

**Town of North Yarmouth
Select Board Meeting Agenda
Wednesday, July 5, 2017
7:00PM - Town Office Meeting Room**

I. Call to Order

- Organization of the Board

Note: This item is to elect a Chair and Vice Chair for the ensuing year; Chairperson Chadbourne may govern this meeting if there is no consensus objection by the Board.

II. Minutes of Previous Meeting(s)

- May 16, 2017
- June 6, 2017
- June 20, 2017

Update: All minutes available. Only those members present at these meetings may vote on them. New members should abstain.

III. Public Comment - Non-Agenda Items

Comments regarding issues, concerns, commendations or matters of general public information are welcome. Individuals shall have two (2) 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
- Quarterly Financial Report 6/30/17

V. Old Business

- Town Office Facility - Safety Works (MDOL) Report
- Wescustogo Hall & NY Community Center

VI. New Business

- Annual Appointments of Town Officials
- Annual Appointments of Boards & Committees
- Public Comment - Consideration to Change Time Limit - S. Morrison/Board Member

These two items
are actually one.

VII. Accounts Payable - Review & Approval

- FYE17 Accounts Payable
- ~~FYE18 Accounts Payable (Payroll Only)~~

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 shut off all cell phones; 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
May 16, 2017**

I. Call to Order

Members Present: Jeanne Chadbourne, Peter Lacy, Paul Napolitano, Anne Graham and Alex Carr. Town Manager Rosemary Roy was also present.

II. Minutes of Previous Meeting(s)

Selectperson Napolitano moved to accept the minutes of May 2, 2017. Selectperson Carr seconded the motion. Discussion: None. Vote: 5 – Yes 0 – No

III. Public Comment – Non-Agenda Items

None

IV. Management Reports and Communications

Town Manager Roy gave a brief summary of her report including replacement of Animal Control Officer and work on the North Yarmouth Boards & Committees Summit.

V. Old Business

None

VI. New Business

• **Repurchase of Tax Acquired Property**

Selectperson Carr moved to authorize Tax Collector/Town Manager to accept payment of \$14,672.68 on Account 143 and issue a Quit Claim Deed to Hilda Gladstone and tenants to vacate property within 30 days. The motion was seconded by Selectperson Lacy. Discussion: Christina York, 111 Mountfort Road asked for Select Board to hold off making a decision or give them an extension to 90 days to vacate the property. Town Manager advised the Select Board they can extend time to vacate as the Town is the property owner at this time. Matthew Gladstone stated he knows she came in last Tuesday and paid the back taxes, however, he knows that Hilda Gladstone will not be able to keep up the taxes and he wanted to warn the Board. Selectperson Graham excused herself from decision as she was not present when initial issue was discussed. The Select Board discussed moving date out. Selectperson Carr withdrew his motion and stated his objection to 90 days. Chairperson Chadbourne moved to extend time to vacate to 60 days, seconded by Selectperson Lacy. **Vote: 3 Yes 1 No (Selectperson Carr) 1 Abstention (Selectperson Graham)**

Accounts Payable – Review and Approval

Selectperson Carr moved to approve Warrants 53 and 54 in the amount of \$637,286.41. The motion was seconded by Selectperson Paul Napolitano. Discussion: None. **Vote: 5 – Yes 0 – No.**

VII. Any Other Business

Selectperson Carr asked Town Manager Roy if out of town dog walkers have been granted permission to use Town Parks. Town Manager has only granted one permit. Selectperson Carr stated this was not the intent of the Ordinance. Town Manager Roy will check the Ordinance.

Selectperson Graham asked Steve Palmer from the Living Well in North Yarmouth Committee to remind the public of the purpose of May 18th WCBD Meeting at 10:30.

VIII. Executive Session – Personnel Matter – Permitted Deliberations

Motion: Selectperson Lacy moved that the Select Board in accordance with our roles and responsibilities enter into executive session pursuant to Title 1 MRSA ss 405 6 (A) to discuss a personnel matter, seconded by Selectperson Graham. **Vote: 5 Yes 0 No.**
No action taken.

IX. Adjournment

Selectperson Carr moved to adjourn the meeting.

Cheryl Trenoweth
Recording Secretary

Select Board

Jeanne Chadbourne, Chairperson

Peter Lacy, Vice Chairperson

Paul Napolitano

Alex Carr

Anne Graham

**Town of North Yarmouth
Select Board Meeting Minutes
June 6, 2017**

I. Call to Order

Members present: Jeanne Chadbourne, Peter Lacy, Anne Graham, Paul Napolitano, Alex Carr. Town Manager Rosemary Roy was also present.

II. Minutes of Previous Meetings

Not available

III. Special Presentation

Sofia Rico, 7th Grader, Greely Middle School shared her presentation on "Sustainability in their School and Local Community – Subject: Community Center".

IV. Public Comment – Non-Agenda Items

Brad Hilton of Cumberland voiced his opposition to the School Budget. He urges residents to get out and vote.

Katie Murphy of Mountfort Road congratulated recent Greely High School Graduates. Selectperson Graham thanked Ms. Murphy for organizing the flash mob to cheer the graduates as they passed through town.

V. Management Reports & Communications

Town Manager Roy gave a brief summary of her report including regionalization of services, relocation of bus station and animal control services.

Town Manager Roy expressed the positive feedback from the recent Summit of Boards and Committees and the Public Works Open House.

The Town recent received State funds for the Blizzard of 1/26/2015.

Congratulations were sent to the Greely Girls' Track Team for winning the State Championship and to the Class of 2017.

VI. Old Business

- **Regulations for the Use of Parks and Recreation Areas Ordinance**
The Select Board had a discussion on the intent of the Ordinance. No action was taken at this time.

- **Acceptance of Economic Development Plan by Camoin Associates**
Selectperson Graham moved to accept the Camoin Report, seconded by Peter Lacy. Discussion: None. **Vote: 5 – Yes 0 – No**
- **Solid Waste & Recycling Collection & Disposal Bids**
Selectperson Carr moved to accept a two-year contract with Pine Tree Waste, seconded by Selectperson Lacy. Discussion: Selectperson Napolitano asked how many bids were received and reason for no other bids. **Vote: 5 – Yes 0 – No**

VII. New Business

- **Atlantic Valuation Service - Contract Renewal**
Selectperson Graham moved to accept the two-year Contract Renewal, seconded by Selectperson Lacy. Discussion: Selectperson Napolitano asked if data online has been updated. Selectperson Carr stated he will vote no due to past performance. **Vote: 4 –Yes 1 – No (Selectperson Carr)**

Selectperson Lacy moved to authorize the Town Manager to sign the Contract with Atlantic Valuation Service, seconded by Selectperson Graham. **Vote: 4 – Yes 1 – No (Selectperson Carr)**

Selectperson Lacy moved to authorize the Town Manager to sign a two-year contract with Pine Tree Waste, seconded by Selectperson Graham. **Vote: 5 – Yes 0 – No**

- **Tax Collector's Settlement – FY15**
Selectperson Lacy moved to sign Certificate of Settlement, seconded by Selectperson Graham. Discussion: None. **Vote: 5 –Yes 0 - No**

VIII. Accounts Payable –Review & Approval

Selectperson Carr moved to accept warrants 56 & 57 in the amount of \$729,715.65, seconded by Selectperson Lacy. Discussion: None. **Vote: 5 – Yes 0 - No**

IX. Any Other Business

Selectperson Carr asked the date for brush pickup/drop off is. Town Manager Roy stated the date was June 3rd as advertised.

X. Executive Session – Permitted Deliberations – Contract Negotiations – Town Manager's Agreement.

Selectperson Lacy made a motion that the Select Board enter into executive session pursuant to Title 1 MRSA, Chapter 13 Public Records and Proceedings, subsection

405 Executive Sessions, subsection 6(D) to discuss matters relating to labor contracts and or negotiations with the Town Manager Rosemary Roy, seconded by Selectperson Napolitano. **Vote: 5 -Yes 0 - No**

No action taken.

XI. Adjournment

Selectperson Graham moved to adjourn.

Cheryl Trenoweth
Recording Secretary

Select Board

Jeanne Chadbourne, Chairperson

Peter Lacy, Vice Chairperson

Alex Carr

Paul Napolitano

Anne Graham

**Town of North Yarmouth
Select Board Meeting Minutes
June 20, 2017**

I. Call to Order

Members Present: Jeanne Chadbourne, Peter Lacy, Paul Napolitano, Alex Carr and Anne Graham. Town Manager Rosemary Roy was also present.

II. Minutes of Previous Meeting(s)

- May 16, 2017
- June 6, 2017

Minutes were not available.

III. Public Comment – Non Agenda Items

Dixie Hayes, 450 New Gloucester Road informed the Select Board of the display created for the 50th Anniversary of SAD 51 which are on display at Town Office.

Katie Murphy invited the Public to attend the annual Historical Society Meeting being held on Thursday night at the Fellowship Hall @ North Yarmouth Congregational Church.

IV. Management Reports & Communications

Town Manager Roy gave a brief summary of her report.

The Town has contracted with the Town of Yarmouth for an Animal Control Officer.

Silas Peaslee was recognized for his recent Honor Flight and years of service to our Country.

The Select Board will be held on July 5th due to July 4th Holiday.

V. Old Business

- **Wescustogo Hall & NY Community Center – Barrett Made Presentation**
Matt Ahlberg of Barrett Made updated the Select Board of projected costs and design revisions. Mr. Ahlberg fielded questions from the Select Board.

VI. New Business

- **Assessor's Tax Abatement – 56 Hayes Lane Atlantic Valuation Service**
Selectperson Lacy moved to abate \$1568.75 to Map 12 Lot 72 Account 1203 and authorize the Select Board Chairperson to sign on the Boards' behalf, seconded by Selectperson Carr. Discussion: None. **Vote: 5 – Yes 0 – No.**
- **Town Manager's Contract Renewal**
Selectperson Anne Graham moved to accept the Town Manager's Contract Agreement entered into on June 20, 2017. The motion was seconded by Peter Lacy. Discussion: None. **Vote: 3 Yes 2 – No (Selectpersons Carr & Napolitano)**

VII. Accounts Payable – Review & Approval

Selectperson Carr moved to approve warrants 58, 59, 60 & 61 for the amount of \$84,992.71, seconded by Selectperson Napolitano. Discussion: None.
Vote: 5 – Yes 0 – No

VIII. Any Other Business

Chairperson Chadbourne thanked outgoing Select Board members Paul Napolitano and Alex Carr for their service to the Town.

IX. Adjournment

Selectperson Carr moved to adjourn.

Cheryl Trenoweth
Recording Secretary

Select Board

Jeanne Chadbourne, Chairperson

Peter Lacy, Vice Chairperson

Paul Napolitano

Alex Carr

Anne Graham

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.

Brief Summary - As mentioned in my report of June 20th considerable time was focused on closing fiscal year 2017 and preparing opening statements for FY18. Other work consisted of preparations for the Select Board workshop and July 5th meeting, insurance renewals, and appointment renewals.

Respectfully,

Rosemary

Rosemary E. Roy, Town Manager

Expense Detail Report

ALL Accounts
ALL Months

Trans Date	Per	RCB/ Type	Current Budget	Debits	Credits	Unexpended Balance
110 - MUN ADMN						
			459,361.00	0.00	0.00	459,361.00
		01 - OPERATIONS	294,047.00	291,317.88	2,120.98	4,850.10
		02 - CONTR/PROF	51,947.00	68,241.35	2,260.00	-14,034.35
		03 - BLDG/GRNDS	49,517.00	51,182.25	129.46	-1,535.79
		04 - COMMCOMM	5,250.00	5,018.71	0.00	231.29
		05 - NYMS	58,600.00	62,557.21	4,549.00	591.79
			459,361.00	478,317.40	9,059.44	-9,896.96
120 - COMM SVCS						
			137,043.00	0.00	0.00	137,043.00
		01 - CEO/PLAN	61,947.00	61,985.14	0.00	-38.14
		02 - ECONOM DEV	40,000.00	38,113.63	231.00	2,117.37
		03 - PKS/REC	11,800.00	6,924.33	429.73	5,305.40
		04 - GENL ASST	7,688.00	2,016.00	0.00	5,672.00
		05 - SOC SERVC	10,000.00	9,560.00	0.00	440.00
		06 - CEMETERIES	5,608.00	4,570.40	90.00	1,127.60
		07 - LIVING WELL	0.00	23.52	0.00	-23.52
			137,043.00	123,193.02	750.73	14,600.71
130 - PUBL SAFETY						
			363,119.00	0.00	0.00	363,119.00
		01 - FIRE RESCUE	271,128.00	249,126.99	2,730.04	24,731.05
		02 - CONTR/PROF	93,296.00	92,689.81	0.00	606.19
			364,424.00	341,816.80	2,730.04	25,337.24
140 - PUBLIC WORKS						
			582,109.00	0.00	0.00	582,109.00
		01 - OPERATIONS	357,109.00	374,442.74	7,347.42	-9,986.32
		02 - ROADWAYS	225,000.00	225,004.40	0.00	-4.40
			582,109.00	599,447.14	7,347.42	-9,990.72
150 - SW/RECYCLING						
			195,615.00	0.00	0.00	195,615.00
		01 - SOLID WASTE	195,615.00	203,897.29	10,772.94	2,490.65
			195,615.00	203,897.29	10,772.94	2,490.65
160 - FIXED EXPENS						
			7,217,681.00	0.00	0.00	7,217,681.00
		01 - DEBT SERVICE	13,482.00	13,485.81	0.00	-3.81
		02 - EE BENEFITS	232,742.00	235,575.65	73.16	-2,760.49
		03 - INSURANCE	34,400.00	38,586.50	317.00	-3,869.50
		04 - EDUCATION	6,446,477.00	6,446,477.45	0.00	-0.45
		05 - SHARED SVCS	190,673.00	143,106.00	0.00	47,567.00
		06 - COUNTY TAX	299,907.00	299,907.00	0.00	0.00
		07 - OVERLAY	0.00	18,155.34	0.00	-18,155.34
			7,217,681.00	7,195,293.75	390.16	22,777.41
Final Totals			8,956,233.00	8,941,965.40	31,050.73	45,318.33

