choice, fill in the oval next to their name in the “2nd Choice” column, and so on.

Governor	1st Choice	2nd Choice	3rd Choice	4th Choice	5th Choice	6th Choice	7th Choice	8th Choice
Duck, Donald	●	○	○	○	○	○	○	○
Flinstone, Fred	○	○	●	○	○	○	○	○
Grainger, Hermione	○	○	○	○	○	●	○	○
Mouse, Michael	○	○	○	○	○	○	●	○
Man, Spider	○	○	○	○	●	○	○	○
Man, Super	○	●	○	○	○	○	○	○
Woman, Wonder	○	○	○	●	○	○	○	○
Write-in	○	○	○	○	○	○	○	○

In the ballot example at right, the voter is choosing candidates in the gubernatorial primary. This person chose to rank all of the candidates, with Donald Duck marked as their first-choice candidate and Spider Man as their fifth-choice candidate.

You can find additional resources and details about ranked-choice voting on the Department of the Secretary of State website RCV Resources page, <http://maine.gov/sos/cec/elec/upcoming/rcv.html> You can vote at the polls on Primary Election Day, June 12, or request an absentee ballot from your town clerk or online at <http://maine.gov/sos/cec/elec/voter-info/absent.html>

In addition to using ranked-choice voting in some races this June, voters will also decide on a People’s Veto referendum question that asks if they would like to continue using ranked-choice voting for future elections in Maine – for federal offices ONLY (U.S. Senate and U.S. Congress) in general elections, and for all state and federal offices in primary elections – or restore the delay mechanism that would require a constitutional amendment to fully implement RCV.

– Maine Department of the Secretary of State, April 2018

Wescustogo Hall & North Yarmouth Community Center
IMPORTANT DATES
Community Dialogue Thursday, May 10th - 7 pm
Community Dialogue Saturday, May 12th - 10 am
Public Hearing - May 15th - 6pm
Referendum Vote - June 12th 7am-8pm

How do we get citizens to attend?

1. "LAST CHANCE"
2. Be attendees 50 to 65 and a patio block with your name "*The Jones Family*" will be placed in your honor FREE!
3. Networking - email, phone calls, MSAD 51
4. Social Media, Website, Printed Resources

Publicizing

1. Post Card - May 3rd
2. Newsletter - June 7th
3. Election Display - June 12th

Presentation Topics to Cover

1. Power Point Presentation of Building Design - Chair WBDC

Handouts

1. Cost Sheet (without pricing)
2. Tax Impact of Bond
3. Q & A (updated)
4. Graphic Illustrations (2)
5. Operations Financial Picture Past/Present/Future

Other Proposed Visuals and Audience Participation

1. Timeline
 2. Map Village Center
 3. Building Use (activities)
 4. Actual Design (interior/exterior - what else would you like to see? i.e., playground)
 5. Citizen Thoughts/Questions (flip charts)
-
1. What do you want to be able to do at the new Wescustogo Hall & NY Community Center? (Please answer this from 3 perspectives - You, Your Kids, Your Whole Family...)
 2. What would you like to see shared, showcased or displayed (on the walls or in cases) in the new Wescustogo Hall & NY Community Center?
 3. How could this new Town facility best support or contribute to the values and priorities of our community? Of your family?
 4. Questions you'd like to have answered tonight (please write each question separately on a post-it-note)...



Wescustogo Hall & North Yarmouth Community Center

FREQUENTLY ASKED QUESTIONS...

How have we arrived at the current design for the project?

The current design for the project has come out of a multi-year process spearheaded by the volunteer community members of the Wescustogo Building and Design Committee. Initial steps included a building needs assessment conducted by the committee identifying project program goals and building needs that would be both sustainable and mindful of future needs of the community. After the initial project goals were put in place the committee, with assistance and input from Barrett Made, assessed two potential building sites that emerged from extensive considerations of many potential sites within the Town. The two sites chosen for further study were the site of the original Wescustogo Hall on Route 115 and the NYMS site on Route 9. The design team, along with committee input, conducted a feasibility study of each of these sites along with schematic designs for each location and as a result of this study it was determined that the NYMS site was more feasible due to a number of different factors. Namely this site offered more space which was required to accommodate the identified program goals while providing room for potential growth into the future. The site would also allow the new design to take advantage of existing built space and services at the former school ultimately resulting in a better value for the Town's investment. At this site the current design has evolved from multiple design and pricing exercises that have been presented to the committee, the Select Board and the community at large.

