



Town of York
186 York Street
York, Maine 03909-1314

Town Manager/
Selectmen
(207)363-1000

Town Clerk/
Tax Collector
(207)363-1003

Finance/
Treasurer
(207)363-1004

Code Enforcement
(207)363-1002

Planning
(207)363-1007

Assessor
(207)363-1005

Police Department
(207)363-1031

Dispatch
(207)363-4444

York Beach Fire
Department
(207)363-1014

York Village Fire
Department
(207)363-1015

Public Works
(207)363-1011

Harbor Master
(207)363-1000

Senior Center
(207)363-1036

Parks and
Recreation
(207)363-1040

Fax
(207)363-1009
(207)363-1019

www.yorkmaine.org

**BOARD OF SELECTMEN'S
MEETING AGENDA
7:00PM MONDAY, AUGUST 22, 2016
YORK LIBRARY**

Call to Order

Opening Ceremonies

A. Minutes

B. Chairman's Report

C. Manager's Report

D. Awards

1. Salt Bid

E. Reports

1. Mike Sullivan, Parks & Recreation Director – Overview of all Parks & Recreation Budgets
2. Mike Sullivan, Parks & Recreation Director – Update on Contracted Beach Maintenance

F. Citizens' Forum – The Citizens' Forum is open to any member of the audience for comments on any matter. All comments should be respectful in tone and should be directed to the Chair. Comments should be brief and to the point. Questions that require extended answers or that cannot be readily answered will be referred to the Town Manager for follow-up. Anyone who wishes to submit a written request for future agenda items can do so on the form available at this meeting or may obtain the form through the Town Manager's Office.

G. Public Hearings

1. Second Hearing on November 2016 Ordinance Amendments
 1. Interpretation of District Boundaries
 2. Wetland Protection Overlay District
 3. Article 8-Shoreland Overlay District
 4. Definition of Wireless Communications Facility
 5. Definition of Building Height

6. Expansion of the York Village Center Local Historic District
7. Alarm Systems Ordinance
8. Street Opening and Culvert Ordinance Amendment
9. Active Duty Military Personnel Vehicle Excise Tax Exemption Ordinance
10. Ordinance Regulating the Use of Cliff Path and Fisherman's Walk

H. Endorsements

I. Old Business

1. Discussion and Possible Action: Ordinances for the November 2016 General Referendum
2. Discussion and Possible Action: Non-Ordinance Matters for the November 2016 General Referendum
3. Discussion and Possible Action: Mt. Agamenticus Fire Tower

J. New Business

1. Discussion: York Beach TIF District
2. Discussion and Possible Action: York Beach Fire Department Engine 5 Repairs

K. Future Agendas

L. Other Business

M. Citizens' Forum

Adjourn



REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: August 17, 2016

ACTION

DATE ACTION REQUESTED: August 22, 2016

DISCUSSION ONLY

SUBJECT: 2016 – 2017 Sodium Chloride (Road Salt) Bid Award

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: In June the Department requested competitive bid proposals through The Southern Maine Planning and Development Commission for the purchase of sodium chloride (road salt) for the 2016/2017 winter season. Bids were opened on Thursday, July 7, 2016. Two companies responded to the regional bid request and their price information is presented on the included 2016-2017 SMPDC Road Salt Bid Results form.

Granite State Minerals the company that supplied the Town with road salt last year submitted a bid of \$51.73 directly to the Town of York. Granite State Minerals bid is the same price as last year and is the lowest bid we received. Their FY2017 bid is consistent with the terms of our existing salt contract.

RECOMMENDATION: Award of the 2016/2017 winter road salt bid to Granite State Minerals. Their bid is the same price as last year and is almost \$12 per ton lower than the next lowest bid.

PROPOSED MOTION: I move to award the 2016/2017 winter road salt bid to Granite State Minerals for \$51.73 per ton.

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT: 100.0304.6111

BALANCE IN LINE ITEM IF APPROVED: \$315,000

PREPARED BY: Dean Lessard

REVIEWED BY: 



**Granite
State
Minerals**

**2016-17 ICE CONTROL SALT QUOTATION
TOWN OF YORK ME**

Granite State Minerals is pleased to extend the delivered price of \$51.73 per ton of bulk road salt for the 2016-2017 season. This price will remain firm until July 31, 2017. For inventory planning purposes, we would appreciate if you return a completed and signed copy of this form via mail, fax 603-436-2458, or email jharrington@gsmsalt.com by September 15, 2016.

Orders may be placed 24 hours a day by calling 603-436-8505, via email, or by faxing 603-436-2458. Please note my contact information below for order and delivery questions. Billing inquiries should be directed to Amy McLaughlin. Amy's email address is amclaughlin@gsmsalt.com. Our physical mailing address is 227 Market St., Portsmouth, NH 03801. Payment terms are Net 30 days from invoice date.

Please call with any questions. We look forward to working with you this season and greatly appreciate your business!

Kind regards,

Janet

Janet Harrington
Granite State Minerals, Inc.
(P)603-436-8505 (F)603-436-2458
jharrington@gsmsalt.com

Customer Info:

Town: _____

Ship To Address: _____

Contact/Phone/Fax: _____

_____ Signature _____ Estimated Usage

2016 - 2017 Road Salt Bid Results

	Morton Salt (855) 665-4540	Eastern Salt Co (978) 251-8553	Harcros Chemicals, Inc. (207) 856-6756	Innovative Surface Solutions 729-4319	(518) American Rock Salt (585)243-9510	Gargill Deicing (800) 600-7258
Sodium Chloride						
Inside Storage - Delivered	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Inside Storage - Picked Up	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Outside Storage - Delivered (Per Ton)	\$63.52	\$67.45	No Bid	No Bid	No Bid	No Bid
Outside Storage - Picked Up (Per Ton)	\$63.00	\$67.45	No Bid	No Bid	No Bid	No Bid
Calcium Chloride						
Liquid - Delivered (Per Gallon)	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Liquid - Picked Up	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Flaked - Delivered (Per Pound)	No Bid	No Bid	0.2670	No Bid	No Bid	No Bid
Flaked - Picked Up (Per Pound)	No Bid	No Bid	0.2566	No Bid	No Bid	No Bid
Magnesium Chloride/Organic Additive/Corrosion Inhibitor						
Liquid - Bulk Delivery (Min 4,500 gallons)	No Bid	No Bid	No Bid	\$1.52	No Bid	No Bid
ProMelt Ultra 1000 Inhibited						
Liquid - Bulk Delivery (Min 4,500 gallons)	No Bid	No Bid	No Bid	\$1.39	No Bid	No Bid
Treated Ice B'Gone						
Bulk (Per Ton)	\$81.52	No Bid	No Bid	No Bid	No Bid	No Bid

Approx. Delivery Time After Orders: 1 - 2 Days ARO 24 Hours As Needed 48 Hours for Bulk Liquid De-icers



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To: Board of Selectmen

From: Mike Sullivan, Parks and Recreation Director

Subject: Budget Overview

Date: August 17, 2016

Please find attached a copy of the FY 2017 Parks and Recreation Department budgets and accompanying budget narratives. For the purpose of review, the budget is broken into two main categories; Parks, Beaches and Public Properties and Human Services. The overall budget is a combination of traditional general fund budgets and enterprise accounts. While "enterprise" is a catchy phrase these are simply budgets that are funded by revenues generated by our parks and community programs.

Some general observations;

- ✓ The total Department operating budget (tax dollars and revenues) is \$2,757,776. The amount appropriated through local taxes is \$1,347,155 and the amount generated by Department revenues is \$1,410,661. Approximately 51% of the Departments operating budget is funded through revenues and 49% through local tax dollars.
- ✓ Breaking it down further the Parks, Beaches and Public Properties Division has tax appropriations of \$934,037 and annual revenues of \$610,766. Approximately 60% of the budget is supported through tax dollars and 40% through parks revenue.
- ✓ Under human services the Recreation division has a tax appropriation \$150,682 and annual revenues of \$572,913. Approximately 20% of the budget is supported through tax dollars and 80% by Department revenues.
- ✓ The Senior Center has a tax appropriation of \$262,396 and annual revenues of \$226,682. Approximately 54% is supported through taxes and 46% through revenues.

The three budgets that represent the tax portion of Parks, Beaches and Public Properties are Public Buildings, Grounds and Beaches, School Grounds Maintenance and Veterans Graves and Cemetery's. During the FY 17 budget hearings the Budget Committee recommended combining these three budgets into one. The Department has in the past presented these budgets separately in an effort assign cost centers.

Admittedly this is difficult because of the overlap in line items such as fuel, equipment, repair and maintenance equipment and personnel, so perhaps it's a good idea.

Generally speaking revenues in all areas are solid. We work hard to control expenses and increase revenues whenever possible and Department budgets are in good shape. We have several capital projects slated for FY 17 that will greatly improve our parks and public buildings and I am excited about the prospect.

Looking forward one area of concern is Mount Agamenticus. It is by far our most up and coming Public Park, enjoyed by residents and visitors alike. The current revenue stream at Mt. A is inadequate to manage the buildings, grounds and conservation lands. The lodge is in need of work, the fire tower is still a concern and routine maintenance of our trails and park infrastructure has grown significantly. We do have two tower leases coming up for renewal and we need to be diligent when negotiating new agreements.

General Fund Budgets

Parks, Grounds and Beaches

Public Building, Grounds and Beaches	747,880
School Grounds Maintenance	149,038
Veterans Graves and Ancient Burial Grounds	<u>37,119</u>
Total	934,037

Human Services

Recreation Department	150,682
Senior Center	<u>262,396</u>
Total	413,078

Enterprise Accounts

Parks, Grounds and Beaches

Sohier Park	485,000
Mount Agamenticus	80,083
Goodrich Park	8,400
Harbor Beach / Hartley Mason	<u>37,283</u>
Total	610,766

Human Services

Recreation	572,913
Senior Center	<u>226,682</u>
Total	799,895

Total Budget	2,757,776
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PUBLIC BUILDINGS, GROUNDS AND BEACHES

BUDGET NARRATIVE FY-2017

Public Buildings, Grounds and Beaches- This budget oversees the operations and maintenance of public buildings and grounds, parks, beaches, recreation facilities and municipal athletic fields. The department provides the personnel, equipment and supplies necessary to maintain Town wide buildings and properties by providing grounds keeping, carpentry, painting, and custodial services as well as overseeing capital building improvements. Buildings exclusive to Park operations include; the house and barn at Goodrich Park, the keeper's house, tower and out buildings at Cape Neddick Light Station, the lodge and barn at Mount Agamenticus, the restroom facilities at Harbor Beach and Long Sands Beach and the Sohier Park Welcome Center. It is important to note that while this budget has supervisory authority over these properties each of them has supplemental enterprise accounts specific to that property. Those are being addressed independently as separate budgets. We are also anticipating the construction of a new maintenance building at the Bog Road Athletic Field Complex. Increases in heat and utilities are attributable to this project.

This budget also funds the operations and maintenance of public beaches, to include; the lifeguard program, beach raking and cleaning, ordinance and public notification signs, staircase maintenance and water quality monitoring. Town wide trash removal includes beaches, parks, main streets and school grounds and athletic fields. The department plays an active role in the Town's snow removal program, providing the manpower and two 1 ton plow/salt trucks to cover established routes. We provide the manpower to shovel and maintain entrances and pathways to all town buildings.