Revenue Detail Report

ALL Accounts
ALL Months

Account----- Date	Jrnl	Desc---	Current Budget	Net	Uncollected Balance
100 - REVENUES				0.00	
4010		AGENT FEES	12,000.00	12,167.50	-167.50
4020		AMBULANCE FEES	35,000.00	57,821.84	-22,821.84
4022		FRD TRAINING REIMBURSEMENTS	1,305.00	1,305.00	0.00
4030		APPEALS	0.00	50.00	-50.00
4040		BETE REIMBURSEMENT	2,421.00	2,122.00	299.00
4050		BOAT EXCISE	8,045.00	8,312.60	-267.60
4060		BUILDING PERMITS	32,000.00	55,342.49	-23,342.49
4065		BUDGETED USE OF UFB	0.00	0.00	0.00
4070		CASH SHT-OVR	0.00	0.00	0.00
4080		CATV FRANCHISE FEES	29,000.00	28,909.81	90.19
4090		CELL TOWER RENTAL	37,000.00	35,807.07	1,192.93
4100		CEO FINES	0.00	0.00	0.00
4110		CEO MISC. PERMITS	500.00	250.00	250.00
4120		CEO POWNAL SERVICES	10,000.00	13,424.68	-3,424.68
4130		CLERK FEES	755.00	391.70	363.30
4140		CUSTOMER SERVICES FEES	1,250.00	668.89	581.11
4150		DOG LICENSE FEES / ACO SERVICE	1,400.00	1,688.00	-288.00
4155		ACCOUNTS RECEIVABLE-DONATIONS	1,500.00	0.00	1,500.00
4160		ELECTRICAL PERMITS	7,200.00	8,030.17	-830.17
4190		FOAA FEES	0.00	0.00	0.00
4200		GENEOLOGY SEARCH	250.00	0.00	250.00
4210		GENERAL ASSISTANCE	2,500.00	0.00	2,500.00
4220		HOMESTEAD EXEMPTION	137,262.00	101,048.00	36,214.00
4230		IMPACT FEES	0.00	0.00	0.00
4240		INSURANCE CLAIMS	0.00	1,000.00	-1,000.00
4250		INTEREST	500.00	0.00	500.00
4255		EMA REIMBURSEMENTS	0.00	1,616.73	-1,616.73
4260		LOCAL ROAD ASSISTANCE PROGRAM	27,000.00	27,028.00	-28.00
4265		PROPERTY & CASUALTY POOL	2,000.00	0.00	2,000.00
4270		MSAD ELECTIONS	2,200.00	4,962.81	-2,762.81
4280		MISC REVENUES	1,200.00	-35,774.89	36,974.89
4290		BMV EXCISE	800,000.00	832,948.76	-32,948.76
4300		OVERLAY	0.00	0.00	0.00
4310		PEER REVIEW	1,500.00	829.15	670.85
4320		PLANNING BOARD	600.00	500.00	100.00
4330		PLUMBING PERMITS	8,000.00	9,840.00	-1,840.00
4335		PRIVATE ROAD SIGNS	0.00	372.83	-372.83
4340		RENTAL FEES	12,000.00	13,287.00	-1,287.00
4350		REVENUE SHARING	181,018.00	158,716.65	22,301.35
4360		SALE OF ASSETS	0.00	6,000.00	-6,000.00
4370		SITE PLAN REVIEW	500.00	1,250.00	-750.00
4380		SNOWMOBILE CLUBS ASSISTANCE	1,000.00	906.94	93.06
4390		SOLID WASTE/RECYCLING	110,500.00	96,748.13	13,751.87
4400		SW HAULER PERMIT	75.00	0.00	75.00
4410		TAX COMMITMENT	7,532,584.25	7,532,584.25	0.00
4415		TAX SUPPLEMENTAL	0.00	15,524.99	-15,524.99
4419		TAX CHANGE IN UNAVAILABLE TAX	0.00	0.00	0.00
4420		TAX INTEREST	12,500.00	18,854.87	-6,354.87
4430		TAX PENALTY	4,900.00	3,226.18	1,673.82
4450		TIMBER HARVEST	0.00	6,007.26	-6,007.26
4480		TREE GROWTH EXEMPTION	2,718.00	1,894.83	823.17
4500		VETERAN'S EXEMPTION	2,244.00	1,435.00	809.00
4510		VITAL RECORDS	2,845.00	3,517.80	-672.80
4600		CEMETARY LOT SALES	0.00	0.00	0.00
4610		PERPETUAL CARE	0.00	0.00	0.00
4620		INTERMENT	0.00	0.00	0.00
4630		CEMETARY ADMIN FEE	0.00	0.00	0.00
4990		TRANSFERS IN	0.00	0.00	0.00
Final Totals			9,025,272.25	9,030,617.04	-5,344.79

0.06% Increase in Revenues

Date: June 30, 2017

To: Select Board
Fr: Rosemary E. Roy, Town Manager ^{RM}

RE: TOWN OFFICE FACILITY - AIR QUALITY

Summary: In July of 2016, following staff health complaints, to include myself, I made the decision to have the air tested in the Town Office facility. In September of 2016 Environmental Safety & Hygiene Associates, Inc. provided me with a report that identified issues within the building particularly the carpeted areas of the building which cause problems throughout the entire facility. Report included.

Department Heads and I investigated immediate relief from the situation and promptly engaged in measures to improve the air quality. Air purifiers were purchased for all staff working areas at the cost of \$3000. Options for replacing the carpet with either flooring or carpet reflected estimates of \$18,000 to \$22,000 which did not include the costs of moving furniture, computers, etc. during the replacement which could be an additional \$1500+.

Shortly following the air quality test an area in the manager's office was discovered as having water seeping up through the grout in the floor tiles. It prompted a discussion with the Code Officer regarding the air quality study and the Town Office structure. From this conversation, it was clear that as the building is of post and beam construction with two main areas (meeting room and the manager's office) composed of cement calls for the building to be very porous thus allowing moisture to be a constant factor in the building's air quality. Furthermore, water is not draining away from the building but towards it. There have been significant water incidences that also relate to the building's construction as well.

To make a more sound decision regarding the facility, I had the Maine Department of Labor conduct a courtesy inspection of the facility. The facility/safety scored overall as a 3 (average). However, it was noted in the report (and in an email correspondence) that the inspector became ill within 30 minutes of being in the building, and is concerned with the wellbeing of Town employees. Report included.

During this period the Town Office Renovation Committee was meeting. Through their findings determined that renovation of the current Town Office not be an option based not only on the air quality results but the lack of storage space, ADA requirements not being met, no room for growth, and several overall inefficiencies of use for this type of business. Committee letter included.

Conclusion:

I prolonged making any solid decisions as to building improvements until I received the report back from the Maine Department of Labor. Unfortunately, the MDOL has no guidelines as to mold/air quality only those relating to carbon monoxide or similar agents. Although the renovation committee stated that the Board should wait to take any action until such time the Wescustogo project was complete, waiting may only make the matter magnify. However, I believe this issue needs to be addressed. Moreover, I will need to go forward with more substantial improvements to the building. I am looking for the Select Board's guidance on this matter.

Thank you.



ENVIRONMENTAL SAFETY & HYGIENE ASSOCIATES, INC.

- Indoor Air Quality
- OSHA Compliance
- Asbestos Consulting
- Training
- Lead Consulting
- Industrial Hygiene

Indoor Environmental Quality Assessment Report

North Yarmouth Town Hall

Prepared for

**Mrs. Stacey Ruby
Town of North Yarmouth
10 Village Square Road
North Yarmouth, Maine 04097**

Prepared by

**Mark P. Coleman, CIE, CMR
Environmental Safety & Hygiene Associates, Inc.**

Project # 16-208

Assessment Date: August 12th, 2016

Table of Contents

Section	Description
1.0	Executive Summary
2.0	Microbial Analytical Tables
3.0	Worldwide Exposure Standards for Bacteria and Mold

EXECUTIVE SUMMARY

Background

Environmental Safety & Hygiene Associates, Inc. (ESHA) was retained by the Town of North Yarmouth to conduct an Indoor Environmental Quality (IEQ) and microbial reservoirs assessment within the Yarmouth Town Hall, 10 Village Square Road, North Yarmouth, Maine. The assessment was conducted by Mr. Mark Coleman, a board Certified Indoor Environmentalist (CIE), Certified Mold Remediator (CMR), and Building Systems Technologist on August 12th, 2016.

The assessment was conducted to address overall concerns as it relates to the indoor air quality and to establish baseline indoor air quality data, microbial reservoirs data, and document if certain conditions could have a negative effect on human health and environment.

ESHA utilized several types of microbial sampling methodologies (tools) for the assessment, and included testing for;

- Airborne fungal spores (Table 1)
- Airborne culturable fungi and bacteria (Table 2)
- HVAC dust sampling for culturable bacteria & fungi enumerations (Table 3)
- Carpet dust sampling for culturable bacteria & fungi enumerations (Table 4)
- Grab sampling for carbon monoxide and carbon dioxide

General Findings

The following summary of general findings outlines the conditions observed during the visual, physical, and microbial assessment.

Visual Assessment

A visual assessment of readily accessible areas within the structure was conducted to determine if there were any readily visible conditions that could have a negative effect on the overall indoor air quality, a summary of our observations are as follows;

- The structure is in generally good condition and no significant signs of water damage or microbial growth were observed at the time of the assessment.
- Portions of the first floor and basement have wall to wall carpeting that is visibly soiled and of age and could be a contributing factor as it relates to odors and poor indoor air quality.

Microbial Assessment

ESHA conducted targeted Indoor Environmental Quality (IEQ) and microbial reservoirs testing for airborne fungi spores, airborne culturable bacteria/fungi, HVAC dust sampling for culturable bacteria/fungi, and HVAC dust sampling for culturable bacteria/fungi. A summary of findings for each type of testing follows;

Airborne Fungi Spore Testing (See Table 1)

Airborne fungi spore testing was conducted to assess the air quality in the basement and first for airborne fungi spores, particulate, and mycelial fragments. In addition to the indoor air samples an outdoor air sample was collected for comparison purposes. When comparing the outdoor comparison testing data to the indoor testing data and current guidelines the airborne fungi spore testing did not detect any significant elevations of airborne fungal spores at the time of the assessment.

Airborne Fungal Spores - Recommended Levels

Airborne fungal spore concentrations between 1,000 and 10,000 ct/m³ may be acceptable to the average healthy person indoors, but extremely sensitive individuals may experience symptoms below 4,225 ct/m³.

Airborne Culturable Fungi Testing (See Table 2)

Airborne culturable fungi testing was conducted in the same areas as the airborne fungi spore testing to evaluate the areas for the presence of active pathogenic fungal growth not identifiable by conventional airborne spore testing. In addition to the indoor air samples an outdoor air sample was collected for comparison purposes. When comparing the outdoor comparison testing data to the indoor testing data and current guidelines the airborne culturable fungi testing did not detect any significant elevations of airborne culturable fungi at the time of the assessment.

Airborne Culturable Fungi Recommended Levels

≤ 200 cfu/m³ is considered normal and not elevated

≤ 500 cfu/m³ (if 50% is Cladosporium or Alternaria) is considered normal and not elevated

Any increase above the prescribed limits above need to be compared to the species found in the outdoor comparison air samples and problematic types of fungi.

Airborne Culturable Bacteria Testing (See Table 2)

Airborne culturable bacteria testing was conducted in the same areas as the airborne fungi testing. In addition to the indoor air samples an outdoor air sample was collected for comparison purposes. When comparing the outdoor comparison testing data to the indoor testing data and current guidelines the airborne culturable bacteria testing did not detect any significant elevations of airborne culturable bacteria at the time of the assessment.

Airborne Culturable Bacteria Recommended Levels

≤ 200 cfu/m³ is considered normal and not elevated

Culturable bacteria results are generally compared to airborne culturable fungi guidelines, however the species of bacteria is always considered. Pathogenic and/or toxigenic species are evaluated more stringently and on a case-by-case basis and should be maintained at the lowest possible levels. Any increase above the prescribed limits above need to be compared to the species found in the outdoor comparison air samples and problematic types of bacteria.

HVAC Swab Testing (See Table 3)

HVAC swab testing of surface dust accumulations inside supply diffusers within the first floor was conducted to assess the system for any significant elevations of culturable fungi or culturable bacteria. Based on the analytical results and comparison with current guidelines, the HVAC ducting and supply diffusers did not have any significant elevations of culturable fungi, or bacteria at the locations tested.

Fungi / Bacteria HVAC Swab Recommended Levels

Swab samples with fungal counts $<10,000$ CFU/g are commonly found, $100,000 - 1,000,000$ CFU/g are borderline, and levels more than $>1,000,000$ CFU/g have the potential of significantly contributing to airborne microbial populations.

Swab samples with bacterial counts $<100,000$ CFU/g are commonly found, $100,000 - 1,000,000$ CFU/g are borderline, and $>1,000,000$ CFU/g have the potential of significantly contributing to airborne microbial populations.

Carpet Dust Testing (Table 4)

Carpet dust testing of the carpeting within the basement and first floor was conducted to assess the carpeting for any significant elevations of culturable fungi or culturable bacteria contamination. Based on the analytical results and comparison with current guidelines, the carpet dust assessment identified moderate to significant elevations of culturable fungi and bacteria in the carpeting on both levels.