OVERALL PROJECT

- * ***What is the seating capacity of the new space?***

Wescustogo Hall	approximately 300 people
Gym	approximately 250 people
Community Room	approximately 45 people
- * ***Will there be solar panels on the entire structure (gym & hall)?*** Yes.
- * ***Will the new building be tied into the existing septic system, or is it being replaced?*** Yes, the current septic system will be used.
- * ***Will there be a generator?*** Currently, the Fire Rescue Chief is looking into listing the building as a Warming Center. We may then be eligible for grant monies (if all ADA recommendations are followed). The Town will need to apply and go through the grant process approval.
- * ***Will there be an Audio/Video system throughout the building?*** The current plan is to use a stand-alone PA system. A building-wide intercom is being assessed.
- * ***Will there be the ability to broadcast from these spaces, such as town meetings, School Board Meetings, etc.?*** Yes, the building will be wired with the necessary components.
- * ***Are the finished flooring products of commercial quality, easily maintained and replaced if need be?*** Yes, everything is commercial grade. Flooring will be 2x2 tiles (carpet, wood, and tile) that is easily pulled up and replaced in small sections.
- * ***How many emergency exits are there?*** The number of Emergency Exits will be dictated by the Fire Code and the State Fire Marshalls office. Currently, the plans call for the following: 2 in the Hall, 1 in the Lobby, 2 in the Gym, and 1 in the Community Room; 6 total.
- * ***Will there be airlocks on doors?*** Yes, the main entrance into the foyer is an airlock entrance.
- * ***Can there be a canopy of sorts over the airlock door / main entrance for rainy days?*** Yes, the committee can explore this option.



Wescustogo Hall & North Yarmouth Community Center FREQUENTLY ASKED QUESTIONS...

WESCUSTOGO HALL AREA

- * **What are the plans for snow removal at the main entrance?** There will be no curbing at the main entrance, making it easier to plow and maintain.
- * **What are the window treatment options in the Hall?** Windows themselves will be partially reflective, letting less bright light in. Solar shades are also being considered as an option.
- * **Are there plans for radiant heat at the entrance?** By eliminating this selection from the plans it saved \$42,171 in final design costs.
- * **What are the dimensions of the patio?** The patio is approximately 40' x 40 and is not part of the overall project costs. This is an independent cost that may become a future project; estimated cost is \$60,000.

GYM AREA

- * **Why shouldn't we take down the gym and build a new?** The structure itself is in good condition; it would not be cost-effective to demolish it and start from scratch.
- * **Will additional installation really create a building that's more energy efficient (for the gym)?** Yes.
- * **Will the gym floor be refinished or replaced?** It is proposed that the existing floor be replaced.

Will there be a way to pass food through from kitchen to the gym?

- * **The stage and community room will occupy the same space is this a good dual purpose?** Yes, it is designed to be a multi-purpose use area; no fixtures are of a permanent nature.
- * **Will the existing locker rooms off the gym be rehabbed for use in the new space?** Yes, this area will be rehabbed and have two bathrooms with showers. Showers will be made available only in the event of a disaster, i.e., lengthy power outages caused by storms - the gym will become a Warming Center and citizens will be able to take showers.

GENERAL

- * **What is the timeline for project completion?** 8-12 months from groundbreaking, dependent on winter conditions.
- * **Does the current design accommodate future expansions?** Yes, the project components and mechanical systems are designed for development.
- * **Who will manage the facility?** The facility will require at least two staff positions. A building supervisor and custodian/maintenance supervisor; with full benefits and a competitive wage. More staffing may be necessary depending upon demand for use.
- * **Is there a plan in place on how to raise the \$250,000 needed?** Yes, the Wescustogo Building & Design Sub-committee charged with fundraising have submitted a plan to the Select Board.
- * **What is the rationale for not connecting the Town Office?** The Town Office is not part of this project.

