

TOWN COUNCIL WORKSHOP MEETING AGENDA

I. ANNOUNCEMENTS & INFORMATION EXCHANGE

II. PUBLIC COMMENT PERIOD

- Item No. 1:** To hear the reports of the Council Chair, committees, delegates, liaisons, and the Town Manager.
- Item No. 2:** To consider issuance of a full-time malt, spirituous, and vinous liquor license and special amusements permit to Brickyard Hollow and Rambler Irish Bistro.
- Item No. 3:** To discuss annual work planning efforts by Town Council Advisory Boards and Committees
- Item No. 4:** To consider appropriating local matching funds to support the preliminary design and engineering of the Casco Bay Trail.
- Item No. 5:** To consider dissolving the Contract Zone Agreement for 233 West Main Street, as requested by the property owner.
- Item No. 6:** To consider authorizing the Town Manager to enter into a lease-purchase agreement for the replacement of Ambulance 86.
- Item No. 7:** To consider or make Committee, Board, and Delegate appointments as may be needed.
- Item No. 8:** To consider or schedule other Council initiatives and requests as may be offered or introduced.
- Item No. 9:** To hold an executive session, if necessary

Item No. 2: To consider issuance of a full-time malt, spirituous, and vinous liquor license and special amusements permit to Brickyard Hollow and Rambler Irish Bistro.

Contact	Lisa Grant, Town Clerk
Recommended Action	Advance item to the July 23 rd Town Council voting meeting.
Electronic Attachment	No Attachment
Process	 <pre> graph LR A[Reviewed by Staff] --> B[Town Council Workshop] B --> C[Town Council Voting] style B fill:#003366,color:#fff </pre>

Background:

The Yarmouth Town Council is required to approve full-time malt, spirituous, and vinous liquor licenses and Special Amusement Permits as part of a local control process mandated by the State of Maine. Here's why:

- Title 28-A of the Maine Revised Statutes requires applicants for liquor licenses to receive approval from local municipal officers before the state can issue a license. This local approval is a prerequisite.
- For live entertainment—such as music, dancing, or other performances at establishments with liquor licenses—State law (Title 28-A §1054) also requires local approval through a Special Amusement Permit.
- This statutorily required process also allows the Yarmouth Town Council to ensure establishments meet local zoning and safety standards and give the public an opportunity to comment on potential impacts (e.g., noise, traffic, public safety).

Recommended Action: Advance item to the July 23rd Town Council voting meeting.

NOTE: Members of the public are welcome to provide public comment on this item. Opportunity for comment will be provided after staff's report and initial Council questions, prior to Town Council discussion.

Item No. 4: To consider appropriating local matching funds to support the preliminary design and engineering of the Casco Bay Trail.

Contact	Nat Tupper, Interim Town Manager Casco Bay Trail Alliance
Recommended Action	Advance item to the July 23 rd Town Council voting meeting.
Electronic Attachment	No Attachments
Process	

Background:

The Casco Bay Trail is a proposed multi-community, off-road shared-use pathway that will ultimately connect communities throughout the Greater Portland region. The project is being advanced through a collaborative partnership involving local municipalities, regional planning organizations, and the Maine Department of Transportation (MaineDOT).

On May 21, 2026, the Yarmouth Town Council endorsed the Interlocal Agreement governing participation in the Casco Bay Trail initiative. The agreement establishes a framework for regional coordination, planning, and project development among participating communities. Importantly, the agreement does not commit the Town to any future financial obligations beyond those separately approved by the Town Council. Any subsequent funding requests associated with the project must be approved locally by each participating Town Council, City Council, or Board of Selectmen.

MaineDOT has identified \$600,000 in funding to support preliminary engineering and design of the Casco Bay Trail segment serving the participating communities. As a condition of this funding, a 10 percent non-federal local match is required, resulting in a total local contribution of \$60,000. The participating municipalities have proposed sharing the required local match equally, with Yarmouth's anticipated contribution totaling \$15,000.