Dry Dust Samples - Recommended Ceiling Levels

At present, current general guidelines for dry dust samples area; (a) colony counts of $<10,000$ CFU/g are commonly found, (b) $100,000 - 1,000,000$ are borderline, and (c) microbial fungus or bacteria levels more than $>1,000,000$ CFU/g have the potential of significantly contributing to airborne microbial populations

Carbon Monoxide and Carbon Dioxide Testing

ESHA conducted carbon monoxide and carbon dioxide real-time air sampling within representative areas of the three annexes to assist in evaluating fresh air flow and the potential for build-up of indoor air contaminants that may have an effect on the overall indoor environment. No significant elevations of carbon monoxide or carbon dioxide were detected during this assessment and a summary of the findings is as follows:

Carbon dioxide levels ranged from 425 ppm to 480 ppm which is well within normal range when compared to the outdoor level of 365 ppm. The American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE) recommend that carbon dioxide in office spaces be maintained below 1000 ppm or no more than 650 ppm over ambient (outdoors), whichever is lower.

Carbon monoxide elevations were not detected in any of the areas tested at the time of the assessment. The American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE) recommends that levels of carbon monoxide for office spaces be maintained below 9 parts per million (ppm).

Discussion and/or Recommendations

Based on available governmental and organizational guidelines, the analytical data, and our professional experience, ESHA offers the following discussion and recommendations:

Discussion

This assessment was conducted to address overall concerns as it relates to the indoor air quality and to establish baseline indoor air quality data, microbial reservoirs data, and document if certain conditions could have a negative effect on human health and environment.

Based on the visual assessment and analytical data no significant elevations of airborne microbials were identified during this assessment. However, the carpeting on both levels of the facility are visibly soiled, of age, and have moderate to high elevations of bacteria and fungi.

Carpeting with elevated levels of microbial contamination can be problematic as it relates to healthy indoor environments and good air quality. Although the air quality assessment did not identify any significant elevations of airborne microbials at the time of the assessment it does not negate the condition of the carpeting. Microbial contaminated carpeting can produce and release airborne allergens and pathogens that are not readily identified by routine air quality testing and can be released after vacuuming.

Recommendations

Management and maintenance of buildings is important in order to prevent conditions that could possibly compromise the overall indoor air quality. Based on the findings of this assessment and our professional experience ESHA offers the following recommendations to assure good indoor air quality, they are as follows;

- Have the carpeting throughout the facility removed and replaced or thoroughly cleaned. If the carpeting is going to be cleaned and not removed it should be cleaned using a specific method and sequence, high temperature steam cleaning and extraction followed by immediate and rapid dehumidification with commercial grade dehumidifiers and floor blowers. Failure to rapidly dehumidify the carpeting could result microbial manifestation and compromised indoor air quality.

Methodology

The testing and analytical protocols for this assessment were based on information and methodologies prescribed by American Society of Heating, Refrigeration, and Air conditioning Engineers (ASHRAE), the American Conference of Governmental Industrial Hygienist (ACGIH), the United States Environmental Protection Agency (USEPA), IICRC,s S520 Standard and Reference Guide for Professional Mold Remediation, Occupational Safety & Health Administration (OSHA), the World Wide Standards for Exposures to Bacteria and Mold, and our professional experience.

ESHA appreciates the opportunity to assist you with your Indoor Air Quality needs. Should you have any questions or additional needs feel free to contact us at 207.845.2711.

Sincerely,


Mark P. Coleman, CIE, CMR
President

ASSESSMENT LIMITATIONS

The observations, conclusions and recommendations described in this assessment report were made under the conditions stated herein, and were arrived at in accordance with generally accepted standards related to indoor air quality investigations and good industrial hygiene practice. The conclusions presented in the report were based solely upon the services described herein, and not on scientific tasks or procedures beyond the scope of described services, time and any budgetary constraints.

The purpose of this survey was to evaluate the potential presence of microbial contamination in the targeted study areas and do not represent other conditions outside our scope of work. Observations were made of the structure as indicated within the report and samples were collected only on the day of the survey at represent a finite period of time.

Where such quantitative laboratory analyses have been conducted by an outside laboratory, ESHA has relied upon the data provided, and has not conducted an independent evaluation of the reliability of the data. These data have been reviewed and interpretations made as presented in the report.

Moreover, it should be noted that variations in the types and concentrations of contaminants including mold, and variations in their distribution may occur due to life cycle, uncontrolled or incidental disturbance, and ambient conditions. Should additional data become available in the future, this data should be reviewed by ESHA, and the conclusions and recommendations presented therein modified accordingly.

The report has been prepared for the exclusive use of the **Town of North Yarmouth** in accordance with generally accepted indoor air quality and industrial hygiene practice. No other warranty, expressed or implied, is made.

SECTION 2.0

ANALYTICAL TABLES & REPORTS

Airborne Fungi Spore Testing Summary

Table 1

Page 1 of 1

Client:

Town of North Yarmouth
 10 Village Square Rd.
 North Yarmouth, ME 04097
 Project No. 16-208

Testing Date: 8/12/2016

Testing Location:

North Yarmouth Town Hall

Sample Id	Location/Description	Total Mold Ct./m3	Species of Interest	Mold Count per Species
OD-1	Outdoors	64,910	Alternaria Ascospores Aspergillus/Penicillium Basidiospores Bipolaris Cladosporium Epicoccum Ganoderma Myxomycetes Polythrincium	40 2,100 100 57,400 10 3,800 40 1,300 80 40
S-1	Basement	920	Basidiospores Cladosporium Unidentifiable Spores	580 300 40
S-2	Reception Area	310	Ascospores Aspergillus/Penicillium Basidiospores Curvularia Myxomycetes Pithomyces	40 200 40 10 10 10
S-3	Town Manager	1,210	Aspergillus/Penicillium Basidiospores Cladosporium Curvularia Epicoccum Ganoderma Myxomycetes	300 620 80 80 10 80 40

Fungi Spore Trap Sampling (ct./m3)

1,000 ct/m³ - 10,000 ct/m³

The spore levels between 1,000 and 10,000 ct/m³ may be acceptable to the average healthy person indoors, but extremely sensitive individuals may experience symptoms below 4,225 ct/m³.



EMSL Analytical, Inc.

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<http://www.EMSL.com> / cinmicrolab@emsl.com

Order ID: 371614766
 Customer ID: ESH50
 Customer PO:
 Project ID:

Attn: Mark Coleman
 Environmental Safety & Hygiene Assoc.
 17 Patrick Drive
 Westbrook, ME 04092

Phone: (207) 854-2711
 Fax: (ema) il -only
 Collected: 08/12/2016
 Received: 08/15/2016
 Analyzed: 08/16/2016

Proj: North Yarmouth Town Hall

Test Report: Allergenco-D(™) Analysis of Fungal Spores & Particulates by Optical Microscopy (Methods EMSL 05-TP-003, ASTM D7391)

Lab Sample Number:	371614766-0001			371614766-0002			371614766-0003		
Client Sample ID:	OD1			S1			S2		
Volume (L):	75			75			75		
Sample Location:	Outdoors			Basement			Reception Area		
Spore Types	Raw Count	Count/m ³	% of Total	Raw Count	Count/m ³	% of Total	Raw Count	Count/m ³	% of Total
Alternaria	1	40	0.1	-	-	-	-	-	-
Ascospores	50	2100	3.2	-	-	-	1	40	12.9
Aspergillus/Penicillium	3	100	0.2	-	-	-	4	200	64.5
Basidiospores	1380	57400	88.4	14	580	63	1	40	12.9
Bipolaris++	1*	10*	0	-	-	-	-	-	-
Chaetomium	-	-	-	-	-	-	-	-	-
Cladosporium	91	3800	5.9	6	300	32.6	-	-	-
Curvularia	-	-	-	-	-	-	1*	10*	3.2
Epicoccum	3*	40*	0.1	-	-	-	-	-	-
Fusarium	-	-	-	-	-	-	-	-	-
Ganoderma	31	1300	2	-	-	-	-	-	-
Myxomycetes++	2	80	0.1	-	-	-	1*	10*	3.2
Pithomyces	-	-	-	-	-	-	1*	10*	3.2
Rust	-	-	-	-	-	-	-	-	-
Scopulariopsis	-	-	-	-	-	-	-	-	-
Stachybotrys	-	-	-	-	-	-	-	-	-
Torula	-	-	-	-	-	-	-	-	-
Ulocladium	-	-	-	-	-	-	-	-	-
Unidentifiable Spores	-	-	-	1	40	4.3	-	-	-
Zygomycetes	-	-	-	-	-	-	-	-	-
Polythrincium	1	40	0.1	-	-	-	-	-	-
Total Fungi	1563	64910	100	21	920	100	9	310	100
Hyphal Fragment	-	-	-	1	40	-	-	-	-
Insect Fragment	1	40	-	-	-	-	-	-	-
Pollen	-	-	-	-	-	-	-	-	-
Analyt. Sensitivity 600x	-	42	-	-	42	-	-	42	-
Analyt. Sensitivity 300x	-	13*	-	-	13*	-	-	13*	-
Skin Fragments (1-4)	-	1	-	-	2	-	-	2	-
Fibrous Particulate (1-4)	-	1	-	-	1	-	-	1	-
Background (1-5)	-	1	-	-	1	-	-	1	-

Bipolaris++ = Bipolaris/Drechslera/Exserohilum
 Myxomycetes++ = Myxomycetes/Periconia/Smut

Farbod Nekouei, M.S., Laboratory Director
 or Other Approved Signatory

No discernable field blank was submitted with this group of samples.

High levels of background particulate can obscure spores and other particulates leading to underestimation. Background levels of 5 indicate an overloading of background particulates, prohibiting accurate detection and quantification. Present = Spores detected on overloaded samples. Results are not blank corrected unless otherwise noted. The detection limit is equal to one fungal spore, structure, pollen, fiber particle or insect fragment. "*" Denotes particles found at 300X. "-" denotes not detected. EMSL maintains liability limited to cost of analysis. This report relates only to the samples reported above and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. Interpretation and use of test results are the responsibility of the client. Samples received in good condition unless otherwise noted.

Samples analyzed by EMSL Analytical, Inc. Cinnaminson, NJ AIHA-LAP, LLC--EMLAP Lab 100194

Initial report from: 08/16/2016 11:39:36

For information on the fungi listed in this report please visit the Resources section at www.emsl.com



EMSL Analytical, Inc.

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Customer ID: ESH50
Customer PO:
Project ID:

Attn: Mark Coleman
Environmental Safety & Hygiene Assoc.
17 Patrick Drive
Westbrook, ME 04092

Phone: (207) 854-2711
Fax: (ema) il -only
Collected: 08/12/2016
Received: 08/15/2016
Analyzed: 08/16/2016

Proj: North Yarmouth Town Hall

Test Report: Allergenco-D(™) Analysis of Fungal Spores & Particulates by Optical Microscopy (Methods EMSL 05-TP-003, ASTM D7391)

Lab Sample Number:	371614766-0004		
Client Sample ID:	S3		
Volume (L):	75		
Sample Location:	Town Manager		
Spore Types	Raw Count	Count/m³	% of Total
Alternaria	-	-	-
Ascospores	-	-	-
Aspergillus/Penicillium	6	300	24.8
Basidiospores	15	620	51.2
Bipolaris++	-	-	-
Chaetomium	-	-	-
Cladosporium	2	80	6.6
Curvularia	2	80	6.6
Epicoccum	1*	10*	0.8
Fusarium	-	-	-
Ganoderma	2	80	6.6
Myxomycetes++	1	40	3.3
Pithomyces	-	-	-
Rust	-	-	-
Scopulariopsis	-	-	-
Stachybotrys	-	-	-
Torula	-	-	-
Ulocladium	-	-	-
Unidentifiable Spores	-	-	-
Zygomycetes	-	-	-
Polythrincium	-	-	-
Total Fungi	29	1210	100
Hyphal Fragment	1	40	-
Insect Fragment	-	-	-
Pollen	-	-	-
Analyt. Sensitivity 600x	-	42	-
Analyt. Sensitivity 300x	-	13*	-
Skin Fragments (1-4)	-	3	-
Fibrous Particulate (1-4)	-	1	-
Background (1-5)	-	2	-

Bipolaris++ = Bipolaris/Drechslera/Exserohilum
Myxomycetes++ = Myxomycetes/Periconia/Smut

Farbod Nekouei, M.S., Laboratory Director
or Other Approved Signatory

No discernable field blank was submitted with this group of samples.

High levels of background particulate can obscure spores and other particulates leading to underestimation. Background levels of 5 indicate an overloading of background particulates, prohibiting accurate detection and quantification. Present = Spores detected on overloaded samples. Results are not blank corrected unless otherwise noted. The detection limit is equal to one fungal spore, structure, pollen, fiber particle or insect fragment. "*" Denotes particles found at 300X. "-" denotes not detected. EMSL maintains liability limited to cost of analysis. This report relates only to the samples reported above and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. Interpretation and use of test results are the responsibility of the client. Samples received in good condition unless otherwise noted.