There are 4 ½ full time salaries assigned to this budget. Full salaries include the Parks and Recreation Director, Parks Foreman, Conservation Coordinator and Groundskeeper. The budget also includes one half of a secretaries position. The other half is located in the Recreation Administrative budget. Part-time employees include lifeguards and parks and beach maintenance employees.

The contracts line includes an additional \$12,000 that is attributable to changes in the beach cleaning specifications for Long Sands and Harbor Beach. Additional responsibilities for sand cultivation and seaweed management are being addressed.

With respect to capital maintenance items the budget includes the purchase of a new compact utility tractor that will replace a 1986 kubota with over 7000 hours on the engine. The current machine has passed it's useful life and is in need of major repairs. Additional information has been provided.

Municipal Property Acreage:

Town Hall and Church grounds	2
York Public Library	1
Old Burial Ground	1
York Police Department	.5
York Beach Ball Field	1.5
Smith Field	1.5
Sohier Park	1
Nubble Lighthouse	.5
Goodrich Park	2
Moulton Park	2
Hartley Mason	3
Mt. Agamenticus	3
Bog Rd. Athletic Fields	8.5
South Side Rd. Cemetery	.25
Total Acreage:	27.75

Public Beaches

Long Sands Beach
Harbor Beach
Cape Neddick Beach

Buildings and Infrastructure

Goodrich Park

Grant House – Parks and Recreation
Offices, Conference Room, Second
Floor Apartment
Parks Barn

Cape Neddick Light Station

Keepers House
Tower
Workshop
Generator Building
Boathouse and Ramp
Cable tramway

Mount Agamenticus

Lodge – Function Hall, Conservation
Office, Basement Apartment
Barn

Harbor Beach Restroom Building

Restroom Facilities

Long Sands Restroom Building

Restroom Facilities

Sohier Park Welcome Center

Gift shop, Restroom Facilities

Bog Road Recreation Complex

Concession/Storage building

Pump House

Dugouts

Playground

Irrigation System

Beach Field

Concession Building

Dugouts

Irrigation System

Hartley Mason Reservation

Irrigation System

Traffic Islands

“York Corner Area”

Plaisted Road South

Plaisted Road North – Spur Road,
triangle and traffic island

York Corner - York Street Left

York Corner - York Street Center

York Corner - York Street Right

York Street - York Street

Route 1 - York Street

Route 1 - York Street

Organug Road and York Street

In front of Village Fire Station

York Street - Barrell Lane

Sewall's Bridge Area

Organug Road - Lindsay Road
Southside Road and Seabury Road
Old Seabury Road and Seabury Road

West of Route 1

Beech Ridge Road and McIntire Road
Route 91 and Brixham Road
Scotland Bridge Road - Route 91
Pudding Lane and Cider Hill - Route 91
Town Garage Chase's Pond Road
Chase's Pond Road and Scituate Road by
Chase's Pond

Cape Neddick Area

Route 1 and River Road across form
Cat'n Nine Tail General Store
River Road and Clark Road

Miscellaneous

Lindsay Road and Indian Trail
Route 103 and Seabury Road
Western Point Road
River Road and Old County Road
Between York Beach Ball Park and
York Beach Fire Station
Southside Road "Old Cemetery" across
from Bartlett Road
Center of York Village at Monument

	Actual FY15	Approved Budget FY16	Proposed Budget FY17	% Change + or -	\$ Change + or -
Public Buildings, Grounds and Beaches					
Salaries	423,964	441,800	459,452	4.00%	17,652
FICA	32,621	35,190	36,592	3.99%	1,403
Retirement	19,379	22,146	23,233	4.91%	1,087
Health Benefits	53,321	61,879	65,093	5.19%	3,214
Total Salaries and Benefits	529,285	561,016	584,370	4.16%	23,355
Utilities	11,028	11,500	13,000	13.04%	1,500
Telephone	2,875	2,600	2,900	11.54%	300
Heat	7,768	5,000	6,000	20.00%	1,000
Fuel/Gas	12,974	16,000	14,000	-12.50%	-2,000
Contracts	38,182	39,000	60,920	56.21%	21,920
Equipment	3,694	7,000	7,000	0.00%	0
Printing/Advertising	915	500	500	0.00%	0
Repairs & Maintenance - Bldg	3,911	2,500	3,000	20.00%	500
Repairs & Maintenance - Equip	9,443	8,000	10,000	25.00%	2,000
Postage	3	500	500	0.00%	0
Travel	731	0	0	0.00%	0
Meetings & Memberships	85	440	440	0.00%	0
Grounds Maintenance	0	0	0	0.00%	0
Supplies	21,773	25,000	25,000	0.00%	0
Office Supplies	270	250	250	0.00%	0
Uniforms	1,463	5,000	5,000	0.00%	0
Total Non-Salary Expenditures	115,115	123,290	148,510	20.46%	25,220
Revenues from Harley Mason Estate	0			0.00%	0
Miscellaneous Revenue	0			0.00%	0
Ellis Park Reimbursement	-13,442				
Total Operating Expenditures	630,957	684,306	732,880	7.10%	48,575
Capital Maintenance Items					
Grounds Mower	0	14,000	0	100.00%	-14,000
Compact Utility Tractor	-	0	15,000	0.00%	15,000
Total Capital Maintenance Items	0	14,000	15,000	100.00%	1,000
Total Requested Tax Appropriation	630,957	698,306	747,880	7.10%	49,575

Public Buildings, Grounds and Beaches (Continued)

Position / Full Time	Salary	FICA	Retirement
Parks & Recreation Director	103,045	8,474	7,728
Parks Foreman	67,386	5,542	5,054
Grounds Keeper	45,823	3,505	4,307
Conservation Coordinator	60,008	4,935	4,501
1/2 Secretarial	21,286	1,750	1,596
Part Time			
Grounds Maintenance	38,720	2,962	
Beach Maintenance	38,464	2,942	
Lifeguards	84,720	6,481	
	459,452	36,592	23,187

Account	Rate	Grade	Factor	Weeks	Health	ICMA	MSR	FCR
100.0702.5001		Public Buildings						
Sullivan, Michael								
1,922.49	DH17L	1 Regular	52.4	100,738.24		7,555.37		8,284.46
1,922.49	DH17L	1.2 Sick Time	1	2,306.98		173.02		189.72
	Flex	1			457.00			457.00
	Family	1			19,170.91			19,170.91
		Total for Michael Sullivan		103,045.22	19,627.91	7,728.39	-	8,474.18
O'Dea, Erin								
19.72	H7C	20 Regular	18	7,099.20		532.44		583.82
20.62	H7D	20 Regular	34.4	14,186.56		1,063.99		1,166.67
	Flex	0.5			228.50			228.50
	Single	0.5			4,273.38			4,273.38
		Total for Erin O'Dea		21,285.76	4,501.88	1,596.43	-	1,750.49
Kerr, Robin								
28.63	H11G	40 Regular	52.4	60,008.48		4,500.64		4,934.95
	Flex	1			457.00			457.00
	In Lieu of	1			1,200.00			1,200.00
		Total for Robin Kerr		60,008.48	1,657.00	4,500.64	-	4,934.95
Coite, Ryan								
31.43	H10J	40 Regular	52.4	65,877.28		4,940.80		5,417.58
31.43	H10J	48 Sick Time	1	1,508.64		113.15		124.07
	Flex	1			457.00			457.00
	Family	1			19,170.91			19,170.91
		Total for Ryan Coite		67,385.92	19,627.91	5,053.94	-	5,541.65
Moulton, Joshua								
21.64	H7E	40 Regular	41	35,489.60			3,336.02	2,714.95
22.66	H7F	40 Regular	11.4	10,332.96			971.30	790.47
	Flex	1			457.00			457.00
	Family	1			19,170.91			19,170.91
		Total for Joshua Moulton		45,822.56	19,627.91	-	4,307.32	3,505.43
		Total for Public Buildings		297,547.94	65,042.62	18,879.40	4,307.32	24,206.69
								409,983.97

Town of York, Maine

Budget	Job Title	Employment Dates	Hourly Rate	Hours Per Week	Total Weeks	Total Salary	FICA
Buildings, Parks and Beach Maintenance 100.0702.5001	Grounds Maintenance	7/4/16 - 10/14/16 5/1/17 - 6/30/17	14.00	40	28	15,680.00	1,199.52
	Grounds Maintenance	7/4/16 - 10/14/16 5/1/17 - 6/30/17	12.00	40	24	11,520.00	881.28
	Grounds Maintenance	7/4/16 - 10/14/16 5/1/17 - 6/30/17	12.00	40	24	11,520.00	881.28
		SUB-TOTAL				38,720.00	2,962.08
	Beach Maintenance	7/4/16 - 9/16/16 5/1/17 - 6/30/17	14.00	40	20	11,200.00	856.80
	Beach Maintenance	7/4/16 - 9/16/16 5/1/17 - 6/30/17	12.00	40	20	9,600.00	734.40
	Beach Maintenance	7/4/16 - 9/16/16 5/1/17 - 6/30/17	12.00	40	20	9,600.00	734.40
	Restroom Custodian	7/1/16 - 9/9/16 6/19/17 - 6/30/17	12.00	56	12	8,064.00	616.90
		SUB-TOTAL				38,464.00	2,942.50
	Lifeguard Supervisor	7/1/16 - 9/05/16 6/19/17 - 6/30/17	18.75	48	12	10,800.00	826.20
	14 Lifeguards	7/1/16 - 9/5/16 6/20/17 - 6/30/16	12.00	560	11	73,920.00	5,654.88
		SUB-TOTAL				84,720.00	6,481.08
		Total Part-time Salaries for Buildings, Parks and Beaches				161,904.00	12,385.66

FY 2017

Utilities and Services
Grounds Maintenance
Gas and Fuel
Repair & Maintenance Equipment
Telephone
Office Supplies

Buildings, Parks and Beach Maintenance

Town of York, Maine
Parks and Recreation Department

Electric

Long Sands Restrooms	500
Grant House	2,400
York Beach Ball Park	400
Bog Road Athletic Fields	2,250
New Bog Road Maintenance Facility	1,000

Water

Long Sands Restrooms	1,700
York Beach Ball Park	1,850
Grant House	600

Sewer

Long Sands Restrooms	2,800
	<hr/>
	13,500

Heat

Grant House - wood pellets 16 ton @ \$250 per ton	4,000
Barn / Propane 425 gal. x 2.00 per gal. = 900	850
Bog Road Maintenance Facility	1,000
	<hr/>
	5,850

Repair & Maintenance Equipment

Routine Main. / Trucks, tractors, mowers (oil changes, tires, blade sharpening etc.)	5,000
Emergency repairs	5,000
	<hr/>
	10,000

<u>Gas and fuel</u> / Reg. 4,200 gal. x 3.00 per gal.	12,600
Desiel 470 gal. x 3.25 per gal.	1,528
	<hr/>
	14,128

Telephone

Parks office / voice and cable	2,300
Cell	600
	<hr/>
	2,900

<u>Office Supplies</u>	250
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FY2017

Repair & Maintenance Building

Contracts

Equipment

Uniforms

Supplies

Buildings, Parks and Beach Maintenance

Town of York, Maine
Parks and Recreation Department

Repair & Main. Buildings

Misc. Repairs and Maintenance 3,000
3,000

Contracts

Irrigation maintenance 3,500
Beach Raking 40,000
Fire Ext. Inspections / replacement 800
Turf maintenance / fertilizer 12,000
Parks cell phones (2) \$50 ea. Per mo. 1,200
copier / Ricoh \$160 x 12 mo. 1,920
Pest Management Grant House 800
Beach Profiling 700
60,920

