

AGENDA
TOWN COUNCIL REGULAR MEETING AGENDA No. 2-26/27 July 23, 2026

1. Roll call of members.
2. Announcements and Information Exchange
3. To approve the Minutes of the Town Council meeting 1-26/27 held June 18, 2026.
4. To open the meeting to a 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 hold a public hearing and act upon issuance of full-time malt, spirituous, and vinous liquor licenses and special amusements permits to Brickyard Hollow and Rambler Irish Bistro.

Item No. 3: To approve actions to release Scott Laflamme from tax collection duties to allow the Assessor to recommit the outstanding tax obligations to Dawn Madden.

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

Item No. 5: To hold a public hearing and act upon dissolving the Contract Zone Agreement for 233 West Main Street, as requested by the property owner.

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

Item No. 7: To act upon a proposed contract agreement with the Town of Pownal to provide Emergency Medical/Rescue Services.

Item No. 8: To authorize casting a ballot for candidates for the Maine Municipal Association (MMA) Legislative Policy Committee.

Item No. 9: To consider or make Committee, Board, and Delegate appointments as may be needed.

Item No. 10: To consider or schedule other Council initiatives and requests as may be offered or introduced, including, but not limited to, early discussions and work Planning for preparation of the FY 28 Municipal Budget.

Item No. 11: To hold an executive session, if necessary

BACKGROUND AND SUGGESTED ORDERS FOR JULY 23,2026

Item No. 1: To hear the reports of the Council Chair, committees, delegates, liaisons, and the Town Manager.

Item No. 2: To hold a public hearing and act upon issuance of full-time malt, spirituous, and vinous liquor licenses and special amusements permits to Brickyard Hollow and to Rambler Irish Bistro.

Contact	Lisa Grant, Town Clerk
Recommended Action	Hold a Public Hearing and vote to approve
Electronic Attachment	No Attachment
Process	 <pre> graph LR A[Reviewed by Staff] --> B[Town Council Workshop] B --> C[Town Council Voting] </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 review is a prerequisite for State issuance of the license. The Town does not grant the license.
- 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 is a local license.
- 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).

Suggested Order:

Be it Ordered that issuance of full-time malt, spirituous, and vinous liquor licenses and special amusements permits to Brickyard Hollow and to Rambler Irish Bistro are hereby approved.

Item No. 3: To approve actions to release Scott Laflamme from tax collection duties to allow the Assessor to recommit the outstanding tax obligations to Dawn Madden.

Contact	Dawn Madden, Treasurer/Tax Collector/Finance Director
Recommended Action	Approve and Execute forms to release Scott Laflamme tax collection obligations
Electronic Attachment	
Process	 <pre> graph LR A[Reviewed by Staff] --> B[Town Council Workshop] B --> C[Town Council Voting] </pre>

Suggested Order:

Be it Ordered that Tax Collector Certificates of Settlement pursuant to 36 MRS Section 763 are hereby approved for execution by the Town Council. The purpose of these settlements is to allow the transfer and recommitment of tax collection duties from Scott Laflamme to Dawn Madden.

Note: the forms (in multiple copies) will be circulated for Council signatures during or immediately after the meeting.

Item No. 4: To act upon 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	Vote to Appropriate Funds (TIF)
Electronic Attachment	No Attachments
Process	 <pre> graph LR A[Reviewed by Staff] --> B[Town Council Workshop] B --> C[Town Council Voting] </pre>

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 **\$12,000**.

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.

Suggested Order:

Be it Ordered that the sum of \$12,000 is hereby appropriated from the Sidewalk Capital Reserve Fund as the Yarmouth share of the local match requirement for the Casco Bay Trail Initiative work for Preliminary Engineering and Design work.

Item No. 5: To hold a public hearing and act upon 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	Hold a Public Hearing and vote to approve.
Electronic Attachment	No Attachments
Process	 <pre> graph LR A[Reviewed by Staff] --> B[Town Council Workshop] B --> C[Town Council Voting] </pre>

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.

I have pasted the note from Ms. Chapin below.

To the Yarmouth Town Council:

I am requesting that the Yarmouth Town Council terminate the CZA on my property at 233 West Main Street. I appreciate being allowed to have the CZA during the time Maine Preservation was my tenant, but due to the fact that Maine Preservation is no longer my tenant and 233 West Main Street is now used as 2 units of housing, the CZA is not needed at this time.

Thank you to the Planning Board and to the Town Council for the time spent on discussions about the CZA on this property. Special thanks to Erin Zwirko, Director of Planning, for always responding to my calls and emails as well as speaking about the property in town meetings.

*Sincerely,
Merry (Merrill) Chapin*

Suggested Order:

Be it Ordained by the Town Council in town council assembled that a contract zone agreement dated April 27, 2011 with Merrill Chapin regarding property at 233 West Main Street, Yarmouth is hereby repealed and dissolved; and that the parcel and improvements thereon shall revert to the underlying and surrounding zoning district of Medium Density Residential (MDR), and that any development or uses currently present on the subject property which may be non-compliant or non-conforming to the standards and uses allowed in the MDR are hereby deemed to be legally permissible non-conformities or non-compliant uses as provided for generally in Chapter 701 of the Yarmouth Town Code (Zoning Ordinance). This dissolution and repeal shall take immediately upon adoption of this order. And, the Director of Planning and Development is hereby authorized and directed to update the official zoning map accordingly as soon as can be reasonably and efficiently completed.