Samples analyzed by EMSL Analytical, Inc. Cinnaminson, NJ AIHA-LAP, LLC--EMLAP Lab 100194

Initial report from: 08/16/2016 11:39:36

For information on the fungi listed in this report please visit the Resources section at www.emsl.com

Surface Dust Sampling

Table 2

Page 1 of 1

Client:

Town of North Yarmouth
 10 Village Square Rd.
 North Yarmouth, ME 04097
 Project No. 16-208

Testing Date: 8/12/2016

Testing Location:

North Yarmouth Town Hall

Sample Id	Location	Total Bacteria CFU/M	Species of Interest Bacteria/Count	Total Fungi CFU/M	Species of Interest Fungi/Count
OD-1	Outdoors	17,900	Gram positive cocci - 17,900	396	Alternaria sp. - 108 Cladosporium sp. - 198 Curvularia sp. - 18 Epicoccum sp. - 18 Sterile (dark) - 18 Sterile (white) - 36
S-1	Basement	1,220	Gram positive cocci - 1,170 Gram positive rod - 54	N.D.	None Detected
S-2	Reception	252	Gram negative rod - 36 Gram positive cocci - 144 Gram positive rod - 72	126	Cladosporium sp. - 54 Penicillium sp. - 36 Sterile (dark) - 18 Sterile (white) - 18
S-3	Town Manager	4,340	Gram negative rod - 144 Gram positive cocci - 4,140 Gram positive rod - 54	108	Alternaria sp. - 18 Cladosporium sp. - 18 Curvularia sp. - 36 Penicillium sp. - 18 Sterile (dark) - 18

ACTION LEVEL Airborne Fungi Sampling

> 200 cfu/m³ - all types of mold
 OR

Urgency and amount of action required and the potential for mold contamination increases as this level increases.

At 1,000 cfu/m³, a large mold contamination problems is likely to be present.

At 2,000 cfu/m³, health complaints should be expected.

ACTION LEVEL Airborne Culturable Bacteria

< 1,000 cfu/m³ Gram-negative rod Bacteria is considered normal and not elevated.

**EMSL Analytical, Inc.**

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Environmental Safety & Hygiene Assoc.
17 Patrick Drive
Westbrook, ME 04092

Phone: (207) 854-2711
 Fax:
 Received: 08/15/16 9:30 AM
 Analysis Date: 8/18/2016
 Collected: 8/12/2016

Project: North Yarmouth Town Hall

**Test Report: Identification and Enumeration of Culturable Bacteria by Air (Gram Stain
 (EMSL Method M009))**

Sample Description	Location	Volume (L)	Media	Incubation Temp (C)	Sensitivity (CFU/m ³)	Bacteria Identification	Colony Count	CFU/m ³
OD1 371614772-0005 Background	Outdoors	56.6	TSA	35	18	Gram positive cocci Total	996 996	17900 17900
S1 371614772-0006	Basement	56.6	TSA	35	18	Gram positive cocci Gram positive rod Total	65 3 68	1170 54 1220
S2 371614772-0007	Reception	56.6	TSA	35	18	Gram negative rod Gram positive cocci Gram positive rod Total	2 8 4 14	36 144 72 252
S3 371614772-0008	Town Manager	56.6	TSA	35	18	Gram negative rod Gram positive cocci Gram positive rod Total	8 230 3 241	144 4140 54 4340

No discernable blank was submitted with this group of samples.

Analyst(s)
 Michael Ross (4)

Farbod Nekouei, M.S., Laboratory Director
 or other approved signatory

Positive hole correction factors have not been applied to the reported data. EMSL maintains liability limited to cost of analysis. This report relates only to the samples reported above and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. Interpretation of the data contained in this report is the responsibility of the client. Samples received in good condition unless otherwise noted.
 Samples analyzed by EMSL Analytical, Inc. Cinnaminson, NJ AIHA-LAP, LLC-EMLAP Accredited #100194

Initial report from 08/19/2016 15:41:45

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Phone: (207) 854-2711
 Fax:
 Received: 08/15/16 9:30 AM
 Analysis Date: 8/19/2016
 Collected: 8/12/2016

Project: North Yarmouth Town Hall

**Test Report: Viable Fungi Identification and Enumeration
 (Genus Level ID from Plate and Strip Impactors (EMSL Method M005))**

Sample Description	Location	Volume (L)	Media	Incubation Temp (C)	Sensitivity (CFU/m ³)	Fungal Identification	Colony Count	CFU/m ³
OD1 371614772-0001 Background MEA Plates expired 1/8/16	Outdoors	56.6	MEA	25	18	<i>Alternaria sp.</i> <i>Cladosporium sp.</i> <i>Curvularia sp.</i> <i>Epicoccum sp.</i> <i>Sterile(dark)</i> <i>Sterile(white)</i> Total	6 11 1 1 1 2 22	108 198 18 18 18 36 396
S1 371614772-0002 MEA Plates expired 1/8/16	Basement	56.6	MEA	25	18	None Detected		
S2 371614772-0003 MEA Plates expired 1/8/16	Reception	56.6	MEA	25	18	<i>Cladosporium sp.</i> <i>Penicillium sp.</i> <i>Sterile(dark)</i> <i>Sterile(white)</i> Total	3 2 1 1 7	54 36 18 18 126
S3 371614772-0004 MEA Plates expired 1/8/16	Town Manager	56.6	MEA	25	18	<i>Alternaria sp.</i> <i>Cladosporium sp.</i> <i>Curvularia sp.</i> <i>Penicillium sp.</i> <i>Sterile(dark)</i> Total	1 1 2 1 1 6	18 18 36 18 18 108

No discernable blank was submitted with this group of samples.

Analyst(s)

Zeljko Jurjevic (4)

Farbod Nekouei, M.S., Laboratory Director
 or other approved signatory

Positive hole correction factors have not been applied to the reported data. EMSL maintains liability limited to cost of analysis. This report relates only to the samples reported above and may not be reproduced, except in full, without written approval by EMSL. Interpretation of the data contained in this report is the responsibility of the client. EMSL bears no responsibility for sample collection activities or analytical method limitations. Interpretation and use of test results are the responsibility of the client. Samples received in good condition unless otherwise noted. The detection limit is equal to 1 colony forming unit (CFU) per agar plate.

Samples analyzed by EMSL Analytical, Inc. Cinnaminson, NJ AIHA-LAP, LLC-EMLAP Lab 100194

Initial report from 08/19/2016 15:41:45

Surface Dust Sampling

Table 3

Page 1 of 1

Client:

Town of North Yarmouth
 10 Village Square Rd.
 North Yarmouth, ME 04097
 Project No. 16-208

Testing Date: 8/12/2016

Testing Location:

North Yarmouth Town Hall

Sample Id	Location	Total Bacteria CFU/M	Species of Interest Bacteria/Count	Total Fungi CFU/M	Species of Interest Fungi/Count
SW-1	HVAC Supply Ducts	750,000	Gram positive cocci - 90,000 Gram positive rod - 660,000	N.D.	None Detected

ACTION LEVEL Airborne Fungi Sampling

> 200 cfu/m³ - all types of mold
 OR

Urgency and amount of action required and the potential for mold contamination increases as this level increases.

At 1,000 cfu/m³, a large mold contamination problems is likely to be present.

At 2,000 cfu/m³, health complaints should be expected.

ACTION LEVEL Airborne Culturable Bacteria

< 1,000 cfu/m³ Gram-negative rod Bacteria is considered normal and not elevated.

**EMSL Analytical, Inc.**

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<http://www.EMSL.com> cinnmicrolab@emsl.com

EMSL Order: 371614782
 CustomerID: ESH50
 CustomerPO:
 ProjectID:

Attn: **Mark Coleman**
Environmental Safety & Hygiene Assoc.
17 Patrick Drive
Westbrook, ME 04092

Phone: (207) 854-2711
 Fax:
 Received: 08/15/16 9:30 AM
 Analysis Date: 8/18/2016
 Collected: 8/12/2016

Project: North Yarmouth Town Hall

**Test Report: Identification and Enumeration of Culturable Bacteria by Swab
 (Gram Stain (EMSL Method M009))**

Sample Description	Location	Media	Temp (C)	Sample Measure (in ²)	Analytical Sensitivity (CFU/in ²)	Dilution	Bacteria Identification	Colony Count	CFUs (CFU/in ²)
SW-1	HVAC Supply Ducts	TSA	35	1	10,000	10000	Gram positive cocci	9	90,000
					10,000	10000	Gram positive rod	66	660,000
Total								75	750,000

371614782-0001

No discernable blank was submitted with this group of samples

Analyst(s)

 Michael Ross (1)

Farbod Nekouei, M.S., Laboratory Director
 or other approved signatory

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 Samples analyzed by EMSL Analytical, Inc. Cinnaminson, NJ AIHA-LAP, LLC—EMLAP Accredited #100194

Initial report from 08/22/2016 13:01:41

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Phone: (207) 854-2711
 Fax:
 Received: 08/15/16 9:30 AM
 Analysis Date: 8/22/2016
 Collected: 8/12/2016

Project: North Yarmouth Town Hall

**Test Report: Identification and Enumeration of Culturable Fungi by Swab
 (Genus Level ID (EMSL Method M005))**

Sample Description	Sample Location	Temp (C)	Sample Measure (in ²)	Analytical Sensitivity (CFU/in ²)	Dilution	Fungal Identification	Colony Count	CFUs (CFU/in ²)	Percent of Total
SW-1	HVAC Supply Ducts	25	1	100	100	None Detected			
371614782-0001 Media: MEA,CELL									
Customer Sample									

No discernable blank was submitted with this group of samples

Analyst(s)

 Zeljko Jurjevic (1)

Farbod Nekouei, M.S., Laboratory Director
 or other approved signatory

The level of detection is equal to 1 CFU per plate of sample analyzed. CFU = colony forming unit. EMSL maintains liability limited to cost of analysis. This report relates only to the samples reported above and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. Interpretation of the data contained in this report is the responsibility of the client. Samples received in good condition unless otherwise noted.
 Samples analyzed by EMSL Analytical, Inc. Cinnaminson, NJ AIHA-LAP, LLC--EMLAP Accredited #100194

Initial report from 08/22/2016 13:01:41

Carpet Vac Dust Sampling

Table 4

Page 1 of 1

Client:

Town of North Yarmouth
 10 Village Square Rd.
 North Yarmouth, ME 04097
 Project No. 16-208

Testing Date: 8/12/2016

Testing Location:

North Yarmouth Town Hall

Sample Id	Location	Total Bacteria CFU/M	Species of Interest Bacteria/Count	Total Fungi CFU/M	Species of Interest Fungi/Count
CV-1	Basement Carpet	3,060,000	Gram positive cocci - 2,110,000 Gram positive rod - 950,000	3,070,000	Aspergillus sp. - 634,000 Penicillium sp. - 1,270,000 Rhodotorula sp. - 7,390 Trichoderma sp. - 1,160,000
CV-2	1st Floor Carpet	1,460,000	Gram positive cocci - 1,270,000 Gram positive rod - 191,000	198,000	Acremonium sp. - 5,960 Aspergillus sp. - 596 Cladosporium sp. - 119,000 Curvularia sp. - 596 Fusarium sp. - 596 Pithomyces sp. - 11,900 Sterile (white) - 59,600

ACTION LEVEL Airborne Fungi Sampling

> 200 cfu/m³ - all types of mold
 OR

Urgency and amount of action required and the potential for mold contamination increases as this level increases.

At 1,000 cfu/m³, a large mold contamination problems is likely to be present.

At 2,000 cfu/m³, health complaints should be expected.

ACTION LEVEL Airborne Culturable Bacteria

< 1,000 cfu/m³ Gram-negative rod Bacteria is considered normal and not elevated.

**EMSL Analytical, Inc.**

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<http://www.EMSL.com> cinnmicrolab@emsl.com

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Westbrook, ME 04092

Phone: (207) 854-2711
 Fax:
 Received: 08/15/16 9:30 AM
 Analysis Date: 8/18/2016
 Collected: 8/12/2016

Project: North Yarmouth Town Hall

**Test Report: Identification and Enumeration of Culturable Bacteria by Dust
 (Gram Stain (EMSL Method M009))**

Sample Description	Location	Media	Temp (C)	Sample Measure (g)	Analytical Sensitivity (CFU/g)	Dilution	Bacteria Identification	Colony Count	CFUs (CFU/g)
CV-1	Basement Carpet	TSA	35	0.0947	106,000	10000	Gram positive cocci	20	2,110,000
					106,000	10000	Gram positive rod	9	950,000
					Total		29	3,060,000	
<i>371614781-0001</i>									
CV-2	First Floor Carpet	TSA	35	0.1677	5,960	1000	Gram positive cocci	213	1,270,000
					5,960	1000	Gram positive rod	32	191,000
					Total		245	1,460,000	
<i>371614781-0002</i>									

No discernable blank was submitted with this group of samples

Analyst(s)
 Michael Ross (2)

Farbod Nekouei, M.S., Laboratory Director
 or other approved signatory

EMSL maintains liability limited to cost of analysis. Interpretation of the data contained in this report is the responsibility of the client. This report relates only to the samples reported above and may not be reproduced, except in full, without written approval by EMSL. The above test report relates only to the items tested. EMSL bears no responsibility for sample collection activities or analytical method limitations. The level of detection is equal to 1 CFU/100 mL of sample analyzed. CFU = colony forming unit.
 Samples analyzed by EMSL Analytical, Inc. Cinnaminson, NJ AIHA-LAP, LLC--EMLAP Accredited #100194

Initial report from 08/22/2016 14:23:32

**EMSL Analytical, Inc.**

200 Route 130 North, Cinnaminson, NJ 08077
 Phone/Fax: (800) 220-3675 / (856) 786-0262
<http://www.EMSL.com> cinnmicrolab@emsl.com

EMSL Order: 371614781
 CustomerID: ESH50
 CustomerPO:
 ProjectID:

Attn: **Mark Coleman**
Environmental Safety & Hygiene Assoc.
17 Patrick Drive
Westbrook, ME 04092

Phone: (207) 854-2711
 Fax:
 Received: 08/15/16 9:30 AM
 Analysis Date: 8/22/2016
 Collected: 8/12/2016

Project: North Yarmouth Town Hall

**Test Report: Identification and Enumeration of Culturable Fungi by Bulk
 (Genus Level ID (EMSL Method M005))**

Sample Description	Sample Location	Temp (C)	Sample Measure (g)	Analytical Sensitivity (CFU/g)	Dilution	Fungal Identification	Colony Count	CFUs (CFU/g)	Percent of Total
CV-1 371614781-0001	Basement Carpet Media: MEA,CELL	25	0.0947	106,000	10000	<i>Aspergillus sp.</i>	6	634,000	20.7
				106,000	10000	<i>Penicillium sp.</i>	12	1,270,000	41.4
				1,060	100	<i>Rhodotorula sp.</i>	7	7,390	<1
				106,000	10000	<i>Trichoderma sp.</i>	11	1,160,000	37.8
Total							36	3,070,000	
CV-2 371614781-0002	First Floor Carpet Media: MEA,CELL	25	0.1677	5,960	1000	<i>Acremonium sp.</i>	1	5,960	3.0
				596	100	<i>Aspergillus sp.</i>	1	596	<1
				59,600	10000	<i>Cladosporium sp.</i>	2	119,000	60.1
				596	100	<i>Curvularia sp.</i>	1	596	<1
				596	100	<i>Fusarium sp.</i>	1	596	<1
				5,960	1000	<i>Pithomyces sp.</i>	2	11,900	6.0
59,600	10000	<i>Sterile(white)</i>	1	59,600	30.1				
Total							9	198,000	

No discernable blank was submitted with this group of samples

Analyst(s)

Zeljko Jurjevic (2)

Farbod Nekouei, M.S., Laboratory Director
 or other approved signatory

This report only relate to the samples submitted. The laboratory can only verify the concentration of silica on the filter and not the final concentration due to data obtained by non-Laboratory Personnel. "<" means less than the stated value. The lowest reportable value is equivalent to the Analytical Sensitivity that is calculated from the lowest reproducible amount of specific mineral detectable by the instrument. Samples received in good condition unless otherwise noted.