Equipment

Beach rescue equipment/lifeguards 2,000
Landscape equipment 2,000
Lease/purchase Gator 3,000
7,000

Uniforms

Lifeguard Uniforms 14 Women's suits @ 50 700
14 mens trunks @ 30 420
15 sweat pants @ 20 300
15 Hats @ 20 300
30 T-Shirts @ 10.00 300
14 Jackets @ 50 700
Parks Crew 3 employees X \$400 1,200
Seasonal crew / shirts & Hats 650
4,570

FY 2017

Supplies

Buildings, Parks and Beach Maintenance

Town of York, Maine
Parks and Recreation Department

Building Supplies

Toilet Paper / Long Sands Restrooms	6,000
Paper Towels / Long Sands Restrooms	500
Trash Barrel Liners / Beaches	5,000
Hand Soap	400
Deodorizer	352
Floor Cleaner	120
Disinfectant Cleaner	100
Glass Cleaner	120
Rubber Gloves	700
Tile Cleaner	48
Mop Heads	<u>120</u>
	13,460

Grounds Maintenance Supplies

Screened loam	1,000
Trash can replacement / lids	500
Sod	400
Bark mulch / 60 yrds @ 35 per yrd	2,100
Infield mix / 30 yrds @ 47 per yrd	1,410
Turface / 40 bags @ 11.95 per bag	478
Crushed gravel / 30 yrds @ 40 per yrd	1,200
Grass seed / 20 bags @ 99 per bag	1,980
Trees / Shrubs / plantings	1,000
Sign repair / replacement	<u>1,000</u>
	11,068

Lifeguard Supplies

First Aid Supplies/Beaches	14 kits @ 40 ea.	560
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SCHOOL GROUNDS MAINTENANCE

BUDGET NARRATIVE FY-2017

School Grounds Maintenance- This budget oversees the maintenance of all school grounds and athletic fields and is responsible for managing and coordinating all aspects of athletic field maintenance and school property grounds keeping. Complete responsibility for all areas of turf maintenance and for providing the equipment, personnel and supplies required to maintain high quality turf areas. The department performs but is not limited to; mowing, trimming, brush removal, fertilizing and soil nutrition, top dressing, aeration, over seeding, pest control, infield grooming and field renovations. We are responsible for game preparation including field layout, striping game fields and assembling field goals and equipment for interscholastic athletic events. We work closely with school staff and community organizations to determine facility needs and improvements, safety issues, field use and the needs of various facility users. There is one full-time grounds keeper and one seasonal part-time employee assigned to this budget. Contracted services are exclusive to turf maintenance contracts.

<u>School Grounds and Athletic Fields</u>	<u>Acres</u>
York High School	
Grounds	4.5
Athletic Fields	12
York Middle School	
Grounds	2.5
Athletic Fields	3
Village Elementary School	
Grounds	1.5
Athletic Fields	4
Coastal Ridge School	
Grounds	3.5
Athletic Fields	1.75

Total Acreage: 32.75

	Actual FY15	Approved Budget FY16	Proposed Budget FY17	% Change + or -	\$ Change + or -
School Grounds and Maintenance					
Salaries	71,129	65,029	67,291	3.48%	2,262
FICA	5,619	5,289	5,468	3.39%	180
Retirement	3,884	4,097	4,189	2.24%	92
Health Benefits	7,619	8,609	8,690	0.94%	81
Total Salaries and Benefits	88,250	83,024	85,638	3.15%	2,614
Gas/Fuel	5,245	5,000	5,000	0.00%	0
Meetings/Membership				0.00%	0
Contracts - turf maintenance	20,852	25,000	25,000	0.00%	0
Equipment	4,252	3,000	4,000	33.33%	1,000
Repairs & Maintenance - Equipment	5,631	5,000	6,000	20.00%	1,000
Grounds Maintenance	0	3,000	3,000	0.00%	0
Uniforms	299		400		
Supplies	14,282	20,000	20,000	0.00%	0
Total Non-Salary Expenditures	50,561	61,000	63,400	3.93%	2,000
Total Requested Tax Appropriation	138,812	144,024	149,038	3.48%	5,014

Position	Salary	FICA	Retirement
Grounds Keeper	55,851	4,593	4,189
Part Time			
Grounds Maintenance	11,440	875	0
	67,291	5,468	4,189

Account	Rate	Grade	Factor	Weeks	Health	JOVA	MSR	FICA	
100.0701.5001 School Grounds									
Atherton, Scott									
26.05	71	40	Regular	52.4	54,600.80	4,095.06	4,490.23	63,186.09	
26.05	71	48	Sick Time	1	1,250.40	93.78	102.83	1,447.01	
	Flex	1			457.00			457.00	
	Single	1			8,546.76			8,546.76	
Total for Scott Atherton					55,851.20	4,188.84	-	4,593.06	73,636.86
Total for School Grounds					55,851.20	4,188.84	-	4,593.06	73,636.86

Town of York, Maine

Budget	Job Title	Employment Dates	Hourly Rate	Hours Per Week	Total Weeks	Total Salary	FICA
School Grounds and Athletic Fields 100.1701.5001	Grounds Maintenance	7/1/16 - 10/1/16 5/1/17 - 6/30/17	13.00	40	22	11,440.00	875.16
	<i>Total Part-time Salaries for School Grounds Maintenance</i>					11,440.00	875.16

FY 2017

Gas and Fuel
Equipment
Repair and Maintenance Equipment
Supplies
Contracts
Grounds Maintenance

School Grounds and Athletic Fields

Town of York, Maine
Parks and Recreation Department

Gas and Fuel

Gas 1,380 gal. x 3.00 per gal. =	4,140
Diesel 240 gal. x 3.25 per gal. =	780
	<hr/>
	4,920

Equipment

Lease/purchase mower	3,000
Misc. groundskeeping equipment	1,000
	<hr/>
	4,000

Repair and Maintenance Equipment

Trucks and mowing equipment	6,000
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Supplies

Field paint	11,000
Marking lime	800
Infield mix / 30 yrds @ 47 per yrd	1,410
Sod	500
Loam	500
Turface / 120 bags @ 11.95 per bag	1,434
Grass seed / 20 bags @ 99 per bag	1,980
Mulch / 40 yards @ 35 per yrd	1,400
Quick Dry / 30 bags @ 12.35 per bag	371
Mound Clay / 35 bags @ 18 per bag	630
	<hr/>
	20,025

Contracts

Turf maintenance	25,000
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Grounds Maintenance

Portable Toilets	3,000
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Veteran's Graves/Ancient Burial Grounds

BUDGET NARRATIVE FY-2017

This Budget oversees the maintenance and management of veteran gravesites and ancient burial grounds located throughout Town. There is one part time cemetery caretaker and one part time maintenance position assigned to this budget. The budget provides the personnel, equipment, supplies and materials to maintain approximately 70 Veteran's sites and 230 Ancient Burial Grounds. Scope of work includes tracking and documenting maintenance, mowing and trimming, brush removal, headstone repair and cleaning, tree work, railing and granite post repair and debris removal. This program has been introduced gradually over the last few years and has proven very successful.

	Actual FY15	Approved Budget FY16	Proposed Budget FY17	% Change + or -	\$ Change + or -
Veteran's Graves and Ancient Burial Grounds Maintenance					
Salaries	9,851	16,860	24,960	48.04%	8,100
FICA	754	1,290	1,909	48.04%	620
Total Salaries and Benefits	10,605	18,150	26,869	48.04%	8,720
Travel	1,141	0	0	#DIV/0!	0
Fuel/Gas		1,500	1,500	100.00%	0
Equipment	0	0	0	100.00%	0
R&M Equipment	0	550	750	100.00%	200
Supplies/Flags	4,924	5,070	5,000	-1.38%	-70
Contracts	0	0	3,000	100.00%	3,000
Total Non-Salary Expenditures	6,065	7,120	10,250	43.96%	3,130
Total Operating Expenditures	16,670	25,270	37,119	46.89%	11,850
Capital Maintenance Items	0	0	0	100.00%	0
Total Requested Tax Appropriation	16,670	25,270	37,119	46.89%	11,850

Town of York, Maine

Budget	Job Title	Employment Dates	Hourly Rate	Hours Per Week	Total Weeks	Total Salary	FICA
Veterans Graves and Ancient Burial Grounds 100.0601.5001	Grounds Maintenance	7/1/16 - 11/1/16 5/15/17 - 6/30/17	14.00	40	24	<u>13,440.00</u>	<u>1,028.16</u>
	Grounds Maintenance	7/1/16 - 9/30/16 5/15/17 - 6/30/17	12.00	40	24	<u>11,520.00</u>	<u>881.28</u>
<i>Total Part-time Salaries for Veteran Graves and Ancient Burial Grounds</i>						24,960.00	1,909.44

FY 2017

Fuel/Gas
R&M Equipment
Supplies

Veterans Graves and Burial Grounds

Town of York, Maine
Parks and Recreation Department

Fuel/Gas

480 gallons @ \$3.00 per gal. **1,440**

R&M Equipment

Blades/chains/sharpening **200**

Vehicle maintenance **550**

750

Supplies

Masonry adhesive **600**

Headstone cleaning products **350**

Grass seed/3 bags @\$90 each **270**

Topsoil/10 yrds @ \$35 per yd **350**

Flags for veterans graves **3,500**

5070

Contracts

Tree Removal **3,000**

Sohier Park / Nubble Light

BUDGET NARRATIVE FY-2017

This budget is specific to the operations and maintenance of Sohier Park and Cape Neddick Light Station. The budget is funded entirely from revenues generated at the gift shop located in the park. There are no tax dollars being requested. In general terms it is the profit from the gift shop that funds the operations and maintenance of the lighthouse and park.

The Parks and Recreation Department oversees the operations of the gift shop to include; purchasing, stocking, pricing, sales, inventory control, revenues, deposits and sales tax. The shop is open each year from May 1st through Columbus Day. Paid staff includes a gift shop manager and sales assistants. In the past the Gift Shop Manager has worked closely with the Sohier Park Committee to recruit and train volunteers to work as sales people and park ambassadors. Based on increased sales and overall volume the Town's auditors have recommended that paid employees fill the cashiers positions. Volunteers still serve as Lighthouse ambassadors.

The Sohier Park budget consists of two accounts, the Sohier Park Gift Shop Account and the Sohier Park / Nubble Light Maintenance and Operations Account.

The gift shop account shows only revenues and expenditures that are directly related to gift shop operations and provides the opportunity to evaluate the programs profitably before funds are allocated to the operations and maintenance of the park.

The maintenance and operations account is specific to the routine maintenance and operations of the park and lighthouse as well as the upkeep of the buildings, grounds and infrastructure. This provides a clear picture of the actual cost to maintain and operate the park separate from the gift shop. The profits from the gift shop account are used to fund the maintenance and operations account.

In May of 2013 voters approved a capital project to put a new 800 square foot addition on the Welcome Center and renovate the existing building. The project cost was \$200,000, of which \$150,000 was allocated from the general fund and \$50,000 from Sohier Park reserves. Voter approval required the general fund be paid back over a period of five years, principal plus interest.

The expanded gift shop has proven very successful and allowed us to modify the repayment schedule from 5 years to 2 years. The first payment was made in December of 2014 in the amount of \$77,857 and the second in December of 2015 in the same amount. The general fund has been paid back in full with interest. I have attached a list of proposed future capital projects at the Park and Lighthouse along with schedule for implementation.