Approval of this funding request would authorize Yarmouth's participation in the preliminary engineering phase of the project and allow design work to proceed. While future phases of the Casco Bay Trail, including final design, right-of-way acquisition, and construction, may require additional funding commitments, no such funding has been identified or requested at this time. Any future local financial participation would be subject to separate review and approval by the Town Council after engineering work is substantially complete and potential construction funding sources have been identified.

Recommended Action: Advance item to the July 23rd Town Council voting meeting.

NOTE: Members of the public are welcome to provide public comment on this item. Opportunity for comment will be provided after staff's report and initial Council questions, prior to Town Council discussion.

Item No. 5: To consider dissolving the Contract Zone Agreement for 233 West Main Street, as requested by the property owner.

Contact	Erin Zwirko, Director of Planning and Development
Recommended Action	Advance item to the July 23 rd Town Council voting meeting.
Electronic Attachment	No Attachments
Process	

Background:

In May 2026, the Town Council reviewed a proposed amendment to the Contract Zone Agreement (CZA) governing the property located at 233 West Main Street, commonly known as the Captain Reuben Merrill House. The proposed amendment was initiated following a recommendation from the Planning Board and sought to address provisions of the original agreement that had become difficult or impractical to implement.

Originally approved in 2011, the Contract Zone Agreement allowed for commercial use of the property while establishing several conditions intended to preserve community benefits. Among these conditions were requirements related to historic preservation and the creation of a public pedestrian trail connection across the property. Over time, circumstances have changed significantly. The historic preservation easement contemplated by the agreement was never finalized and is no longer considered feasible, while the trail connection requirement has proven difficult to implement due to site constraints and changing conditions on adjacent properties.

Following its review and discussion of the proposed amendment, the Town Council declined to advance the amendment request. In response to the Council's discussion and determination that the proposed revisions did not adequately address the concerns associated with the existing agreement, the property owner subsequently requested that the Contract Zone Agreement be dissolved in its entirety.

The proposed dissolution would remove the contract zoning provisions applicable to the property and return the parcel to regulation under the underlying zoning district and applicable provisions of the Yarmouth Zoning Ordinance.

Recommended Action: Advance item to the July 23rd Town Council voting meeting.

NOTE: Members of the public are welcome to provide public comment on this item. Opportunity for comment will be provided after staff's report and initial Council questions, prior to Town Council discussion.

Item No. 6: To consider authorizing the Town Manager to enter into a lease-purchase agreement for the replacement of Ambulance 86.

Contact	Mike Robitaille, Fire Chief
Recommended Action	Advance item to the July 23 rd Town Council voting meeting.
Electronic Attachment	No Attachments
Process	

Background:

During its May 16, 2024 voting meeting, the Town Council unanimously approved the replacement of Ambulance 86 as part of the Town's long-term Fire and Rescue fleet management program. The replacement was authorized in recognition of the vehicle's age, operational demands, and the extended manufacturing timelines currently associated with emergency response apparatus.

Following the Council's authorization, the Town proceeded with the ordering and specification process to secure a replacement vehicle. The new ambulance has now been completed and is scheduled for delivery later this fall, requiring the Town to finalize financing arrangements and take possession of the apparatus.

The proposed lease-purchase agreement provides a cost-effective mechanism for financing the acquisition while preserving financial flexibility. Consistent with prior discussions and the Town's capital funding strategy, annual lease payments will be funded through the Fire/Rescue Equipment Capital Reserve Fund. Sufficient reserve funding has been accumulated specifically for the replacement of frontline emergency response equipment, allowing the Town to meet its financing obligations without impacting the operating budget or requiring additional appropriations.

Approval of this item will authorize the Town Manager to execute the lease-purchase agreement and any associated financing documents necessary to complete the acquisition of the replacement Ambulance 86 and place the vehicle into service.

Recommended Action: Advance item to the July 23rd Town Council voting meeting.

NOTE: Members of the public are welcome to provide public comment on this item. Opportunity for comment will be provided after staff's report and initial Council questions, prior to Town Council discussion.