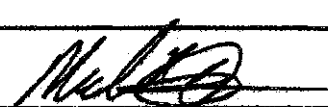


Samples analyzed by EMSL Analytical, Inc. Cinnaminson, NJ AIHA-LAP, LLC--EMLAP Accredited #100194

Initial report from 08/22/2016 14:23:32

RECEIVED
EMSL
CINNAMINSOK, N.H.
Microbiology Chain of Custody
EMSL Order Number (Lab Use Only):

2016 AUG 15 A 9:38 371614766

PHONE:
FAX:

Company: ESH Associates, Inc.		EMSL-Bill to: <input type="checkbox"/> Different <input checked="" type="checkbox"/> Same <small>If Bill to is Different note instructions in Comments**</small>			
Street: 17 Patrick Drive		Third Party Billing requires written authorization from third party			
City: Westbrook	State/Province: Maine	Zip/Postal Code: 04092	Country: USA		
Report To (Name): Mark Coleman		Telephone #: 207.756.9429			
Email Address: mark@eshiaq.com		Fax #:	Purchase Order:		
Project: NORTH YARMOUTH TOWN HALL		Please Provide Results: <input type="checkbox"/> FAX <input checked="" type="checkbox"/> E-mail <input type="checkbox"/> Mail			
U.S. State Samples Taken: Maine		Connecticut Samples: <input type="checkbox"/> Commercial <input type="checkbox"/> Residential			
Turnaround Time (TAT) Options* - Please Check					
<input type="checkbox"/> 3 Hour <input type="checkbox"/> 6 Hour <input checked="" type="checkbox"/> 24 Hour <input type="checkbox"/> 48 Hour <input type="checkbox"/> 72 Hour <input type="checkbox"/> 96 Hour <input type="checkbox"/> 1 Week <input type="checkbox"/> 2 Week					
<small>*Analysis completed in accordance with EMSL's Terms and Conditions located in the Analytical Price Guide. TATs are subject to methodology requirements</small>					
Non Culturable Air Samples (Spore Traps) - Test Codes					
<ul style="list-style-type: none"> • M001 Air-O-Cell • M049 BioSIS • M030 Micro 5 • M173 Allegro M2 • M003 Burkard • M174 MoldSnap • M004 Allergenco • M043 Cyclex • M176 Relie Smart • M032 Allergenco-D • M002 Cyclex-d • M130 Via-Cell • M172 Versa Trap 					
Other Microbiology Test Codes					
<ul style="list-style-type: none"> • M041 Fungal Direct Examination • M006 Viable Fungi ID and Count • M006 Viable Fungi ID and Count (Speciation) • M007 Culturable Fungi • M008 Culturable Fungi (Speciation) • M009 Gram Stain Culturable Bacteria • M010 Bacterial Count and ID - 3 Most Prominent • M011 Bacterial Count and ID - 5 Most Prominent • M013 Sewage Contamination in Buildings • M014 Endotoxin Analysis • M015 Heterotrophic Plate Count • M180 Real Time Q-PCR-ERMI 36 Panel • M018 Total Coliform (Membrane Filtration) • M020 Fecal Streptococcus (Membrane Filtration) • M210-215 Legionella Detection • M026 Recreational Water Screen • M027 Mycotoxin Analysis • M029 Enterococci • M019 Fecal Coliform • M133 MRSA Analysis • M028 Cryptococcus neoformans Detection • M120 Histoplasma capsulatum Detection • M033-39 Allergen Testing • M044 Group Allergen (Cat, Dog, Cockroach, Dustmites) • Other See Analytical Price Guide 					
Preservation Method (Water):					
Name of Sampler: Mark Coleman		Signature of Sampler: 			
Sample #	Sample Location	Sample Type	Test Code	Volume/Area	Date/Time Collected
00-1	OUTDOOR	AIR	M092	75	8-12-16
1-1	BASEMENT	↓	↓	↓	↓
2	RECEPTION AREA	↓	↓	↓	↓
3	TOWN MANAGER	↓	↓	↓	↓
Client Sample # (s):		Total # of Samples:			
Relinquished (Client): 		Date: 8-12-16	Time: 1500		
Received (Client):  EMSL		Date: 8/15/16	Time: 0930		
Comments: ESH50					

FX#790078051702

Microbiology Chain of Custody

EMSL Order Number (Lab Use Only):

371614772

PHONE:
FAX:

Company: ESH Associates, Inc.		EMSL-Bill to: <input type="checkbox"/> Different <input checked="" type="checkbox"/> Same <small>If Bill to is Different note Instructions in Comments**</small>			
Street: 17 Patrick Drive		<i>Third Party Billing requires written authorization from third party</i>			
City: Westbrook	State/Province: Maine	Zip/Postal Code: 04092	Country: USA		
Report To (Name): Mark Coleman		Telephone #: 207.756.9429			
Email Address: mark@eshiaq.com		Fax #:	Purchase Order:		
Project Name/Number: NORTH YARMOUTH TOWN HALL		Please Provide Results: <input type="checkbox"/> FAX <input checked="" type="checkbox"/> E-mail <input type="checkbox"/> Mail			
U.S. State Samples Taken: Maine		Connecticut Samples: <input type="checkbox"/> Commercial <input type="checkbox"/> Residential			
Turnaround Time (TAT) Options* - Please Check					
<input type="checkbox"/> 3 Hour <input type="checkbox"/> 6 Hour <input type="checkbox"/> 24 Hour <input type="checkbox"/> 48 Hour <input type="checkbox"/> 72 Hour <input type="checkbox"/> 96 Hour <input type="checkbox"/> 1 Week <input type="checkbox"/> 2 Week					
<small>*Analysis completed in accordance with EMSL's Terms and Conditions located in the Analytical Price Guide. TATs are subject to methodology requirements</small>					
Non Culturable Air Samples (Spore Traps) - Test Codes					
<ul style="list-style-type: none"> • M001 Air-O-Cell • M049 BioSIS • M030 Micro 5 	<ul style="list-style-type: none"> • M173 Allegro M2 • M003 Burkard • M174 MoldSnap 	<ul style="list-style-type: none"> • M004 Allergenco • M043 Cyclex • M176 Relle Smart 	<ul style="list-style-type: none"> • M032 Allergenco-D • M002 Cyclex-d • M130 Via-Cell • M172 Versa Trap 		
Other Microbiology Test Codes					
<ul style="list-style-type: none"> • M041 Fungal Direct Examination • M005 Viable Fungi ID and Count • M006 Viable Fungi ID and Count (Speciation) • M007 Culturable Fungi • M008 Culturable Fungi (Speciation) • M009 Gram Stain Culturable Bacteria • M010 Bacterial Count and ID - 3 Most Prominent • M011 Bacterial Count and ID - 5 Most Prominent • M013 Sewage Contamination in Buildings 	<ul style="list-style-type: none"> • M014 Endotoxin Analysis • M015 Heterotrophic Plate Count • M180 Real Time Q-PCR-ERMI 36 Panel • M018 Total Coliform (Membrane Filtration) • M020 Fecal Streptococcus (Membrane Filtration) • M210-215 Legionella Detection • M026 Recreational Water Screen • M027 Mycotoxin Analysis 	<ul style="list-style-type: none"> • M029 Enterococci • M019 Fecal Coliform • M133 MRSA Analysis • M028 Cryptococcus neoformans Detection • M120 Histoplasma capsulatum Detection • M033-39 Allergen Testing • M044 Group Allergen (Cat, Dog, Cockroach, Dustmites) • Other See Analytical Price Guide 			
Preservation Method (Water):					
Name of Sampler: Mark Coleman		Signature of Sampler:			
Sample #	Sample Location	Sample Type	Test Code	Volume/Area	Date/Time Collected
OP-1	OUTDOORS	AIR	cooling	56'6"	8.12.16
S-1	BASINMENT	↓	↓	↓	
2	RECEPTION	↓	↓	↓	
3	TOWN MANAGER	↓	↓	↓	
Client Sample # (s):		Total # of Samples:			
Relinquished (Client):		Date: 8.12.16	Time: 15:00		
Received (Client):		Date: 8/15/16	Time: 09:30		
Comments:					

28.3°C

Microbiology Chain of Custody EMSL Order Number (Lab Use Only):

371614782


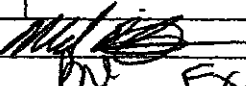
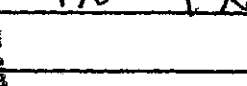
PHONE: _____
FAX: _____

Company: ESH Associates, Inc.		EMSL-Bill to: <input type="checkbox"/> Different <input checked="" type="checkbox"/> Same <small>If Bill to is Different note instructions in Comments**</small>			
Street: 17 Patrick Drive		<i>Third Party Billing requires written authorization from third party</i>			
City: Westbrook	State/Province: Maine	Zip/Postal Code: 04092	Country: USA		
Report To (Name): Mark Coleman		Telephone #: 207.756.9429			
Email Address: mark@eshiaq.com		Fax #:	Purchase Order:		
Project Name/No.: NORTH YARMOUTH TOWN HALL		Please Provide Results: <input type="checkbox"/> FAX <input checked="" type="checkbox"/> E-mail <input type="checkbox"/> Mail			
U.S. State Samples Taken: Maine		Connecticut Samples: <input type="checkbox"/> Commercial <input type="checkbox"/> Residential			
Turnaround Time (TAT) Options* - Please Check					
<input type="checkbox"/> 3 Hour	<input type="checkbox"/> 6 Hour	<input type="checkbox"/> 24 Hour	<input type="checkbox"/> 48 Hour		
<input type="checkbox"/> 72 Hour	<input type="checkbox"/> 96 Hour	<input type="checkbox"/> 1 Week	<input checked="" type="checkbox"/> 2 Week		
<small>*Analysis completed in accordance with EMSL's Terms and Conditions located in the Analytical Price Guide. TATs are subject to methodology requirements</small>					
Non Culturable Air Samples (Spore Traps) - Test Codes					
<ul style="list-style-type: none"> • M001 Air-O-Cell • M049 BioSIS • M030 Micro 5 	<ul style="list-style-type: none"> • M173 Allegro M2 • M003 Burkard • M174 MoldSnap 	<ul style="list-style-type: none"> • M004 Allergenco • M043 Cyclex • M176 Relle Smart 	<ul style="list-style-type: none"> • M032 Allergenco-D • M002 Cyclex-d • M130 Via-Cell • M172 Versa Trap <p style="text-align: right; font-size: 24px;">2 WKS</p>		
Other Microbiology Test Codes					
<ul style="list-style-type: none"> • M041 Fungal Direct Examination • M005 Viable Fungi ID and Count • M006 Viable Fungi ID and Count (Speciation) • M007 Culturable Fungi • M008 Culturable Fungi (Speciation) • M009 Gram Stain Culturable Bacteria • M010 Bacterial Count and ID - 3 Most Prominent • M011 Bacterial Count and ID - 5 Most Prominent • M013 Sewage Contamination in Buildings 	<ul style="list-style-type: none"> • M014 Endotoxin Analysis • M015 Heterotrophic Plate Count • M180 Real Time Q-PCR-ERMI 36 Panel • M018 Total Coliform (Membrane Filtration) • M020 Fecal Streptococcus (Membrane Filtration) • M210-215 Legionella Detection • M026 Recreational Water Screen • M027 Mycotoxin Analysis 	<ul style="list-style-type: none"> • M029 Enterococci • M019 Fecal Coliform • M133 MRSA Analysis • M028 Cryptococcus neoformans Detection • M120 Histoplasma capsulatum Detection • M033-39 Allergen Testing • M044 Group Allergen (Cat, Dog, Cockroach, Dustmites) • Other See Analytical Price Guide 			
Preservation Method (Water):					
Name of Sampler: Mark Coleman		Signature of Sampler:			
Sample #	Sample Location	Sample Type	Test Code	Volume/Area	Date/Time Collected
SW-1	LIVAC SUPPLY DUCTS	SWAB	0071029	190 INCHES	8-12-16
					2016 AUG 15 A 9:12 RECEIVED REMONSON CINCINNATI, OH
Client Sample # (s):		Total # of Samples:			
Relinquished (Client):		Date: 8-12-16	Time: 1500		
Received (Client): FX		Date: 8/15/16	Time: 0930		
Comments:					