	Actual FY15	Approved Budget FY16	Proposed Budget FY17	% Change + or -	\$ Change + or -
Sohier Park Gift Shop					
Miscellaneous	0	0	0	#DIV/0!	0
Gift Shop	478,293	475,000	480,000	1.05%	5,000
Donations	4,390	5,000	5,000	0.00%	0
Interest Earned	0	0	0	0.00%	0
Fund Balance beginning of year	119,196	66,707	102,283	53.33%	35,576
Total Revenues	601,880	546,707	587,283	7.42%	40,576 x
Salaries	52,201	72,011	77,320	7.37%	5,309
FICA	4,161	5,747	6,170	7.36%	423
Retirement	2,208	3,108	3,328	7.10%	221
Health Insurance	233	1,129	1,129	0.00%	0
Total Salaries and Benefits	58,803	81,994	87,946	7.26%	5,952 x
Utilities	623	0	0	0.00%	0
Telephone	2,732	2,400	2,800	16.67%	400
Fuel/Gas/Travel/Training	350	0	500	#DIV/0!	500
Contracts	11,690	2,300	2,700	17.39%	400
Postage	0	0	0	#DIV/0!	0
Equipment	2,006	1,500	1,500	0.00%	0
Printing/Advertising	0	2,000	2,000	0.00%	0
Grounds Maintenance	0	0	0	#DIV/0!	
Supplies	6,401	2,500	3,800	52.00%	1,300
Resale Items	288,167	200,000	250,000	25.00%	50,000
Total Non-Salary Expenditures	311,969	210,700	263,300	24.96%	52,600 x
Total Expenditures	370,772	292,694	351,246	20.00%	58,552
Net (Shortfall)/Excess (to be used for Sohier Park Maintenance)	231,108	254,013	236,037	-7.08%	-17,976
Transferred out to Sohier Park Maintenance	(63,306)	(75,793)	(78,426)	3.47%	-2,633
Transferred out to Capital Reserve Fund			(75,000)		
Transferred out to Welcome Center Const. Loan	(58,418)	(75,937)	0	-100.00%	75,937
Net (Shortfall)/Excess (to be carried forward)	109,384	102,283	82,611	-19.23%	-19,672

Status	Position	Salary	FICA	Retirement
FT	Gift Shop Manager	44,378	3,649	3,328
PT	Gift Shop Sales Assistant	32,942	2,520	0
		77,320	6,170	3,328

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303.0712.5001 Sohier Park Enterprise										
Avery, Ryan										
27.32	H10G	30	Regular	16	13,113.60		983.52	1,078.43	15,175.55	
28.63	H10H	30	Regular	36.4	31,263.96		2,344.80	2,571.07	36,179.83	
	Flex	0.75				228.50			228.50	
	In Lieu of	0.75				900.00			900.00	
Total for Ryan Avery					44,377.56	1,128.50	3,328.32	-	3,649.50	52,483.88
Total for Sohier Park					44,377.56	1,128.50	3,328.32	-	3,649.50	52,483.88

Town of York

Budget	Job Title	Employment Dates	Hourly Rate	Hours Per Week	Total Weeks	Total Salary	FICA
Sohier Park Gift Shop 303.0712.5001	Gift Shop Sales Clerk	7/1/16 - 9/30/16	13.00	112	13	18,928.00	1,448.00
		10/1/16 - 10/27/16	13.00	77	4	4,004.00	306.00
		4/24/17 - 6/30/17	13.00	77	10	10,010.00	766.00
<i>Total Part-time Salaries for Sohier Park Gift Shop</i>						32,942.00	2,520.00

FY 2017

Telephone
Contracts
Equipment
Printing and Advertising
Supplies
Resale Items

Sohier Park Gift Shop

Town of York, Maine
Parks and Recreation Department

Telephone

Welcome Ctr. (voice and data / \$170 per mo. / 2 lines)	2,040
Cell phone (gift shop mgr.)	<u>700</u>
	2,740

Contracts

Shopkeep (retail software / \$100 per mo.)	1,200
Computer software training	500
Web site maintenance	<u>1,000</u>
	2,700

Equipment

Computer Equipment (ipad-pc)	1,500
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Printing and Advertising

Friends of Nubble Light Brochures	2,000
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Supplies

Misc. store supplies / bags / fixtures and displays	3,000
Volunteer shirts, hats, jackets	<u>800</u>
	3,800

Resale Items

Inventory for gift shop	250,000
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	Actual FY15	Approved Budget FY16	Proposed Budget FY17	% Change + or -	\$ Change + or -
Sohier Park Maintenance					
Transfer From Gift Shop (above)	63,306	75,793	78,426	3.47%	2,633
Fund Balance beginning of year	0	7,343	7,343	0.00%	0
Total Revenues Available	63,306	83,136	85,769	3.17%	2,633
Salaries	16,540	22,005	22,477	2.14%	472
FICA	1,265	1,683	1,719	2.14%	36
Total Salaries and Benefits	17,805	23,688	24,196	2.14%	508
Utilities	3,245	5,250	3,900	-25.71%	-1,350
Telephone	0	0	0	#DIV/0!	0
Contracts	11,327	6,280	6,630	5.57%	350
Printing/Advertising	-626	1,675	1,800	7.46%	125
Repairs and Maintenance - building	6,852	31,600	5,500	-82.59%	-26,100
Repairs and Maintenance - equipment	3,034	0	0	#DIV/0!	0
Grounds Maintenance	0	0	31,000	#DIV/0!	31,000
Supplies	21,669	7,300	5,400	-26.03%	-1,900
Total Non-Salary Expenditures	45,500	52,105	54,230	4.08%	2,125
Total Expenditures	63,306	75,793	78,426	3.47%	2,633
Net (Shortfall)/Excess	0	7,343	7,343	0.00%	0

Status	Position	Salary	FICA	Retirement
PT	Gardner	4,000	306	
PT	Grounds Maintenance	9,405	719	0
PT	Custodian	9,072	694	0
		22,477	1,719	0

Town of York

Budget	Job Title	Employment Dates	Hourly Rate	Hours Per Week	Total Weeks	Total Salary	FICA
Sohier Park Maintenance 470.0000.5001	Grounds Maintenance	7/1/16 - 9/9/16					
		5/1/17 - 6/30/17	16.50	30	19	9,405.00	719.48
	Custodian	7/1/16 - 10/21/16					
		5/1/17 - 6/30/17	16.00	21	27	9,072.00	694.01
	Gardner	7/1/16 - 9/30/16					
		5/15/17 - 6/30/17	20.00	10	20	4,000.00	306.00
Total Part-time Salaries for Sohier Park Maintenance						22,477.00	1,719.49

FY 2017

Utilities

Telephone

Contracts

Printing and Advertising

Repairs & Maintenance - Bldg

Supplies

Sohier Park Operations & Maintenance

Town of York, Maine

Parks and Recreation Department

Utilities

Water	1,500
Sewer	2,000
Electric	400
	<hr/>
	3,900

Contracts

Lighthouse (data for web cams / \$175 per mo.)	2,100
Simplex Grinnell (Service contract fire alarm - lighthouse)	500
Tent Rental (Nubble Lighting, Christmas in July, volunteer picnic)	1,800
Band Rental (Nubble Lighting, Christmas in July)	1,000
Portable toilets (Lighting of the Nubble)	400
Overboard discharge fee (Lighthouse)	350
Turf Maintenance	480
	<hr/>
	6,630

Printing and Advertising

Nubble Lighting Brochure	1,800
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Repair and Maintenance - Buildings

Christmas lights and decorations	1,500
General repairs welcome center / keepers house	4,000
	<hr/>
	5,500

Grounds Maintenance

3 outside trash cans (park) \$500 ea.	1,500
Bench repair and replacement	3,500
Irrigation system / Park	8,000
Paving	5,000
Sod and turf repairs	5,000
Tramway repairs	8,000
	<hr/>
	31,000

Supplies

Restroom and cleaning Supplies, trash bags	4,000
Mulch / loam	600
Flowers / plantings	800
	<hr/>
	5,400

MOUNT AGAMENTICUS

BUDGET NARRATIVE FY-2017

Mount Agamenticus Conservation Program- This budget addresses the operations and maintenance of the Town owned buildings, summit park, and conservation land at Mount Agamenticus. The budget is funded by revenues generated through tower leases, user fees, grants, and donations to include contributions from coalition members on the Mount Agamenticus Steering Committee. No tax dollars are being requested as part of this budget.

This budget funds project supplies, contracts, and seasonal part-time salaries for a crew to do the intensive hand labor that is required to remediate trails, protect important natural resources, lead a growing workforce of volunteers, and guide an increasing number of visitors. Positions associated with this budget include a trail/facilities supervisor, two conservation crew members and a park attendant/outreach specialist.

Thanks to a tremendous investment by the Town thru capital projects and remarkable work by dedicated staff and volunteers Mount Agamenticus is a well maintained attractive destination that offers a wonderful outdoor experience for locals and visitors of all ages. Mt. Agamenticus is now a community resource and local gem for over 40,000+ visitors each year. Annual use surveys and casual observations suggest that the number of people and the frequency of their visits continue to steadily increase.

The Mount Agamenticus Conservation Program will continue to strive to maintain the Town's investment and meet our community's expectations that the area is a safe, accessible, and environmentally friendly place where people can come to enjoy with their families and proudly share with friends and visitors. It is a place where people can connect with nature, explore the wilderness and healthy natural resources, experience 40 miles of well-marked and maintained trails, enjoy breathtaking views of the distant mountains, inland ponds and Atlantic seacoast, and participate in guided or self-guided educational programming.

Additional work plans for FY17 (beyond annual maintenance and remediation projects) include:

- Implementing comprehensive strategic and trail plans that prioritize goals based on a shared vision for the future.
- Completing a universally designed accessible summit trail that will improve the quality of life for everyone.
- Managing shrubland, a place where early successional species thrive.
- Expanding visitor parking and managing traffic flow.
- Managing increased visitation and growing needs without compromising the very natural resources that make the area special.

A major and successful program like this doesn't come without a cost and cannot be sustained with the current level of funding. Increased and secure operational funds are needed. Past funding that we once relied upon are no longer available. New sources

from various trusts and foundations that align with identified priority projects will continue to be pursued. In kind donations will also continue to help offset costs though they require strong local support thru matching funds. Unfortunately, these resources are not reliable for long term operations. Other possibilities to carry us forward include fundraisers, user fees, etc. but come with their own costs and would take additional resources. With the Town's continued and increased support in the future, we can meet the communities' expectations and reinforce Mount A as one of Maine's "Last Great Places".