Item No. 6:

To act upon authorizing the Town Manager to enter into a lease-purchase agreement for the replacement of Ambulance 86.

Contact	Mike Robitaille, Fire Chief
Recommended Action	Vote to approve
Electronic Attachment	No Attachments
Process	<pre> graph LR A[Reviewed by Staff] --> B[Town Council Workshop] B --> C[Town Council Voting] </pre>

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 on 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.

Suggested Order:

Be it Ordered that a sum not to exceed \$430,000 is hereby approved for expenditure to purchase a new ambulance, and the Town Manager, Treasurer, and the Chair of the Town Council are hereby authorized to arrange for and execute a lease-purchase financing agreement not to exceed 5 years in duration on such terms and conditions as they shall deem in the best interest of the Town including review and certification of authorities and approval of form by the Town Attorney. Said ambulance purchase and ordering having been approved by Council Order No. 106 voted May 16, 2024.

Item No. 7: To act upon a contract agreement with the Town of Pownal to provide Emergency Medical/Rescue Services.

Contact	Mike Robitaille, Fire Chief
Recommended Action	Vote to approve subject to approval of the Town of Pownal.
Electronic Attachment	Attachments- Draft Agreement and Pro Forma Memo
Process	<pre> graph LR A[Reviewed by Staff] --> B[Town Council Workshop] B --> C[Town Council Voting] </pre>

Background:

Chief Robitaille has been approached by the Town of Pownal to offer an interlocal contractual service agreement for the Town of Yarmouth Fire-Rescue Service to provide 24/365 ambulance response and transport services to the Town of Pownal. Pownal is seeking to replace a long-standing arrangement with the Town of Freeport which is concluding.

The estimated cost of adding this service is \$139,915, with offsetting revenue estimates of \$170,000 (yielding a net income to Yarmouth of \$30,085) and would provide more paramedic coverage/response capability and resources for the Town of Yarmouth. The draft contract calls for a 10% contract price escalator in both Years 2 and 3.

Approval of this item by the Yarmouth Town Council and the Pownal Board of Selectmen will authorize the Town Manager to execute the 3-year interlocal agreement.

Suggested Order:

Be it Ordered that a proposed contract with Town of Pownal Maine for the provision of Emergency Medical Service by Yarmouth Fire Rescue as reported at this meeting is hereby endorsed, and when/if approved by the municipal officers of the Town of Pownal substantially consistent with the draft presented, the Town Manager is hereby authorized to execute said agreement on behalf of the Town of Yarmouth. A copy of said draft agreement is to be attached to the minutes of this meeting and made a part thereof.

And, be it further ordered, all revenues received or collected in excess of those necessary to cover incremental operating costs for or arising out of this contract shall be credited to the Fire-Rescue Equipment Capital Reserve.

(Note: revisions made to earlier shared draft contract, and revisions of cost/revenue estimates)

Item No. 8: To authorize casting a ballot for the Maine Municipal Association (MMA) Legislative Policy Committee.

Contact	Nat Tupper, Interim Town Manager
Recommended Action	Vote to approve.
Electronic Attachment	Ballot form and Candidate Profiles



Maine Municipal Association (of which Yarmouth is a member) has a 69-member Legislative Policy Committee (LPC) comprised of 2 representatives from each of the 33 Senate Districts. The LPC meets with MMA staff before and throughout the legislative session to establish guidance and positions for the staff team (the lobbyists, if you will) to take relative bills and initiatives impacting municipal governance. The selection is made from candidates who file to be on the ballot in each district. This year, there are two candidates for 2 slots- Councilor Janice Cooper of Yarmouth, and Councilor Danielle Tracy of Falmouth. The item appears on the agenda so the Town Council can cast its collective ballot for either or both of the filed candidates (or a write-in).

Suggested Order:

Be it Ordered that Town Manager is hereby authorized to cast a ballot on behalf of the Yarmouth Town Council to the Maine Municipal Association marked to indicate the vote of the Town Council for candidates Janice Cooper and Danielle Tracy to serve on MMA Legislative Policy Committee.

Item No. 9: To consider or make Committee, Board, and Delegate appointments as may be needed.

Suggested Order:

If the Nominating Committee has any reports or nominations to make, they will propose and action accordingly.

Item No. 10: To consider or schedule other Council initiatives and requests as may be offered or introduced, including, but not limited to, early discussions and work Planning for preparation of the FY 28 Municipal Budget.

Note: Other business as may be introduced is a mechanism established a few years ago by the Town Council to make it easier for Council members to bring new business up for discussion and possibly a vote. It is intended to provide an easy way to introduce new business. The specific topic of early conversations on preparing the FY 28 budget was requested for inclusion this month, but it is not required that topics be identified in advance (helpful but not required).

Item No. 11: To hold an executive session, if necessary.