Microbiology Chain of Custody
EMSL Order Number (Lab Use Only):

371614781

PHONE:
FAX:

Company: ESH Associates, Inc.		EMSL-Bill to: <input type="checkbox"/> Different <input checked="" type="checkbox"/> Same <small>If Bill to is Different note Instructions in Comments*</small>			
Street: 17 Patrick Drive		Third Party Billing requires written authorization from third party			
City: Westbrook	State/Province: Maine	Zip/Postal Code: 04092	Country: USA		
Report To (Name): Mark Coleman		Telephone #: 207.756.9429			
Email Address: mark@eshiaq.com		Fax #:	Purchase Order:		
Project Name/No. NORTH YARMOUTH TOWN HALL		Please Provide Results: <input type="checkbox"/> FAX <input checked="" type="checkbox"/> e-mail <input type="checkbox"/> Mail			
U.S. State Samples Taken: Maine		Connecticut Samples: <input type="checkbox"/> Commercial <input type="checkbox"/> Residential			
Turnaround Time (TAT) Options* - Please Check					
<input type="checkbox"/> 3 Hour <input type="checkbox"/> 6 Hour <input type="checkbox"/> 24 Hour <input type="checkbox"/> 48 Hour <input type="checkbox"/> 72 Hour <input type="checkbox"/> 96 Hour <input type="checkbox"/> 1 Week <input type="checkbox"/> 2 Week					
*Analysis completed in accordance with EMSL's Terms and Conditions located in the Analytical Price Guide. TATs are subject to methodology requirements					
Non Culturable Air Samples (Spore Traps) - Test Codes					
<ul style="list-style-type: none"> • M001 Air-O-Cell • M049 BioSIS • M030 Micro 5 	<ul style="list-style-type: none"> • M173 Allegro M2 • M003 Burkard • M174 MoldSnap 	<ul style="list-style-type: none"> • M004 Allergenco • M043 Cyclax • M176 Reile Smart 	<ul style="list-style-type: none"> • M032 Allergenco-D • M002 Cyclax-d • M130 Via-Cell • M172 Versa Trap 		
Other Microbiology Test Codes					
<ul style="list-style-type: none"> • M041 Fungal Direct Examination • M005 Viable Fungi ID and Count • M006 Viable Fungi ID and Count (Speciation) • M007 Culturable Fungi • M008 Culturable Fungi (Speciation) • M009 Gram Stain Culturable Bacteria • M010 Bacterial Count and ID - 3 Most Prominent • M011 Bacterial Count and ID - 5 Most Prominent • M013 Sewage Contamination in Buildings 	<ul style="list-style-type: none"> • M014 Endotoxin Analysis • M015 Heterotrophic Plate Count • M180 Real Time Q-PCR-ERMI 36 Panel • M018 Total Coliform (Membrane Filtration) • M020 Fecal Streptococcus (Membrane Filtration) • M210-215 Legionella Detection • M026 Recreational Water Screen • M027 Mycotoxin Analysis 	<ul style="list-style-type: none"> • M029 Enterococci • M019 Faecal Coliform • M133 MRSA Analysis • M028 Cryptococcus neoformans Detection • M120 Histoplasma capsulatum Detection • M033-39 Allergen Testing • M044 Group Allergen (Cat, Dog, Cockroach, Dustmites) • Other See Analytical Price Guide 			
Preservation Method (Water):					
Name of Sampler: Mark Coleman		Signature of Sampler: 			
Sample #	Sample Location	Sample Type	Test 1e	Volume/Area	Date/Time Collected
CV-1	BASEMENT CARPET	DUST	009/009	3 9/E	8.12.16
2	FIRST FLOOR CARPET	DUST			
Client Sample # (s):				Total # of Samples:	
Relinquished (Client): 		Date: 8.12.16	Time: 1:50		
Received (Client): 		Date: 8/12/16	Time: 09:30		
Comments:					

51
15A
15B

SECTION 3.0

WORLDWIDE EXPOSURE STANDARDS

Summary of Worldwide Standards for Exposures to Bacteria and Mold

PERMISSIBLE / ACCEPTABLE LEVELS **Airborne Fungi Sampling**

Culture Plate Analysis (CFU's/m³)

$\leq 200 \text{ cfu/m}^3$ ¹

This is considered "acceptable" in the indoor environment. It is better if the number comprises of more than one species and does not include any potentially pathogenic (able to cause disease) species.

Fungi Spore Trap Sampling (ct./m³)

1,000 ct/m³ - 10,000 ct/m³²

Airborne fungi spore levels indoors between 1,000 and 10,000 ct/m³ may be acceptable to the average healthy persons, but extremely sensitive individuals may experience symptoms below 4,225 ct/m³.

ACTION LEVEL **Airborne Fungi Sampling** **(Warrants Investigation)**

Culture Plate Analysis (CFU's/m³)

$> 200 \text{ cfu/m}^3$ - (All types of fungi)

Urgency and amount of action required and the potential for mold contamination increases as this level increases. At 1,000 cfu/m³, a large mold contamination problem is likely to be present. At 2,000 cfu/m³, health complaints should be expected.

Fungi Spore Trap Sampling (ct./m³)

$> 4,225 \text{ ct/m}^3$ - *total spore levels*

This would warrant some investigation and possible action to lower exposure levels in the environment. This would especially be true in commercial environments where better air filtration efficiency is usually present.

¹ Colony forming units per cubic meter of air

² Spores per cubic meter of air

**CEILING LIMIT / UNACCEPTABLE
Airborne Fungi Sampling**

Fungi Spore Trap Sampling (ct./m³)

> 10,000 ct/m³ - *all types of mold*

Building occupants whose health conditions may be affected by viable mold spore exposure, such as immuno-compromised individuals, the "evacuation" level may have to be significantly less.

> 25,000 ct/m³ - *total spore levels*

Total mold spore levels in excess of 25,000 ct/m³ can produce allergic symptoms in a considerable percentage of the population. Extremely sensitive people could have severe, health symptoms.

**CLEARANCE TESTING / POST REMEDIATION
Airborne Fungi Sampling**

< 2,000 ct/m³

(1/3 Cladosporium, 1/3 Aspergillus/Penicillium, 1/3 other genera and ≤ 22 ct/m³ Stachybotrys). Visual clearance should also be conducted. Culturable testing is also recommended if indoor versus outdoor comparisons are being utilized as a clearance criteria.

**CEILING LIMITS
FOR HOSPITALS AND OTHER SUSCEPTIBLE OCCUPANT ENVIRONMENTS**

> 1 cfu/m³ - *Aspergillus spp.*

> 200 cfu/m³ - *mixed mold species*

Hospitals are a much larger population of immuno-compromised occupants than in most residential or commercial buildings.

BACTERIA LEVELS

> 1,000 cfu/m³ - *Gram-negative*

OR

> 500 cfu/m³ - *pathogenic*

50 EU/m³³ - *Upper Level of Endotoxin Testing; used as a more comprehensive assessment to detect bacteria remnants.*

³ Endotoxin units per cubic meter of air

Environmental Safety & Hygiene Associates, Inc.

17 Patrick Drive
 Westbrook, Maine 04092
 Tel. 207.854.2711
 Fax. 207.854.2609

Invoice
 16-208

To: Accounts Payable
 Town of North Yarmouth
 10 Village Square Road
 North Yarmouth, Maine 04097

Rep: Mrs. Stacy Ruby

<i>Project Manager:</i>	Mark Coleman	<i>Date:</i> August 12, 2016
<i>Payment terms:</i>	Net 30	<i>Purchase Order:</i> Verbal Request
<i>Project number:</i>	16-208	
<i>Sales Account:</i>	IEQ	Tel Contact: 829.3705

ITEM NO.	QTY.	DESCRIPTION	PRICE EACH	AMOUNT
Indoor Air Quality & Microbial Impact Assessment North Yarmouth Town Hall				
08.12.16	2.0 hrs	Mark Coleman - Prep, Travel, Site Assessment, Ship	\$85.00	\$170.00
	20 each	Vehicle Mileage	\$0.50	\$10.00
	Tolls	Maine Turnpike	\$3.00	\$3.00
	4 each	Airborne Fungal Spore Analysis	\$80.00	\$320.00
	4 each	Airborne Culturable Fungal and Bacteria Analysis	\$150.00	\$600.00
	1 each	HVAC Dust Culturable Bacteria and Fungi Analysis	\$150.00	\$150.00
	2 each	Carpet Dust Culturable Bacteria and Fungi Analysis	\$150.00	\$300.00
	1.0 hr	Mark Coleman - Final Reports of Findings	\$85.00	\$85.00
Total Due				\$1,638.00

Rosemary Roy

From: Cifelli, Adela L. <Adela.L.Cifelli@maine.gov>
Sent: Friday, May 05, 2017 1:34 PM
To: Rosemary Roy
Subject: Safetyworks

*Adela
5/30/17*

Rosemary,

Report is done and this is in it as my personal experience of being there.

I hope it is approved to be mailed out today.

As a personal experience from entering into the North Yarmouth town office I immediately began to cough, was offered some water to clear my throat. The coughing continued throughout the next 30 minutes for opening consultation. After some time I began to have headache that was worsening with every minute I was in the town office. I had noticed that the cough had subsided but then my eyes began to water and redden. The smells with in the facility changed with in each room and space I had entered into, I was just not comfortable. Also noted was the amount of dust that was on all surfaces. I did ask if we could hasten our visit just because of my own personal concern from what I was experiencing.

I should also note that the staff said that they all experience the same symptoms and they fluctuate between the seasons and it is worse when the ventilation system turns on because it is very noisy and the air does not get to each office space.

I have great concerns for the personnel that work in this building.

Sincerely,
My best to all
Adela

Adela L. Cifelli, OHST
Workplace Safety and Health Division
Maine Department of Labor
(207)623-7908 office
(207)592-5532 cell

PAUL R. LEPAGE
Governor



JEANNE S. PAQUETTE
Commissioner

PAMELA D. MEGATHLIN
Director

RECEIVED
MAY 09 2017

05/05/2017
Row ID 417050
Visit # 170292

BY:

Ms. Rosemary Roy
Town of North Yarmouth
10 Village Square Road
North Yarmouth, ME 04097

Dear Ms. Roy:

In response to your request, Adela Cifelli conducted an Initial Safety visit at your facility on 04/10/2017. We have included an Appendix B – Employer Report of Action Taken, which must be returned to us on or before the scheduled correction date listed on Appendix B by fax/email to 207-623-7934/adela.l.cfielli@maine.gov.

The enclosed report presents recommendations for correcting identified hazards and for preventing their recurrence. These recommendations also include a discussion concerning management practices to ensure ongoing, systematic hazard prevention. If you have any questions regarding the hazards identified or methods of abatement, feel free to contact our office.

We look forward to hearing from you concerning the steps you are taking, or plan to take, in response to this report. This information will help us to assist you in providing a safe and healthful workplace for your employees. It can also provide me with information about the effectiveness of your program.

We encourage you to inform your employees of the action you take. This knowledge will help them to do their part in maintaining a safe and healthful workplace and it will let them know of your concern for their welfare.

Thank you for seeking our assistance. If you need additional information, we encourage you to contact us.

Sincerely,

Michael LaPlante,
Program Manager

Consultation Report

For

**Town of North Yarmouth
10 Village Square Road
North Yarmouth, ME 04097**

Consultation Date

04/10/2017

Request Number

135763

Visit Number

170292

Submitted By

MAINE - SafetyWorks!

Adela Cifelli

207-623-7908

adela.l.cifelli@maine.gov

45 Commerce Drive

45 State House Station

Augusta, ME 04333

Table of Contents

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1. Executive Summary

This report provides the results of the Initial Safety visit requested by Ms. Rosemary Roy, Town Manager for the company, on 03/08/2017. The worksite occupies a town office structure. Equipment observed during the walk-through included: written policies, training, and facility walk through. This facility is in operation 1 shifts per day. At the time of the visit work activity throughout the facility was office.

This visit was made to your facility on 04/10/2017. Adela Cifelli held an opening conference 09:45 A.M. with Ms. Roy to discuss the purpose and scope of the visit. The correction of all of the identified hazards is recommended to ensure a safe worksite.

Following the opening conference, your written safety programs were reviewed, a walk-through was conducted with Ms. Roy to identify safety and health hazards in the workplace along with recommended actions. The hazards found during the visit of your workplace are listed on Appendix A - Report of Hazards Found. Each hazard has been categorized by hazard type and described, and recommendations are given for its correction.

A closing conference was conducted on 05/04/2017 at 2:00 P.M. and Ms. Roy was informed that a written report would be sent. The employer's contact was informed that the report includes Appendix B – Employer Report of Action Taken and you are required to complete and return it.

2. Employer's Obligations and Rights

In order to use our services, employers must agree to abide by certain obligations. Employee participation is required on all on-site visits involving hazard identification. Requirements vary depending on whether or not the site has a recognized employee representative. Consultants do not issue citations or propose penalties. The employer must correct imminent danger situations immediately or remove employees from the danger area. Failure to remove employees from an imminent danger area will result in immediate referral to enforcement. The employer must correct all serious hazards in accordance with mutually agreed upon correction due dates and provide to Adela Cifelli documentation of the action taken to eliminate or control the hazards. Failure to do so will result in referral to enforcement. Employers should correct other-than-serious hazards in a timely manner but need not send verification of correction to Adela Cifelli, except for those employers wishing to participate in an exemption program like SHARP or Pre-SHARP.