	Actual FY15	Approved Budget FY16	Proposed Budget FY17	% Change + or -	\$ Change + or -
Mt. Agamenticus					
Tower Rental	43,655	44,580	46,683	4.72%	2,103
User Fees	3,153	3,000	5,000	66.67%	2,000
Grants/Donations	33,436	39,843	28,400	-28.72%	-11,443
Fund Balance beginning of year	25,883	2,066	1,505	-27.15%	-561
Total Revenues	106,127	89,489	81,588	-8.83%	-7,901
Salaries	82,745	54,913	50,629	-7.80%	-4,284
FICA/Benefits	6,699	4,201	3,874	-7.78%	-327
Retirement	4,176	0	0	#DIV/0!	0
Health Benefits	1,581	0	0	#DIV/0!	0
Total Salaries and Benefits	95,201	59,114	54,503	-7.80%	-4,611
Utilities	1,749	2,000	2,000	0.00%	0
Heat	1,322	2,000	1,600	-20.00%	-400
Telephone	1,024	1,920	2,040	6.25%	120
Postage	5	250	250	0.00%	0
Fuel/Gas	0	1000	1,000	0.00%	0
Contracts	12,318	8,000	8,000	0.00%	0
Meetings & Memberships	100		350		
Printing/Advertising	2,684	2,000	2,000	0.00%	0
Repairs & Maintenance - Bldg	774	4,700	3,700	-21.28%	-1,000
Repairs & Maintenance - Equip	0	1,000	500	-50.00%	-500
Equipment	0	0	0	0.00%	0
Supplies	3,460	5,500	3,600	-34.55%	-1,900
Uniforms/Refunds	0	500	500	0.00%	0
Total Non-Salary Expenditures	23,435	28,870	25,540	-11.53%	-3,680
Total Expenditures	118,637	87,984	80,043	-9.03%	-7,941
Total Requested Tax Appropriation	0	0	0	0.00%	0
Net (Shortfall)/Excess	(12,510)	1,505	1,545	2.65%	40
Transfer In	39,501				
Transfer out	0	0	0	#DIV/0!	0
Net (Shortfall)/Excess	26,991	1,505	1,545	2.65%	40

Position	Position	Salary	FICA	Retirement
Trails Supervisor		24,660	1,886	0
Trail Crew (2)		14,592	1,118	0
Park Attendant		11,377	870	0
		50,629	3,874	0

**Mount Agamenticus Enterprise Fund FY17
Projected Revenue**

Tower Rental

Crown Castle	\$3040.26 per month	\$36,483.00
Boston and Maine Corporation	\$850.00 per month	\$10,200.00
Total		<u>\$46,683.00</u>

Partner Contributions

York Water District		\$8,000.00
York Land Trust		\$6,700.00
Great Works Regional Land Trust		\$4,250.00
Town of South Berwick		\$4,250.00
Total		<u>\$23,200.00</u>

Grants and Donations

Miscellaneous Lodge/Tubes		\$5,200.00
Total		<u>\$5,200.00</u>

User Fees

Special Use Permits/Lodge Rental		\$5,000.00
Total		<u>\$5,000.00</u>

Total Projected Revenue **\$80,083.00**

Town of York, Maine

Budget	Job Title	Employment Dates	Hourly Rate	Hours Per Week	Total Weeks	Total Salary	FICA
Agamenticus	Trails Supervisor	7/4/16 - 9/23/16	21.00	30	12	7,560.00	578.00
		9/26/16 - 4/21/17	21.00	20	30	10,800.00	826.00
		302.0711.5001	4/24/17 - 6/30/15	21.00	30	10	6,300.00
						24,660.00	1,886.00
	Trail Crew (1)	7/4/16 - 9/23/16	12.00	32	12	4,608.00	353.00
		5/16/17 - 6/30/17	12.00	32	7	2,688.00	206.00
						7,296.00	559.00
	Trail Crew (2)	7/4/16 - 9/23/16	12.00	32	12	4,608.00	353.00
		5/16/17 - 6/30/17	12.00	32	7	2,688.00	206.00
						7,296.00	559.00
	Park Attendant	7/4/16 - 11/4/16	12.00	24	18	5,185.00	397.00
		11/17/16 - 4/28/17	12.00	12	25	3,600.00	275.00
		5/1/17 - 6/30/17	12.00	24	9	2,592.00	198.00
						11,377.00	870.00
	Total Par-time Salaries for Mount agamenticus Enterprises					50,629.00	3,854.00

FY 2017

Utilities
Telephone
Contracts
Printing/Advertising
Repairs & Maintenance - Bldg
Grounds Maintenance
Supplies

Mount Agamenticus

Town of York, Maine
Parks and Recreation Department

Utilities

Electric/Lodge and Conservation office 2,000

Heat

Conservation office 1,600

Telephone

Time Warner - Voice and Data \$120 per month 1,440
(Con. Coord.) cell phone \$50 per month 600

2,040

Gas and Fuel

1,000

Contracts

Pest control 500
Portable toilet rentals 5,000
Web site upgrade 2,000
Web host 500

8,000

Printing/Advertising

Trail maps and brochures 2,000

Repairs & Maintenance - Bldg

Roof repairs lodge 3,000
Seasonal opening and closing/lodge 400
Fire Extinguisher and emergency lights/ Lodge 300

3,700

Repairs & Maintenance - Equip

Van, Gator, Chain Saws 1,000

Supplies

Trail Signs 500
Wood Chips 500
Crushed Gravel 600

Office Supplies	500
Trail maintenance supplies	1,500
	<hr/>
	3,600

<u>Uniforms</u>	500
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HARTLEY MASON PARK / HARBOR BEACH RESTROOMS

BUDGET NARRATIVE FY-2017

Hartley Mason Park / Harbor Beach Restrooms- This budget oversees the maintenance of Hartley Mason Park and the restroom building at Harbor Beach. Employees include one seasonal part-time custodian and a seasonal part-time groundskeeper. Utilities include water, sewer and electric at the restroom facility.

Funding for this budget is provided by the park trustees and a percentage of the parking stickers and meter fees.

	Actual FY15	Approved Budget FY16	Proposed Budget FY17	% Change + or -	\$ Change + or -
Hartley Mason Park/Harbor Beach Restrooms					
Hartley Mason Estate	8,500	8,500	10,000	17.65%	1500
HBB Parking Stickers			13,000		
HBB Tickets/Meters			12,000		
Beach Reserve Account	22,759	22,000		-100.00%	-22,000
Fund Balance beginning of year	2,508	4,610	2,283	-50.49%	-2,328
Total Revenues	33,767	35,110	37,283	6.19%	2,172
Salaries	20,490	21,670	21,670	0.00%	0
FICA	1,568	1,658	1,658	0.00%	0
Utilities	2,355	2,500	2,950	18.00%	450
Equipment/Contracts	273	0	0	0.00%	0
Repairs & Maintenance - Bldg	1,060	3,000	4,100	36.67%	1100
Supplies	984	4,000	4,000	0.00%	0
Total Expenditures	26,730	32,828	34,378	4.72%	1,550
Net (Shortfall)/Excess to/from Special Revenue Fund Balance	7,037	2,283	2,905	27.26%	622

Town of York, Maine

Job Title	Employment Dates	Hourly Rate	Hours Per Week	Total Weeks	Total Salary	FICA
Budget						
Hartley Mason Park/ Harbor Beach Restrooms	Custodian	7/4/16 - 11/4/16				
		5/1/17 - 6/30/17	16.50	20	27	8,910.00 681.62
	Groundskeeper	7/4/16- 11/18/16				
		5/1/17- 6/30/17	20.00	22	29	12,760.00 976.14
Total Part-time Salaries for Park and Restrooms					21,670.00	1,657.76

FY 2017

Utilities
R & M Buildings
Supplies

Hartley Mason Park / Harbor Beach Restrooms

Town of York, Maine
Parks and Recreation Department

Utilities

Water	1300
Sewer	1,200
Electricity	<u>450</u>
	2,950

R & M Buildings

Seasonal opening and closing	600
Misc. repairs and maintenance	500
Exterior staining and painting	<u>3,000</u>
	4,100

Supplies

Cleaning and restroom supplies	4,000
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GOODRICH PARK

BUDGET NARRATIVE FY-2017

Goodrich Park Enterprise Fund-This budget is funded from revenues received from the apartment rental at the Grant House and is used to maintain the buildings and grounds at Goodrich Park. Tree work, parking lot maintenance, trail remediation and routine maintenance to the house and barn are included.

	Actual FY15	Approved Budget FY16	Proposed Budget FY17	% Change + or -	\$ Change + or -
Grant House					
Apartment Rental	7,800	8,400	8,400	0.00%	0
User Fees & Donations	0	0	0	0.00%	0
Fund Balance Beginning of year	2,312	4,444	4,844	9.00%	400
Total Revenues Available	10,112	12,844	13,244	3.11%	400
Utilities	0	0	0	0.00%	0
Heat	1,619	0	0	0.00%	0
Contracts	178	0	0	0.00%	0
Repairs & Maintenance - Bldg	5,510	6,000	5,700	-5.00%	-300
Grounds Maintenance & Supplies	0	2,000	2,800	40.00%	800
Total Expenditures	7,306	8,000	8,500	6.25%	500
Net (Shortfall)/Excess	2,806	4,844	4,744	-2.06%	-100

FY 2017

Repair and Maintenance - Buildings
Grounds Maintenance & Supplies

Grant House / Goodrich Park

Town of York, Maine

Repair and Maintenance - Building

Carpet Central office	2,000
Replace air conditioner / conference room	3,700
	<hr/>
	5,700

Grounds Maintenance & Supplies

Parking lot maintenance - (gravel and grading)	1,000
Tree work / Trail maintenance	1,000
Sign repair and replacement	800
	<hr/>
	2,800

COMMUNITY RECREATION

BUDGET NARRATIVE FY-2017

The Parks and Recreation Department provides the resources necessary to develop, market, implement and supervise community recreation programs and special events. Programs include, but are not limited to, youth athletic leagues, youth instructional camps, youth day camps, youth enrichment classes, adult athletic leagues, adult instructional sessions, adult enrichment, and adult fitness offerings. Our largest programs continue to be our Junior Adventure and Outdoor Adventure Camps. In the summer of 2015 the camps enrolled 199 and 193 participants respectively, with an average daily attendance of approximately 75 per camp. Basketball also continues to be popular with 13 programs throughout the year focused on the sport, serving approximately 1,533 athletes from grade Kindergarten through adult. Some programs are not designed with such large numbers in mind; new to us this year was a class called Fit to Write, which filled with an enrollment of 12. Our theatre productions are unique in that they serve as both a program and a community special event; more than 60 actors were involved and approximately 520 people enjoyed the show over the course two days.

Our Special Events are one of the means through which we promote and develop a sense of community. Our events target a wide variety of age groups and interests. Whether a program or an event, our first priority is to provide the opportunity for the enhancement of well-being and the enrichment of life-style. Many of our Events are held in collaboration with other groups and organizations. In some cases events are free for the community to enjoy such as the Annual Lighting of the Nubble and the Costume Parade and Halloween Hop. Others have a specified fee associated with them such as our Road Races and the Polar Express.

Our staff is community focused and committed to providing high quality recreational services that are safe, affordable and meet the need of the community. The majority of programs are run at school and municipal facilities and athletic fields. As we work to meet customer demand, the demand on space grows. The need for an additional community facility is increasing and evident. Additional community programming space would afford us the opportunity to expand upon existing programs as well as add new ones.

Programs are funded primarily through user fees, however we do have a strong corporate sponsorship program to offset program costs and need based scholarships. Our work in this area promotes a great deal of day to day contact with community service organizations and the business community. The Department oversees a large number of seasonal part-time employees, program contractors and community volunteers. During the summer of 2015, we had in upwards of 100 seasonal employees on staff.

Recreation Department Budget- This budget represents one full time salary and partial funding of two other full time positions. It includes the full salary and benefits of the Assistant Parks and Recreation Director, one half the salary and benefits of a Secretarial position and one quarter the salary and benefits of the Recreation Specialist/Gift Shop Manager. Specifically this budget represents that portion of the recreation program that is funded through tax dollars.

Recreation Enterprise Fund- This budget is funded entirely from user fees, program sponsorships and fundraisers. There are no full time employees assigned to this budget. Part-time seasonal employees include a recreation clerk, youth enrichment coordinator, special events coordinator, recreation maintenance support and program instructors. Contracted services requested are specific to recreation program contractors and include sports officials and private businesses contracted to provide recreational services.