WESCUSTOGO HALL USAGE

Average Use 2.5 hours a day

REVENUES	\$	7,887	\$	8,230	\$	7,945	\$	8,278
EXPENDITURES	\$	11,052	\$	10,469	\$	12,619	\$	14,643
BALANCE	\$	(3,165)	\$	(2,239)	\$	(4,674)	\$	(6,365)

Utilities Averaged \$6,850; Maintenance Averaged \$7,934

NY MEMORIAL SCHOOL USAGE

	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2018 YTD
5110-00 OTHER WAGES	0	500	9,937.50	9336.5	39,312.00
5410-00 PHONE	1,957.87	993.58	1,040.74	900	438.30
5414-00 ELECTRICITY	14,575.57	11,644.51	13,756.45	7,000.00	9,519.00
5416-00 HEAT	36,648.03	18,553.76	24,363.85	5,200.00	14,876.00
5418-00 PROPANE	618.23	437.2	1,894.47	550	1,829.00
5420-00 WATER	2,943.55	2,817.69	2,817.69	3,757.00	1,878.46
5510-00 ALARMS	1,015.31	448	0	824	300.00
5520-00 GENERAL REPAIRS	1,681.14	22,573.65	3,123.73	500	7,792.00
5950-00 MISC. EXPENSES	67,778.35	2,090.32	1,073.78	500	2,382.00
	127,218.05	60,058.71	58,008.21	28,567.50	78,326.76

Expected Year End Costs - \$117,490

Wescustogo Hall & NY Community Center

**Proposed
2020**

5110-00 WAGES	130,000
5410-00 PHONE/INTERNET/CABLE	1,200
5414-00 ELECTRICITY	12,000
5416-00 HEAT	n/a
5418-00 PROPANE	n/a
5420-00 WATER	2,817
5510-00 ALARMS	600
5520-00 GENERAL REPAIRS	500
5950-00 MISC. EXPENSES	1,000
	148,117

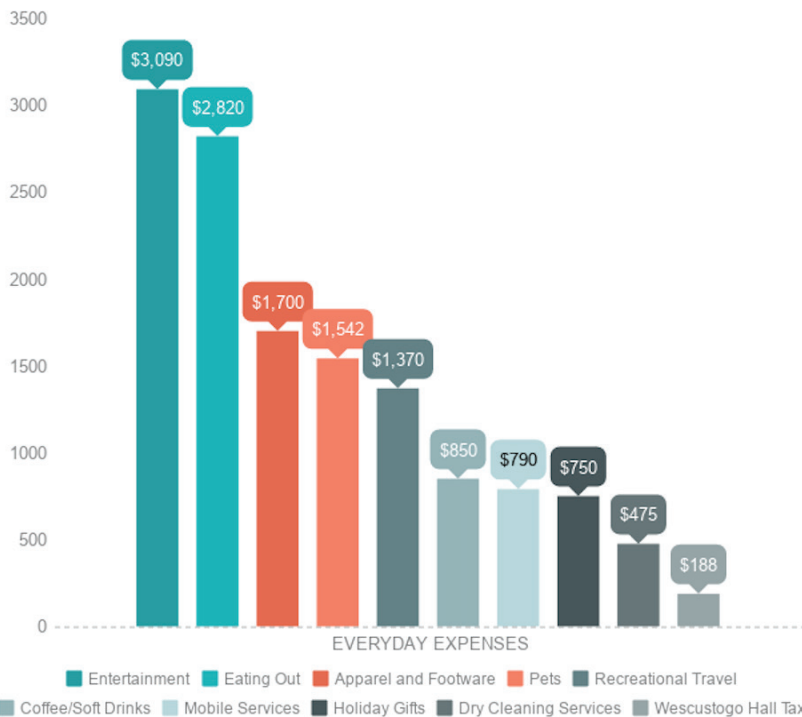


THIS *versus* THAT

HOW DOES THE FIRST YEAR ANNUAL TAX OF WESCUSTOGO HALL & NORTH YARMOUTH COMMUNITY CENTER COMPARE TO EVERYDAY EXPENSES?