The employer must agree to post the List of Hazards, as it was received from the Consultation Project, for a minimum of three working days, and it can only be removed once all hazards identified on the list are corrected. Agreed-upon modifications or extensions of correction due dates must also be posted. Posting must be in a prominent place where it is readily observable by all employees. While in most instances this will entail posting a hard copy of the List of Hazards, posting by electronic means is acceptable in cases where electronic transmission is the employer's normal means of providing notices to employees and each employee is equipped with an electronic communication device. Failure to post the List of Hazards will result in the termination of the Consultation "visit in progress" status.

3. Interim Protection for Employees

Where a serious hazard(s) is identified and is not immediately corrected in the presence of the consultant, the employer must provide interim protections for affected employees at the worksite while the identified hazard(s) are being corrected. Interim protections include but are not limited to the following:

Engineering Controls: Engineering controls consist of, but not limited to, substitution, isolation, ventilation and equipment modification.

Administrative Controls: Any procedure that significantly limits daily exposure by control or manipulation of the work schedule or manner in which work is performed is considered a means of administrative control. The use of personal protective equipment is not considered a means of administrative control.

Work Practice Controls: Work practice controls are one type of administrative control in which the employer modifies the manner in which the employee performs assigned work. Such modification may result in a reduction of exposure through such methods as changing work procedures, improving sanitation and hygiene practices, or making other changes in the way the employee performs the job.

Personal Protective Equipment and/or Clothing: Providing the proper personal protective equipment (PPE) to all affected employees and training affected employees in the proper selection, use and maintenance of the PPE.

The recommended abatement action and interim protection recommendations in this report are intended as advisory in nature, informational in content, and are intended to assist employers in identifying potential engineering controls, administrative controls, work practice controls and personnel protective equipment to reduce employee exposure to the hazard. It is the employer's responsibility to evaluate the work place and the controls necessary for their particular operation in order to reduce employee exposure.

The Occupational Safety and Health Act require employers to comply with hazard-specific safety and health standards. In addition, employers must provide their employees with a workplace free from recognized hazards likely to cause death or serious physical harm under Section 5(a)(1), the General Duty Clause of the Act. Employers can be cited for violating the General Duty Clause if there is a recognized hazard and they do not take steps to prevent or abate the hazard.

In the event of an OSHA inspection, it is important to remember that the Compliance Officer is not legally bound by the consultant's advice or by the consultant's failure to point out a specific hazard. You may, but are not required to, furnish a copy of this report to the Compliance Officer, who may use it to determine your good faith efforts toward safety and health and reduce any proposed penalties. You are, however, required to furnish any employee exposure data from this report as required by 29 CFR 1910.1020.

4. Evaluation of Safety and Health Management System

Your safety and health programs were reviewed and discussed during our visit. Appendix D, Safety and Health Program Assessment Worksheet outlines the current status of your safety and health management system based upon your programs, interview of employees, and observations

of your workplace.

A safe and healthful workplace depends on an effective management system to ensure that hazards are identified, corrected, and that effective physical and administrative protection are established and maintained.

- **Hazard Anticipation and Detection:** The employer and staff must be able to anticipate and detect hazards. This could be alleviated through training workers, and conducting routine inspections and periodic surveys of the working area. Investigate all accidents and near misses to determine root causes.
- **Hazard Prevention and Control:** The employer must evaluate working conditions and implement necessary strategies to prevent hazards. Where hazards exist, the employer must utilize engineering, work practice or administrative controls to protect employees from exposure, providing personal protective equipment and clothing. Investigate and analyze work-related incidents and near misses. Provide corrective actions for serious injury, illness conditions, and near misses.
- **Planning and Evaluation:** Establish a preventive maintenance program and make it available to all employees. Keep employees informed of safety and health activities and conditions. Monitor, evaluate, and communicate hazards, risks, and controls. Develop objectives and an implementation plan for safety and health related issues at the establishment. Plan for periodic review and updates for safety programs. Plan for emergencies by creating an evaluation plan, training employees, and conducting fire drills.
- **Administration and Supervision:** Record and analyze occupational injuries and illnesses. Recognize employees for safety and healthful work practices. Ensure the development of safety and health program objectives and implementations on a periodic basis and when there are changes to working conditions.
- **Safety and Health Training:** Appropriate safety and health training should be conducted routinely for all employees to include temporary workers to ensure they remain aware of safety and health priorities and consistently utilize the best practices for specific tasks. Provide additional training for new work processes and when accidents and near misses occur. Provide refresher training on a routine basis.
- **Management Leadership:** Commit to employee safety and health and establish lines of communication for safety and health concerns. Authority for such concerns should be clearly defined and communicated. Management should set the example for safety and health behavior by integrating safety and health into business practices. Align safety and health with performance, financial, and recognitions systems. Conduct regular safety and health meetings involving all employees, managers, and supervisors. Recognize employees for safe and healthful work practices. Annually, management should review its safety and health policies and procedures for suitability, adequacy, and effectiveness.
- **Employee Participation:** Follow the safety and health policies and procedures. Be responsible for and participate in safety and health meetings, self-inspections, accident investigations and in developing safety and health work practices.

5. Other Findings and Recommendations

As a personal experience from entering into the North Yarmouth town office I immediately began to cough, was offered some water to clear my throat. The coughing continued throughout the next 30 minutes for opening consultation. After some time I began to have headache that was worsening with every minute I was in the town office. I had noticed that the cough had subsided but then my eyes began to water and redden. The smells with in the facility changed with in each room and space I had entered into, I was just not comfortable. Also noted was the amount of dust that was on all surfaces. I did ask if we could hasten our visit just because of my own personal concern from what I was experiencing.

I should also note that the staff said that they all experience the same symptoms and they fluctuate between the seasons and it is worse when the ventilation system turns on because it is very noisy and the air does not get to each office space.

I have great concerns for the personnel that work in this building.

6. Appendices

Appendix A– Report of Hazards Found

Hazards noted from the consultation could be in any of the following hazard types:

Imminent Dangers are hazards that can reasonably be expected to cause death or serious physical harm immediately or before this written report is received. Any such hazards would have been corrected immediately, and no correction dates or space for correction method would appear in Appendix A-Report of Hazards Found.

Serious Hazards can cause an accident or health hazard exposure resulting in death or serious physical harm. Each such hazard has been assigned a mutually agreed upon date by which correction is to be completed.

Other-Than-Serious Hazards lack the potential for causing serious physical harm, but could have a direct impact on employee safety and health. We encourage you to correct these hazards and notify us of the action taken.

Regulatory Hazards reflect violations of OSHA posting requirements, recordkeeping requirements, and reporting requirements as found in 29 CFR 1903 and 1904. No correction dates have been set, but we request notification of their correction.

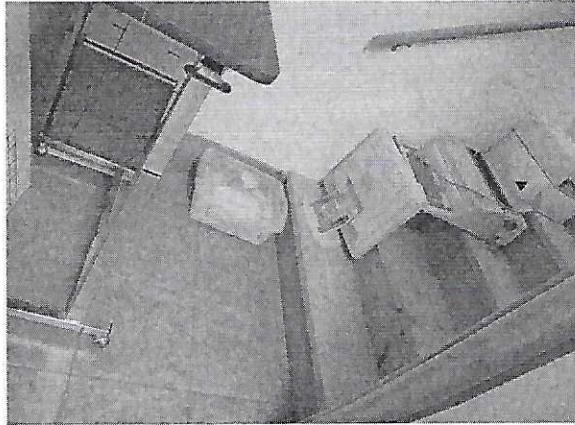
Item Number	1	Hazard Type	Serious	# of Instances	1
Standard	1910.22(b)		Correction Due Date	06/30/2017	
Description	The employer must ensure that each walking-working surface can support the maximum intended load for that surface.				
Condition	Building has been modified and upstairs attic area has a lot of storage				
Interim Protection	Discussion of load rating for storage area upstairs				
Potential Effect	Injures from the walking working surface collapsing from being overloaded.				
Recommended Action	Get the load rating for the storage space				

Item Number	2	Hazard Type	Serious	# of Instances	1
Standard	1910.22(c)		Correction Due Date	06/30/2017	
Description	Access and egress. The employer must provide, and ensure each employee uses, a safe means of access and egress to and from walking-working surfaces.				
Condition	Several items left on steps leading to attic storage area				
Interim Protection	Discussion of removing items from stair leading to attic				
Potential Effect	Slip Trip and Fall				
Recommended Action	Remove items from stairs				

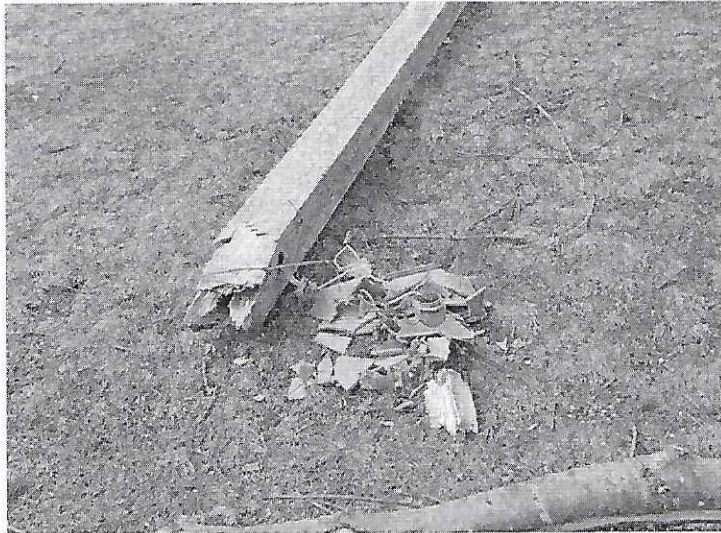
Item Number	3	Hazard Type	Serious	# of Instances	1
Standard	1910.303(b)(7)(iv)		Correction Due Date	06/30/2017	
Description	There shall be no damaged parts that may adversely affect safe operation or mechanical strength of the equipment, such as parts that are broken, bent, cut, or deteriorated by corrosion, chemical action, or overheating.				
Condition	Lamp outside has fallen over exposing wiring				
Interim Protection	Discussion of shoveling snow for emergency egress from attic storage area				
Potential Effect	Shock, electrocution				
Recommended Action	Fix light fixture				



Reference # 1



Reference # 2



Reference # 3 was removed before I left facility

Appendix D – Safety and Health Assessment Worksheet

Safety and Health Program Assessment Worksheet

Form 33

Request Number	135763	Visit Number	170292	Visit Date	04/10/2017
Employer	Town of North Yarmouth				
Site Location	10 Village Square Road , North Yarmouth, ME 04097				
Legend: 0=No; 1=No, Needs major improvement; 2=Yes, Needs minor improvement; 3=Yes; NA= Not Applicable; NE= Not Evaluated; *=Stretch items Attribute of Excellence					

Synthesis Item Score	Score
Hazard Anticipation and Detection Score	12
Hazard Prevention and Control Score	9
Planning and Evaluation Score	
Administration and Supervision Score	
Safety and Health Training Score	18
Management Leadership Score	30
Employee Participation Score	
Total Score	69
Average Score	3.00

Hazard Anticipation and Detection	Score
1. A comprehensive, baseline hazard survey has been conducted within the past five (5) years.	3
Comments:	
2. Effective safety and health self-inspections are performed regularly.	NE
Comments:	
3. Effective surveillance of establishment hazard controls is conducted.	NE
Comments:	
4. An effective hazard reporting system exists.	3
Comments:	
5. Change analysis is performed whenever a change in facilities, equipment, materials, or processes	NE

Hazard Anticipation and Detection	Score
occurs.	
Comments:	
6. Accidents are investigated for root causes.	NE
Comments:	
7. Material Safety Data Sheets are used to reveal potential hazards associated with chemical products in the workplace.	3
Comments:	
8. Effective job hazard analysis is performed.	NE
Comments:	
9. Expert hazard analysis is performed.	3
Comments:	
10. *Incidents are investigated for root causes.	NE
Comments:	

Hazard Prevention and Control	Score
11. Feasible engineering controls are in place.	NA
Comments:	
12. Effective safety and health rules and work practices are in place.	NE
Comments:	
13. Applicable OSHA-mandated programs are effectively in place.	3
Comments:	
14. Personal protective equipment is effectively used.	NE
Comments:	
15. Housekeeping is properly maintained.	3
Comments:	
16. The organization is properly prepared for emergency situations.	3
Comments:	
17. The organization has an effective plan for providing competent emergency medical care to employees and others present at the site.	NE
Comments:	

Hazard Prevention and Control	Score
18. *Effective preventive maintenance is performed.	NE
Comments:	
19. An effective procedure for tracking hazard correction is in place.	NE
Comments:	

Planning and Evaluation	Score
20. Workplace injury/illness data are effectively analyzed.	
Comments:	
21. Hazard incidence data are effectively analyzed.	
Comments:	
22. A safety and health goal and supporting objectives exist.	
Comments:	
23. An action plan designed to accomplish the organizations safety and health objectives is in place.	
Comments:	
24. A review of in-place OSHA-mandated programs is conducted at least annually.	
Comments:	
25. *A review of the overall safety and health management system is conducted at least annually.	
Comments:	

Administration and Supervision	Score
26. Safety and health program tasks are each specifically assigned to a person or position for performance or coordination.	
Comments:	
27. Each assignment of safety and health responsibility is clearly communicated.	
Comments:	
28. *An accountability mechanism is included with each assignment of safety and health responsibility.	
Comments:	
29. Individuals with assigned safety and health responsibilities have the necessary knowledge, skills, and timely information to perform their duties.	
Comments:	