	Actual FY15	Approved Budget FY16	Proposed Budget FY17	% Change + or -	\$ Change + or -
Recreation Department					
Salaries	93,090	100,900	108,111	7.15%	7,211
FICA	6,971	7,912	8,478	7.14%	565
Retirement	7,106	8,508	9,549	12.23%	1,041
Health Benefits	18,199	23,575	24,544	4.11%	969
Total Salaries and Benefits	125,365	140,895	150,682	6.95%	9,787
Supplies	0	0	0	0.00%	0
Contracts	0	0	0	0.00%	0
Total Non-Personnel Expenditures	0	0	0	0.00%	0
Total Requested Tax Appropriation	125,365	140,895	150,682	6.95%	9,787

Position / Full-Time	Salary	FICA	Retirement
Assistant Parks and Recreation Director	72,033	5,511	6,771
Recreation Specialist 25%	14,793	1,216	1,109
1/2 Secretarial Position	21,286	1,750	1,596
	108,111	8,478	9,477

Account	Rate	Grade	Factor	Weeks	Health	ICMA	MSR	FICA		
100.0703.5001 Recreation Administration										
O'Dea, Erin	19.72	H7C	20	Regular	18	7,099.20	532.44	583.82	8,215.46	
	20.62	H7D	20	Regular	34.4	14,186.56	1,063.99	1,166.67	16,417.22	
		Flex	0.5				228.50		228.50	
		Single	0.5				4,273.38		4,273.38	
				Total for Erin O'Dea		21,285.76	1,596.43	-	1,750.49	29,134.56
Avery, Ryan	27.32	H10G	10	Regular	16	4,371.20	327.84	359.48	5,058.52	
	28.63	H10H	10	Regular	36.4	10,421.32	781.60	857.02	12,059.94	
		Flex	0.25				114.25		114.25	
		In Lieu of	0.25				300.00		300.00	
				Total for Ryan Avery		14,792.52	1,109.44	-	1,216.50	17,532.71
Cogger, Robin	1,317.96	S13H	1	Regular	15	19,769.40		1,858.32	1,512.36	23,140.08
	1,397.43	S13I	1	Regular	37.4	52,263.72		4,912.79	3,998.17	61,174.69
		Flex	1				457.00		457.00	
		Family	1				19,170.91		19,170.91	
				Total for Robin Cogger		72,033.12	19,627.91	6,771.11	5,510.53	103,942.68
				Total for Recreation Administration		108,111.40	24,544.04	2,705.87	8,477.52	150,609.95

	Actual FY15	Approved Budget FY16	Proposed Budget FY17	% Change + or -	\$ Change + or -
Enterprise Funds					
Recreation Department					
Revenues - User Fees	487,953	470,000	503,813	7.19%	33,813
Revenues - Sponsorships/Donations	50,175	60,000	69,100	15.17%	9,100
Fund Balance beginning of year (prepaid revenue)	144,912	77,245	100,337	29.90%	23,092
Total Revenues	683,040	607,245	673,250	10.87%	66,005
Salaries	209,587	210,225	268,056	27.51%	57,831
FICA	16,100	16,082	20,507		
Benefits	49			27.51%	4,425
Health	555	0	0	0.00%	0
Total Salaries and Benefits	226,292	226,307	288,563	27.51%	62,256
Utilities	0	0	0	0.00%	0
Telephone	2,019	2,400	3,000	25.00%	600
Contracts	178,365	180,000	120,000	-33.33%	-60,000
Heat	0	0	0	0.00%	0
Fuel/Gas	0	2,000	2,000	0.00%	0
Equipment	2,861	4,000	7,500	87.50%	3,500
Printing/Advertising	17,193	15,000	18,000	20.00%	3,000
Uniform	0	0	0	0.00%	0
Postage	1,822	2,700	2,700	0.00%	0
Meetings/ Memberships / Travel	1,576	3,000	3,000	0.00%	0
R & M Equipment	-35	0	0	0.00%	0
Refunds	1,055	5,000	5,000	0.00%	0
Supplies	70,204	65,000	60,000	-7.69%	-5,000
Office Supplies	0	1,500	1,500	0.00%	0
Total Non-Salary Expenditures	275,060	280,600	222,700	-20.63%	-57,900
Total Expenditures	501,351	506,907	511,263	0.86%	4,356
Net (Shortfall)/Excess (prepaid revenue)	181,688	100,337	161,987	61.44%	61,650

Recreation Department Salaries

Position / Full-Time	Salary	FICA	Retirement
	0		
Part-Time	Salary	FICA	Retirement
Special Events Coordinator	20,800	1,591	0
Recreation Clerk	9,321	713	0
Recreation Maintenance	31,680	2,424	
Youth Enrichment Coordinator	12,000	918	0
Program Instructors	194,255	14,861	0
	268,056	20,507	0

Town of York, Maine

Job Title	Employment Dates	Hourly Rate	Hours Per Week	Total Weeks	Total Salary	FICA
Budget						
Recreation Clerk	7/1/16 - 9/9/16	13.00	38	10	4,875.00	372.94
	5/1/17 - 6/30/17	13.00	38	9	4,446.00	340.12
					<u>9,321.00</u>	<u>713.06</u>
Special Events Coordinator	Year Round	16.00	25	52	20,800.00	1,591.20
Recreation Maintenance	Year Round	16.00	15	52	12,480.00	954.72
Recreation Maintenance	7/1/16 - 9/9/16					
	5/1/17 - 6/30/17	12.00	40	20	9,600.00	734.40
Recreation Maintenance	7/4/16 - 9/9/16					
	5/1/17 - 6/30/17	12.00	40	20	9,600.00	734.40
Youth Enrich. Coor.	Year Round	(Stipend)			12,000.00	918.00
Program Instructors	(See Recreation Program Budgets)				194,250.00	14,860.13
Total Part-time Salaries for Recreation Enterprise					268,051.00	20,505.90

FY 2017

Telephone
Printing and Advertising
Meetings and Memberships
Postage
Office Supplies
Equipment

Recreation Department

Town of York, Maine

Telephone

Time Warner (Office voice and data)	2,400.00
Cell phone	600.00
	<hr/>
	3,000.00

Printing and Advertising

Summer Brochure	9,000.00
Winter Brochure	7,500.00
Misc. Flyers and Advertising	1,500.00
	<hr/>
	18,000.00

Meetings and Memberships

MRPA (memberships)	175.00
NRPA (memberships)	225.00
SMART (memberships)	25.00
NNEPRC (conference) 3 employees @ 375 ea	1,125.00
MRPA (spring conference) 2 employees @ 275 ea.	550.00
Miscellaneous mileage	900.00
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	3,000.00

Postage

Bulk Mailing	2,000.00
Office Mail	700.00
	<hr/>
	2,700.00

Office Supplies

1,500.00

**Recreation Enterprise Fund FY17
Projected Revenue**

Adult Programs	25,413
Childrens Instructional Programs	91,790
Day Camps	204,060
Youth Athletic Leagues	92,435
Youth Enrichment Programs	55,225
Community Special Events	34,890
Corporate Sponsorship Program	<u>69,100</u>
Total Projected Revenue	572,913

Recreation Program Budgets									
Program:	Enrollment:	Revenue:	Salaries:	Supplies:	Contracts:	Equipment:	Total Expenses:	Total Net:	
Adult Programs									
Adult Co-ed Volleyball		\$1,400.00	\$1,350.00				\$1,350.00	\$50.00	
Adult Volleyball League	60	\$4,000.00	\$1,440.00	\$640.00		\$500.00	\$2,580.00	\$1,420.00	
Jacki's Dance Aerobics	16	\$1,640.00	\$1,000.00				\$1,000.00	\$640.00	
Men's Over 30 Basketball	8+	\$4,700.00	\$1,200.00	\$100.00			\$100.00	\$4,600.00	
Yogalates on the Beach	15+	\$2,355.00	\$1,200.00				\$1,200.00	\$1,155.00	
Beach Bootcamp	3+	\$325.00	\$203.00				\$203.00	\$122.00	
Baby Boomer Week-Long Golf at CNCC	21	\$2,625.00			\$2,362.50		\$2,362.50	\$262.50	
Adult Golf at the Ledges	9	\$585.00			\$526.50		\$526.50	\$58.50	
Adult Golf at CNCC	10	\$1,000.00			\$900.00		\$900.00	\$100.00	
Zumba on the Beach	3+	\$1,313.00	\$1,037.00				\$1,037.00	\$276.00	
Adult Tennis Ladder	3	\$0.00	\$0.00				\$0.00	\$0.00	
Soccer - Co-ed Pick-up Games		\$0.00	\$0.00				\$0.00	\$0.00	
Tennis Scheduling Online		\$360.00			\$120.00		\$120.00	\$240.00	
Co-ed Softball League	5 Teams	\$3,750.00	\$1,330.00	\$1,290.33		\$200.00	\$2,820.33	\$929.67	
Adult Kayaking	23	\$1,360.00	\$384.00	\$250.00			\$634.00	\$726.00	
		\$25,413.00	\$7,944.00	\$2,280.33	\$3,909.00	\$700.00	\$14,833.33	\$10,579.67	
Children's Instructional Programs									
Hammerhead Wrestling	10	\$600.00	\$480.00				\$480.00	\$120.00	
Hammerhead Wrestling	20	\$1,800.00	\$1,440.00				\$1,440.00	\$360.00	
Wildcat Field Hockey Camps	38	\$2,280.00	\$1,650.00	\$360.00			\$2,010.00	\$270.00	
Junior Golf at Cape Neddick	46	\$2,530.00			\$2,277.00		\$2,277.00	\$253.00	
Junior Golf Lessons at the Ledges	31	\$1,860.00			\$1,550.00		\$1,550.00	\$310.00	
Surf Point Stables	13	\$4,875.00			\$4,745.00		\$4,745.00	\$130.00	
Hammerhead Wrestling	18	\$1,620.00	\$1,296.00				\$1,296.00	\$324.00	
Swimming Lessons	66	\$2,970.00	\$1,800.00	\$200.00			\$2,000.00	\$970.00	
Swimming at the YMCA	19	\$1,710.00	\$240.00		\$1,292.00		\$1,532.00	\$178.00	
Shaolin Kenpo Karate	40	\$3,200.00	\$2,160.00			\$700.00	\$2,860.00	\$340.00	
Fall Wildcat Field Hockey	30	\$1,500.00		\$240.00	\$500.00		\$740.00	\$760.00	
Hammerhead Wrestling	22	\$1,980.00	\$1,584.00				\$1,584.00	\$396.00	
Swimming Lessons	72	\$3,240.00	\$1,800.00				\$1,800.00	\$1,440.00	
Healthy Hometowns Cross Country Ski Rentals	57	\$3,705.00			\$3,135.00		\$3,135.00	\$570.00	
Cross Country Nordic Skiing	23	\$2,415.00			\$2,185.00		\$2,185.00	\$230.00	
Shawnee Peak Ski-liffic Program	227	\$7,800.00	\$800.00	\$800.00	\$6,915.00		\$7,715.00	\$85.00	
Gunstock Ski Trips	72	\$3,960.00	\$400.00		\$3,310.00		\$3,310.00	\$250.00	
Horseback Riding - Vacation Camps	5	\$1,750.00			\$1,700.00		\$1,700.00	\$50.00	
Flag Football	36	\$2,700.00	\$150.00	\$360.00	\$840.00		\$1,350.00	\$1,350.00	
Kindergym	10	\$1,000.00	\$500.00				\$500.00	\$500.00	
Kayak Camps	56	\$7,000.00	\$4,400.00	\$648.00		\$1,200.00	\$6,248.00	\$752.00	
Ride the Five Surf Program	16	\$6,320.00			\$6,160.00		\$6,160.00	\$160.00	
Youth Surfing	68	\$6,120.00			\$5,930.00		\$5,930.00	\$190.00	
Track and Field	68	\$9,240.00	\$4,560.00	\$4,040.00			\$8,600.00	\$640.00	
Youth Tennis	74	\$6,400.00	\$6,000.00	\$400.00			\$6,400.00	\$0.00	
Hike and Bike Club	3	\$165.00	\$120.00				\$120.00	\$45.00	