ANNUAL AVERAGE EXPENSES

(*TAX COST IS BASED ON A MEDIAN PROPERTY VALUE OF \$325,000)



Sources:

<http://www.bls.gov/opub/btn/volume-1/pdf/a-comparison-of-25-years-of-consumer-expenditures-by-homeowners-and-renters.pdf>
<http://www.bls.gov/opub/btn/volume-1/travel-expenditures-2005-2011-spending-slows-during-recent-recession.htm>
<http://business.time.com/2012/01/23/how-much-you-spend-each-year-on-coffee-gas-christmas-pets-beer-and-more/>
<http://www.bls.gov/spotlight/2012/fashion/>
<http://www.bls.gov/opub/mlr/2012/09/art1full.pdf>
http://www.nrf.com/modules.php?name=News&op=viewlive&sp_id=1438
 Town of North Yarmouth Financial Impact Statement



PREPARED BY WESCUSTOGO BUILDING AND DESIGN COMMITTEE





INVEST IN YOUR COMMUNITY

Rec Programs

Multigenerational

- Exercise Classes
- Walking
- Crafts
- Dances



Town Functions

- Safety/Emergency
- Warming Center
- Emergency Shelter
- Town Meetings/Forums
- Elections
- Staff Training
- Community Meetings



MSAD Programs

- Kindergarten Registration
- School Testing
- School Dances



Public Use

- Bingo/ Cribbage
- Weddings, Showers, Etc.
- Lectures
- Craft Fairs
- Contra Dance
- Potluck/Suppers/Banquets
- Local Non-Profit
- Performances
- Scouts
- Senior Programs



Gym Functions

- Softball/Baseball Training
- Basketball
- Cheering
- Dance
- Gymnastics
- Open Gym
- Performances



WESCUSTOGO HALL & NORTH YARMOUTH COMMUNITY CENTER





TOWN OF NORTH YARMOUTH BOARD & COMMITTEES Volunteer Form

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

- | | |
|----------------------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Board of Assessment Review | <input checked="" type="checkbox"/> Living Well in North Yarmouth |
| <input type="checkbox"/> Budget Committee (only if vacancy available) | <input type="checkbox"/> Parks & Recreation Committee |
| <input type="checkbox"/> Communications Advisory Committee | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Comprehensive Plan Committee | <input type="checkbox"/> Prince Memorial Library Advisory Board |
| <input type="checkbox"/> Economic Development and Sustainability Committee | <input type="checkbox"/> Recreation Advisory Board |
| <input type="checkbox"/> Events Committee | <input type="checkbox"/> Shellfish Conservation Commission |
| <input type="checkbox"/> Flag Committee | <input type="checkbox"/> Wescustogo Building & Design Committee |
| <input type="checkbox"/> Joint Standing Committee | <input type="checkbox"/> Zoning Board of Appeals |

Please provide the following information:

Name: Stephen Harris
Email: Zenhead@gmail.com
Mailing Address: 26 Castle Hill Rd. North Yarmouth
Phone: 207-749-2510

1. Please give a short narrative as to why you would like to be appointed to this Board(s) or Committee(s) you have selected above. _____

2. Do you have any relevant experience, training or credentials that you would like us to consider? _____

3. Have you ever served on any boards/ committees before? If so, when and where? _____

See attached document.
Volunteer Signature

3 / 26 / 18
Date

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

Stephen Harris
26 Castle Hill Rd.
North Yarmouth, Me 04097
zenhead@gmail.com
207-749-2510

I would like to serve on the Living Well committee.

I came accross a notice that there was, or would be, transportation available for seniors who were not drivers. I brought it to the attention of the board that there were likely others like me, non-senior people who didn't drive for other reasons, who were in need of occasional transportation. It is my aim to work with the committee to expand the scope of Living Well to include people with disability.

My experience as a person with disability, and my minor involvement with disability rights advocates I hope will serve me with Living Well.

I've only served on boards and committees randomly and sparsely.

1/20/18

A handwritten signature in black ink, appearing to be 'S. Harris', with a horizontal line extending to the right.