Administration and Supervision	Score
30. Individuals with assigned safety and health responsibilities have the authority to perform their duties.	
Comments:	
31. Individuals with assigned safety and health responsibilities have the resources to perform their duties.	
Comments:	
32. Organizational policies promote the performance of safety and health responsibilities.	
Comments:	
33. Organizational policies result in correction of non-performance of safety and health responsibilities.	
Comments:	

Safety and Health Training	Score
34. Employees receive appropriate safety and health training.	3
Comments:	
35. New employee orientation includes applicable safety and health information.	3
Comments:	
36. Supervisors receive appropriate safety and health training.	3
Comments:	
37. *Supervisors receive training that covers the supervisory aspects of their safety and health responsibilities.	3
Comments:	
38. Safety and health training is provided to managers.	3
Comments:	
39. *Relevant safety and health aspects are integrated into management training.	3
Comments:	

Management Leadership	Score
40. Top management policy establishes clear priority for safety and health.	3
Comments:	
41. Top management considers safety and health to be a line rather than a staff function.	3

Management Leadership	Score
Comments:	
42. *Top management provides competent safety and health staff support to line managers and supervisors.	3
Comments:	
43. Managers personally follow safety and health rules.	3
Comments:	
44. Managers delegate the authority necessary for personnel to carry out their assigned safety and health responsibilities effectively.	3
Comments:	
45. Managers allocate the resources needed to properly support the organizations safety and health system.	3
Comments:	
46. Managers assure that appropriate safety and health training is provided.	3
Comments:	
47. Managers support fair and effective policies that promote safety and health performance.	3
Comments:	
48. Top management is involved in the planning and evaluation of safety and health performance.	3
Comments:	
49. Top management values employee involvement and participation in safety and health issues.	3
Comments:	

Employee Participation	Score
50. There is an effective process to involve employees in safety and health issues.	
Comments:	
51. Employees are involved in organizational decision making in regard to safety and health policy.	
Comments:	
52. Employees are involved in organizational decision making in regard to the allocation of safety and health resources.	
Comments:	
53. Employees are involved in organizational decision making in regard to safety and health training.	
Comments:	

Employee Participation	Score
54. Employees participate in hazard detection activities.	
Comments:	
55. Employees participate in hazard prevention and control activities.	
Comments:	
56. *Employees participate in the safety and health training of co-workers.	
Comments:	
57. Employees participate in safety and health planning activities.	
Comments:	
58. Employees participate in the evaluation of safety and health performance.	
Comments:	

OMB Number: 1218-0110

Expiration Date: 06/30/2018

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. OSHA requires that all State On-site Consultants (Consultants) use the Revised Form 33 if they collect information in the course of their visit which would allow them to fill out a portion of the Form. See chapter 4, II. of the Consultation Policies and Procedures Manual (CPPM). When the Consultation Project Manager recommends an applicant for the OSHA Safety and Health Achievement Recognition Program (SHARP), which exempts the employer from an OSHA Enforcement inspection as long as the applicant remains a SHARP site, managers must complete all Revised Form 33 information. In accordance with 29 CFR 1908.6(h)(1) and (2), consultants must preserve their confidentiality of information obtained as the result of a consultative visit which contains or must reveal a trade of secret of the employer. It is estimated that Consultants average between 10 and 30 minutes to complete the form, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing the form. The Form serves as a comprehensive evaluation tool. The information obtained from the form is used to evaluate an employer's safety and health management system. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Office of the Chief Information Officer, U.S. Department of Labor, Room N-1301 200 Constitution Avenue, NW, Washington, DC 20210.

From: Town Hall Renovation Committee

To: Board of Selectmen

Dated: February 1, 2017

Re: Status

We have concluded that renovating the current town hall would be ineffective and a waste of money for the following reasons:

1. ADA issues including multi-level need for an elevator
2. Air quality issues: because of air and water leaks in the building envelope there are issues with mold, and air quality.
3. Poor layout: Problem areas include not enough overall space, needing a larger vault, inadequate office space, conference room space, breakroom/kitchen and bathroom
4. Current maintenance costs
5. Current utility/running costs

We have also concluded that it would make sense to look at the Memorial school site for construction of a new town office. We are planning to explore that avenue if the B.O.S. approves our direction.

Respectfully,

Andy Walsh, Chair
Town Hall Renovation Committee

Date: June 30, 2017

To: Select Board

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

RE: WESCUSTOGO HALL-NYCC PROJECT / TOWN HALL PROJECT

Status and proposed action resulting from the workshop held on June 27th:

Wescustogo Hall & NY Community Center

- Is the design complete?

If yes, the designs should be accepted by the Select Board and the Town Manager should proceed in discussing the design with MMA/Insurance.

If no, are there changes to the design? Next steps?

- Contracting with Barrett Made - Proposal included.
- Design to Build - Discussion of cost savings vs. going out to bid.

Town Office Facility

- Barrett Made is proposing a separate contract for this building that will allow them to quickly get to the 100% design development level at which point the two projects could be combined with regard to pricing to create a comprehensive plan for a municipal campus. Proposal included.
- If the Select Board chooses to accept this proposal a Special Town Meeting (open) will be needed to be held. First, to rescind the November 2015 vote regarding retaining and renovating the existing Town Office facility and also to 1) raise and appropriate \$65,000 or 2) transfer \$65,000 from the unassigned fund balance to a designated fund for this purpose. I recommend this take place before this year's tax commitment.
- A Special Town Meeting (open) requires a public hearing ten (10) days before the meeting, and the warrant must be posted seven (7) days before the meeting. A Special Town Meeting-Referendum vote requires the same but also includes an extended timetable by at least sixty (60) days (absentee balloting), and the cost is more.
- This proposal allows time for the WBDC to launch the fundraising campaign for the Hall project and it, in turn, will aid in the planning of the total project amount to be bonded.



BARRETT
MADE

HOMES · SPACES · DETAILS

ARCHITECTURAL SERVICES PROPOSAL

NORTH YARMOUTH MUNICIPAL OFFICES
NORTH YARMOUTH, MAINE

PREPARED 2017.6.29

Re: North Yarmouth Municipal Offices and Wescustogo Hall/North Yarmouth Community Center Design
Prepared: 2017.6.29

Dear Ms. Roy/Members of the North Yarmouth Select Board,

The attached proposal outlines the scope of architectural services for the Municipal Office design to the level of 100% design development (DD) and budget pricing. In addition to presenting you with this we wanted to take this opportunity to explain how we foresee the process of designing a municipal office building in conjunction with the current designs for Wescustogo Hall/North Yarmouth Community Center (NYCC) with regard to both design as well as schedule.

The current design of Wescustogo/NYCC and its siting on the former NYMS property lends itself well to the addition of a possible new municipal office building. The decision to site the new Wescustogo Hall/NYCC on this particular site in lieu of the former location was made, in part, because of the opportunity it offered for future expansion as well as the siting of other possible buildings on the property. We would propose that our design process for a municipal office building assumes that the current plans and siting of Wescustogo Hall/NYCC will remain as it is currently designed at the 100% design development level.

Working with town representatives, our first step in the design process would be creating a 'master' site plan that indicates the schematic location of all of the structures, ballfields, etc. on the NYMS site with a basic outline of the proposed square footage of the new building. From there we would work into programming, and schematic design with more refinement and detailing to follow in the subsequent design development stage. The results of these efforts will be a comprehensive plan for a consolidated municipal campus that can be priced, voted upon by town residents and built as a single project.

This proposal does not include further design work on the Wescustogo Hall/NYCC project at this time. We would propose that any further design work on the Wescustogo Hall/NYCC project be billed at an hourly rate with estimated work being approved by the Town Manager prior to Barrett Made commencing any additional design services.

As a design + build team we feel the municipal campus approach to this project reflects the greatest overall value for the community and Barrett Made would welcome the opportunity to continue to work with the town through the collaborative design +build process. The end goal is to create a project with lasting value to the North Yarmouth community that is mindful of both the initial project budget and long term operating expenses. As the plan for Wescustogo Hall/North Yarmouth Community center stands there are still refinements to be made that will help us further reduce the cost of construction. We are confident that combining these two projects into a single construction project will enable us to find additional cost savings through economy of scale that will benefit both projects while creating a more appealing and comprehensive package for the Town of North Yarmouth. In addition, if the town selects Barrett Made as the builder for the project Barrett Made will credit the cost of schematic design services to the town at the time of construction.

Thank you again for your consideration. If you have any questions please feel free to contact us at your convenience.

Kind regards,



Matthew Ahlberg, RA
Director of Design Services



Rob Barrett
Owner/Director of Construction Services

ARCHITECTURAL SERVICES PROPOSAL

Re: North Yarmouth Municipal Offices . 120 Memorial Highway . North Yarmouth, Maine
Prepared: 2017.6.29

Dear Ms. Roy,

We are pleased to present you with this agreement for architectural services for North Yarmouth's Municipal Offices at the site currently shared with the design for Wescustogo Hall/NYCC (former NYMS site). The deliverables and listed milestone dates are based on our current understanding of the project and related scope of services. The contract sum referenced below represents work that will be completed from schematic design (SD) to 100% of design development (DD) documents. The proposal includes project engineering services for civil/site, structural, mechanical, electrical, and plumbing as coordinated by Barrett Made in accordance with the project schedule and scope. If this proposal is accepted, a formal Architectural Services Agreement will follow.

1. **Project Proposal Dated 2017.6.29 | Total Proposal Amount \$65,000.00 (to 100% Design Development Documents and Budget Pricing)**

Architectural deliverables include required design drawings as well as periodic presentations with the town committee and Select Board, TBD. Progress billing will be done on a monthly basis and will be prepared based on Barrett Made's initial proposed schedule and project timeline outlined below.

2. **PROJECT SCOPE AND ASSOCIATED ARCHITECTURAL FEE BREAKDOWN**

100 % Schematic Design Professional Architectural Services | 2 Design Staff Members working part time for 2 Months. Included is project programming, initial site master plan design, document production time, general project administration, periodic site visits and presentations.

ASSOCIATED SD ARCHITECTURAL FEES | **\$25,000.00***

*Should Barrett Made be contracted for the construction of the project, Barrett Made proposes crediting the SD fee above toward the project construction cost.

100 % Design Development Professional Architectural Services | 2 Design Staff Members working part time for 3 Months. Included is document production time, consultant coordination, general project administration, periodic site visits, presentations, and workshops TBD.

100 % Design Development Consultants Services | We will be utilizing the specialized services of consultants as required on this project (civil, structural, mechanical, electrical, and plumbing) with your approval. The cost of such services are included in this agreement. These services will be billed on a monthly basis.

ASSOCIATED DD ARCHITECTURAL AND CONSULTANT FEES | **\$45,000.00**

ARCHITECTURAL SERVICES SCHEDULE

The milestone dates noted below are what we currently foresee as the project moves forward. Deliverables in accordance with these dates will be determined by direction provided by the town committee as well as the Select Board and Town Manager and may be subject to change as required.

JULY/AUGUST 2017

Kick-off design development phase and refine project scope with town committee, Complete schematic design phase and related budget pricing

SEPTEMBER/OCTOBER 2017

Commence design development phase, Community forum (1), Commence project engineering, Continue to work with town committee on project design

NOVEMBER/DECEMBER 2017

Progress meeting with Town Select Board to review refined design direction and project costs, Continue to work with town committee on project design, Complete 100% design development phase and related budget pricing and combine Municipal Office project budgeting with project budgeting for Wescustogo Hall/NYCC to create a comprehensive overall project budget

Please let us know if you have any questions.

For Barrett Made,



Matthew Ahlberg, RA
Director of Design Services



Rob Barrett
Owner/Director of Construction Services

Town of North Yarmouth
ANNUAL APPOINTMENTS OF TOWN OFFICIALS
7/1/17 - 6/30/18

Select Board Appointments - One (1) Year Term

Tax Collector	Rosemary E. Roy
Treasurer	Rosemary E. Roy
General Assistance Administrator	Rosemary E. Roy
Road Commissioner	Clark Baston

Select Board Appointments - Three (3) Year Term

Health Officer	Anita Anderson
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Town Manager Appointments- One (1) Year Terms

Town Clerk	Debbie Grover
Public Access Officer	Cheryl Trenoweth
Code Enforcement Officer	Ryan Keith
Electrical Inspector	Ryan Keith
Building Inspector	Ryan Keith
Alternate Code Enforcement Officer	Debra Larrivee (New Gloucester)
Alternate Electrical Inspector	Debra Larrivee (New Gloucester)
Alternate Building Inspector	Debra Larrivee (New Gloucester)
Alternate Plumbing Inspector	Debra Larrivee (New Gloucester)
Fire Rescue Chief	Greg Payson
Fire Warden	Greg Payson
Emergency Management Director	Greg Payson

Ad hoc Committee Members Seeking Reappoint - One (1) year term

Donna Palmer	Living Well in North Yarmouth
Steve Palmer	Living Well in North Yarmouth
Gay Peterson	Living Well in North Yarmouth
Rod Duckworth	Living Well in North Yarmouth
\Steve Barr	Wescustogo Building & Design Committee
Kelly Barnes	Prince Memorial Library Advisory Committee
Trudy Dibner	Prince Memorial Library Advisory Committee
Linc Merrill	Wescustogo Hall Committee (1997 Agreement)
Linc Merrill	North Yarmouth School Fund
Scott Kerr	Board of Assessment Review
Rob Wood	Communications Advisory Committee
Grace Lovell	Comprehensive Plan Committee
Chris Chabot	Comprehensive Plan Committee
Stephen Friedrich	Flag Committee
Amy Horstmann	EDSC