Recreation Program Budgets

Program:	Enrollment:	Revenue:	Salaries:	Supplies:	Contracts:	Equipment:	Total Expenses:	Total Net:
Fit to Write	12	\$900.00	\$500.00	\$100.00			\$600.00	\$300.00
Me and my Dog	11	\$880.00			\$780.00		\$780.00	\$100.00
PUSH Volleyball Camp	17	\$1,270.00			\$1,068.00		\$1,068.00	\$202.00
		\$91,790.00	\$29,880.00	\$6,348.00	\$42,387.00	\$1,900.00	\$80,515.00	\$11,275.00
Day Camps								
Junior Adventure Day Camp	168	\$5,880.00			\$1,000.00		\$1,000.00	\$4,880.00
Junior Adventure Day Camp Registration Fees		\$103,114.00	\$63,100.00	\$7,264.80	\$10,828.00		\$81,192.80	\$21,921.20
Outdoor Adventure Day Camp	171	\$5,985.00			\$1,000.00		\$1,000.00	\$4,985.00
Outdoor Adventure Day Camp Registration Fees		\$89,081.00	\$49,300.00	\$3,821.16	\$15,311.00		\$68,432.16	\$20,648.84
		\$204,060.00	\$112,400.00	\$11,085.96	\$28,139.00	\$0.00	\$151,624.96	\$52,435.04
Youth Athletic Leagues								
T-Ball	80	\$4,800.00	\$1,875.00	\$960.00		\$200.00	\$3,035.00	\$1,765.00
National League Baseball	60	\$3,600.00	\$1,125.00	\$600.00		\$200.00	\$1,925.00	\$1,675.00
Indoor Gym Soccer	8	\$3,400.00	\$1,050.00	\$700.00		\$120.00	\$1,870.00	\$1,530.00
Mud League Basketball	2	\$1,740.00	\$900.00	\$290.00			\$1,190.00	\$550.00
Lacrosse - Grades K-8	231	\$16,485.00	\$368.00	\$7,042.25	\$5,316.58	\$1,743.89	\$14,470.72	\$2,014.28
Summer Swiss Basketball League	96	\$4,800.00	\$1,400.00	\$2,874.00			\$4,274.00	\$526.00
Oceanside Hoop Camp	74	\$7,030.00	\$5,000.00	\$1,880.00			\$6,880.00	\$150.00
Wildcat Hoop Camps	77	\$4,945.00	\$2,007.00	\$647.00		\$1,000.00	\$3,654.00	\$1,291.00
Boys High School Basketball League	23	\$920.00	\$300.00	\$200.00			\$500.00	\$420.00
Girls High School Basketball League	7+	\$500.00	\$300.00	\$160.00			\$460.00	\$40.00
York Soccer Camp	16	\$2,000.00			\$1,840.00		\$1,840.00	\$160.00
Youth Soccer Leagues	81	\$3,645.00	\$864.00	\$200.00		\$1,200.00	\$2,264.00	\$1,381.00
Seacoast United Soccer Camp	86	\$9,240.00			\$8,490.00		\$8,490.00	\$750.00
Travel Basketball	48	\$4,080.00	\$480.00	\$800.00	\$2,400.00		\$3,680.00	\$400.00
Youth Basketball Leagues - K-9	283	\$18,845.00	\$11,491.00	\$5,058.00			\$16,549.00	\$2,296.00
Winter Lacrosse	81	\$6,405.00	\$525.00	\$810.00	\$2,940.00	\$200.00	\$4,475.00	\$1,930.00
		\$92,435.00	\$27,685.00	\$22,221.25	\$20,986.58	\$4,663.89	\$75,556.72	\$16,878.28
Youth Enrichment Programs								
Beach Bum Theater	11	\$855.00	\$200.00				\$200.00	\$655.00
Broadway and Beyond	5	\$435.00	\$300.00				\$300.00	\$135.00
Cheerleading Camp	9	\$960.00	\$500.00	\$10.09			\$510.09	\$449.91
Crochet - An Introduction	5	\$375.00	\$160.00				\$160.00	\$215.00
Cupcake Camp	10	\$820.00	\$120.00	\$130.62			\$250.62	\$569.38
DIY - Arts and Crafts	7	\$640.00	\$120.00	\$130.62			\$250.62	\$389.38
Drone Camp	11	\$4,400.00			\$4,125.00		\$4,125.00	\$275.00
Flashmob! In a Flash!	33	\$165.00					\$0.00	\$165.00
Get Ready for Kindergarten	35	\$1,750.00	\$465.00				\$465.00	\$1,285.00
Get Ready for 5th Grade	50	\$2,500.00	\$480.00				\$480.00	\$2,020.00
Get Up and Dance	4	\$375.00	\$175.00				\$175.00	\$200.00
Junior Fashion Camps	22	\$2,245.00	\$850.00	\$92.86			\$942.86	\$1,302.14
Lego Camps	35	\$3,160.00	\$1,350.00				\$1,350.00	\$1,810.00
Mad Science Electricity, Chemistry & Magnets	13	\$1,570.00			\$1,170.00		\$1,170.00	\$400.00

Recreation Program Budgets

Program:	Enrollment:	Revenue:	Salaries:	Supplies:	Contracts:	Equipment:	Total Expenses:	Total Net:
Paint, Paint Palooza	9	\$720.00	\$146.00	\$54.55			\$200.55	\$519.45
Piano Camp	11	\$825.00	\$200.00				\$200.00	\$625.00
Princess Academy	11	\$935.00	\$200.00				\$200.00	\$735.00
Remote Control Race Camp	12	\$4,800.00			\$4,500.00		\$4,500.00	\$300.00
Safe Sitter Summer Camp	21	\$2,910.00	\$900.00				\$900.00	\$2,010.00
Stand-Up for Comedy	22	\$3,300.00	\$1,500.00				\$1,500.00	\$1,800.00
Step Up to CRES	16	\$850.00	\$240.00				\$240.00	\$610.00
Summer Stock	24	\$3,600.00	\$1,500.00	\$10.98			\$1,510.98	\$2,089.02
Zentangle! Drawing is Fun!	7	\$400.00	\$170.00				\$170.00	\$230.00
Zentangle! Drawing is Fun!	10	\$510.00	\$200.00				\$200.00	\$310.00
"A Christmas Carol" & Ticket Sales	61+	\$7,075.00	\$3,050.00	\$140.00			\$3,190.00	\$3,885.00
"Dying to See You" & Ticket Sales	37+	\$4,620.00	\$1,700.00	\$92.87			\$1,792.87	\$2,827.13
Nature Club	66	\$3,800.00			\$3,630.00		\$3,630.00	\$170.00
Mad Science - Jump into It!	7	\$630.00			\$483.00		\$483.00	\$147.00
		\$55,225.00	\$14,526.00	\$662.59	\$13,908.00	\$0.00	\$29,096.59	\$26,128.41
Community Special Events								
American Girl Holiday Dress-up Tea Party	17	\$510.00		\$45.00	\$340.00		\$385.00	\$125.00
York Days Craft Fair	64	\$10,008.00			\$5,091.86		\$5,091.86	\$4,916.14
Youth Basketball Christmas Tournament	10 Teams	\$2,080.00	\$1,100.00	\$150.00			\$1,250.00	\$830.00
Halloween Hop and Costume Parade		\$500.00		\$458.92			\$458.92	\$41.08
York Days 5k Road Race		\$19,200.00		\$5,770.02	\$3,653.38		\$9,423.40	\$9,776.60
York Days Coed Softball Tournament	7 Teams	\$1,200.00	\$720.00	\$385.00			\$1,105.00	\$95.00
Festival of Art Student Showcase	100+	\$0.00					\$0.00	\$0.00
Breakfast with Santa	60+	\$0.00					\$0.00	\$0.00
Paint with Santa	50	\$0.00					\$0.00	\$0.00
The Polar Express	116	\$1,392.00		\$175.00	\$837.50		\$1,012.50	\$379.50
		\$34,890.00	\$1,820.00	\$6,983.94	\$9,922.74	\$0.00	\$18,726.68	\$16,163.32
Corporate Sponsorship Programs								
Stonewall Kitchen		\$8,000.00						\$8,000.00
York Community Service Association		\$5,000.00						\$5,000.00
York Hospital		\$25,000.00						\$25,000.00
		\$38,000.00						\$38,000.00
Fall Brochure	40	\$12,000.00						\$12,000.00
Summer Brochure	60	\$19,100.00						\$19,100.00
		\$31,100.00						\$31,100.00
Totals:		\$572,913.00	\$194,255.00	\$49,582.07	\$119,252.32	\$7,263.89	\$370,353.28	\$202,559.72

SENIOR CITIZENS CENTER

BUDGET NARRATIVE FY-2017

Work at the Center is community focused and involves senior advocacy as well as program development for the elderly. The Center is located in the same building as the York Police Station. The space consists of two rooms; the dining room/kitchen is located in one room and the other is used for activities. As of December 17th, 2015 the Center had 770 registered members. Much of the socialization at the Center focuses around a daily meals program offered Monday through Friday. On average the kitchen serves between 40 and 60 people per day. Activities at the Center vary from recreation and social to education and health and well-being.

There are three full-time employees and two part-time employees charged to this budget. Full-time employees include the Program Coordinator, the Facility Coordinator and the Cook. Part-time employees include kitchen and custodial help. In addition to employee costs the budget includes building and administrative costs. Specifically this budget represents that portion of the Senior Center budget that is supported through tax dollars.

In addition to the operations budget there are revenue accounts that generate income from meals, activities, trips and memberships. Revenues are used to cover the expenses for these activities.

	Actual FY15	Approved Budget FY16	Proposed Budget FY17	% Change + or -	\$ Change + or -
Senior Center					
Salaries	170,094	192,749	202,203	4.90%	9,454
FICA	13,059	15,299	16,050	4.91%	751
Retirement	11,492	12,895	14,000	8.57%	1,105
Health Benefits	29,902	28,684	30,075	4.85%	1,391
Total Salaries and Benefits	224,546	249,627	262,328	5.09%	12,701
Utilities	7,098	4,800	6,000	25.00%	1,200
Telephone	2,494	4,500	4,260	-5.33%	-240
Heat	3,290	3,500	3,500	0.00%	0
Contracts	1,871	0	0	#DIV/0!	0
Equipment	6,106	3,500	2,500	-28.57%	-1,000
Printing/Advertising	423	500	500	0.00%	0
Repairs & Maintenance - Bldg	5,323	5,000	5,000	0.00%	0
Repairs & Maintenance - Equip	1,142	0	0	0.00%	0
Postage	326	500	500	0.00%	0
Meetings & Memberships	127	500	500	0.00%	0
Training	0	0	0	0.00%	0
Travel	0	500	500	0.00%	0
Supplies	3,916	3,500	2,920	-16.57%	-580
Office Supplies	724	1,500	1,500	0.00%	0
Total Non-Salary Expenditures	32,837	28,300	27,680	-2.19%	-620
Revenues	-506	0	0	0.00%	0
Total Requested Tax Appropriation	256,878	277,927	290,008	4.35%	12,081

Senior Center Salaries

Position	Salary	FICA	Retirement
Facility Coordinator	69,664	5,329	6,400
Program Coordinator	55,764	4,586	4,182
Cook	45,575	3,748	3,418
Part-time cleaner/Driver	15,600	1,193	0
Part-time (Kitchen)	15,600	1,193	0
	202,203	16,050	14,000

Account	Rate	Grade	Factor	Weeks	Health	CMA	MSR	FICA
100.0501.5001 Senior Center								
Bracy, Brenda								
31.43	H10J	40 Regular	16	20,115.20			1,890.83	1,538.81
32.94	H10K	40 Regular	36.4	47,967.85			4,508.98	3,669.54
32.94	H10K	48 Sick Time	1	1,581.36				120.97
	Flex	1			457.00			457.00
	In Lieu of	1			1,200.00			1,200.00
		Total for Brenda Bracy		69,664.40	1,657.00	-	6,399.81	5,329.33
								83,050.54
Garfield, Nancy								
24.85	H5J	35 Regular	52.4	45,574.90		3,418.12		3,747.97
	Flex	1			457.00			457.00
	Family	1			19,170.91			19,170.91
		Total for Nancy Garfield		45,574.90	19,627.91	3,418.12	-	3,747.97
								72,368.90
Marshall-Colby, Janis								
26.05	H10F	40 Regular	9	9,378.00		703.35		771.22
26.72	H10G	40 Regular	43.4	46,385.92		3,478.94		3,814.66
	Flex	1			557.00			557.00
	Single	1			8,232.68			8,232.68
		Total for Janis Marshall Colby		55,763.92	8,789.68	4,182.29	-	4,585.89
								73,321.78
		Total for Senior Center		171,003.22	30,074.59	7,600.41	6,399.81	13,663.18
								228,741.21

Town of York, Maine

Budget	Job Title	Employment Dates	Hourly Rate	Hours Per Week	Total Weeks	Total Salary	FICA
Senior Citizens Center 100.0502.5001	Custodian/Driver	Year Round	15.00	15	52	15,600.00	1,193.40
	Kitchen Help	Year Round	15.00	20	52	15,600.00	1,193.40
<i>Total Part-time Salaries for Senior Citizens Center</i>						31,200.00	2,386.80

FY 2017

Utilities
Telephone
Equipment
R&M Building
Supplies
Office Supplies
Heat

Senior Center

Town of York, Maine
Parks and Recreation Department

Utilities

Electricity - \$500 per month x 12 = \$6000 **6,000**

Telephone (voice and Data)

Business Class Phone service (two lines @ \$45 ea. per mo.) 1,080
Broadband Internet/Static IP Address (114.99 per mo.) 1,380
Video Charges (49.95 per mo.) 599
2 cell phones (50.00 ea. per mo.) 1,200
4,259

Equipment

Copy Machine Lease (BEU \$125 per month) 1,500
PC for computer lab 1,000
2,500

R&M Buildings

Fire extinguishers and emergency lighting annual maintenance 300
Carpet replacement 2,000
Ceiling tile replacement 500
Painting and miscelaneous repairs 800
Window cleaning and storm panel installation (annual) 350
Pest control / Terminix 400
Deep Cleaning / annual 750
5,100

Supplies

Cleaning and restroom supplies 2,000
Poland Spring Water - \$35 per month x 12 = \$420 420
Building maintenance supplies 500
2,920

Office Supplies

Paper, toner, misc. office supplies **1,500**

Heat

Heating Oil for Center / 1/3 of PD Bill **3,500**

Senior Center FY17 Budget Tool

Account	Description	Account Type	FY17 Budget	FY16 (Partial) YTD Jul - Nov	FY15 YTD	FY14 YTD	FY13 YTD
320.0510.3000	Enterprise / Sr. Trans	FUND BALANCE	\$0.00	(\$99,791.39)	(\$106,652.33)	(102,513.34)	2,225.14
320.0510.4350	Senior Transportation - User Fees	REVENUE	\$0.00	(\$165.00)	(\$904.23)	(1,855.00)	(3,117.00)
320.0510.4352	Senior Transportation - Donations	REVENUE	\$0.00	(\$110.00)	(\$412.00)	(4,199.03)	(103,866.46)
320.0510.5001	Senior Transportation - Salaries	EXPENDITURE	\$0.00	\$0.00	\$5,364.75	0.00	660.00
320.0510.5090	Senior Transportation - FICA Expense	EXPENDITURE	\$0.00	\$0.00	\$410.45	0.00	50.49
320.0510.6001	Senior Transportation - Fuel/Gas	EXPENDITURE	\$0.00	\$84.61	\$864.98	1,466.09	1,534.49
320.510.6003	Senior Transportation - Printing and Adv.	EXPENDITURE	\$0.00	\$0.00	\$0.00	316.33	0.00
320.0510.6006	Senior Transportation - R&M Equipment	EXPENDITURE	\$0.00	\$0.00	\$1,423.00	100.00	0.00
320.0510.6101	Senior Transportation - Supplies	EXPENDITURE	\$0.00	\$0.00	\$113.99	32.62	0.00
				(\$99,981.78)	(\$99,791.39)	(106,652.33)	(102,513.34)
320.0511.3000	SC Trips Fund Balance	FUND BALANCE	\$0.00	(\$30,851.36)	(\$25,290.93)	(18,421.89)	(7,747.23)
320.0511.4326	SC Trips Refunds	REVENUE	\$0.00	\$2,756.00	\$1,046.00	1,903.00	1,065.00
320.0511.4357	SC Enterprise - Trip Funds	REVENUE	\$0.00	(\$67,301.74)	(\$154,998.95)	(118,039.15)	(78,449.09)
320.0511.4362	SC Trips Enterprise Other Revenues	REVENUE	\$0.00	(\$5,711.00)	(\$13,270.00)	(3,534.00)	(3,405.00)
320.0511.5001	SC Trips Enterprise - Salaries	EXPENDITURE	\$0.00	\$3,567.00	\$2,054.25	0.00	0.00
320.0511.5090	SC Trips Enterprise - FICA	EXPENDITURE	\$0.00	\$272.95	\$157.17	0.00	0.00
320.0511.6001	SC Enterprise Fuel/Gas	EXPENDITURE	\$0.00	\$970.79	\$960.98	0.00	0.00
320.0511.6101	SC Trips Enterprise - Supplies	EXPENDITURE	\$0.00	\$1,210.98	\$627.14	878.82	426.18
320.0511.8001	SC Trips Enterprise - Contracts	EXPENDITURE	\$0.00	\$63,629.39	\$157,862.98	111,922.29	69,668.25
				(\$31,456.99)	(\$30,851.36)	(25,290.93)	(18,441.89)
320.0512.3000	SC Meals Fund Balance	FUND BALANCE	\$0.00	(\$16,272.87)	(\$15,198.36)	(15,469.31)	(5,573.66)
320.0512.4362	SC Meals Enterprise Meals Revenues	REVENUE	\$0.00	(\$16,021.60)	(\$43,097.96)	(38,122.48)	(43,964.05)
320.0512.5122	SC Meals - Travel	EXPENDITURE	\$0.00	\$0.00	\$513.52	1,184.60	998.57
320.0512.6001	SC Meals Fuel/Gas	EXPENDITURE	\$0.00	\$0.00	\$360.41	2,485.37	1,830.11
320.0512.6006	SC Meals - R & M - Equipment	EXPENDITURE	\$0.00	\$220.00	\$2,167.68	851.16	784.19
320.0512.6101	SC Meals - Supplies	EXPENDITURE	\$0.00	\$62.55	\$2,056.04	1,903.68	1,660.35
320.0512.7001	SC Meals - Utilities	EXPENDITURE	\$0.00	\$111.97	\$1,575.91	0.00	0.00
320.0512.9450	SC Meals - Food Purchases	EXPENDITURE	\$0.00	\$14,382.12	\$35,349.89	31,968.62	28,795.18
				(\$17,517.83)	(\$16,272.87)	(15,198.36)	(15,469.31)
320.0513.3000	SC Activities Fund Balance	FUND BALANCE	\$0.00	(\$6,348.86)	(\$9,955.28)	(6,192.41)	(1,377.42)
320.0513.4326	SC Activities - Refunds	REVENUE	\$0.00	\$28.00	\$4,450.00	0.00	15.00
320.0513.4350	SC Activities Enterprise User Fees	REVENUE	\$0.00	(\$7,161.00)	(\$12,224.05)	(10,441.53)	(8,929.30)
320.0513.6101	SC Activities - Supplies	EXPENDITURE	\$0.00	\$326.51	\$1,660.09	1,864.07	1,123.83
320.0513.8001	SC Activities Contracts	EXPENDITURE	\$0.00	\$3,550.27	\$9,720.38	4,814.59	2,975.48
				(\$9,605.08)	(\$6,348.86)	(9,955.28)	(6,192.41)
320.0514.3000	SC Membership Fund Balance	FUND BALANCE	\$0.00	(\$18,317.65)	(\$9,519.49)	(12,208.83)	(7,564.04)
320.0514.4363	SC Membership Enterprise Dues	REVENUE	\$0.00	(\$5,587.00)	(\$16,128.00)	(6,302.00)	(11,509.50)
320.0514.5121	Meetings/Memberships	EXPENDITURE	\$0.00	\$0.00	\$13.01	40.00	591.50
320.0514.6003	SC Membership - Printing/Advertising	EXPENDITURE	\$0.00	\$261.89	\$58.75	1,775.19	0.00
320.0514.6009	SC Membership - Postage	EXPENDITURE	\$0.00	\$1,049.00	\$2,661.24	932.38	1,728.29
320.0514.6101	SC Membership Enterprise Supplies	EXPENDITURE	\$0.00	\$0.00	\$2,617.31	3,322.23	3,083.37
320.0514.6102	SC Membership - Office Supplies	EXPENDITURE	\$0.00	\$38.71	\$1,600.93	97.77	0.00
320.0514.8001	SC Contracts	EXPENDITURE	\$0.00	\$514.56	\$378.60	2,823.77	1,461.55
				(\$22,040.49)	(\$18,317.65)	(9,519.49)	(12,208.83)
320.0515.3000	SC Donations Fund Balance	FUND BALANCE	\$0.00	(\$9,244.51)	(\$5,328.20)	(3,751.20)	(1,918.14)
320.0515.4352	SC Donations Enterprise Donations	REVENUE	\$0.00	(\$2,754.80)	(\$3,916.31)	(1,577.00)	(1,833.06)
				(\$11,999.31)	(\$9,244.51)	(5,328.20)	(3,751.20)



Town of York

186 York Street
York, Maine 03909-1314

Town Manager/
Selectmen
(207)363-1000

Town Clerk/
Tax Collector
(207)363-1003

Finance/
Treasurer
(207)363-1004

Code Enforcement
(207)363-1002

Planning
(207)363-1007

Assessor
(207)363-1005

Police Department
(207)363-1031

Dispatch
(207)363-2557

York Beach Fire
Department
(207)363-1014

York Village Fire
Department
(207)363-1015

Public Works
(207)363-1011

Harbor Master
(207)363-1000

Senior Center/
General Assistance
(207)363-1036

Parks and
Recreation
(207)363-1040

Fax
(207)363-1009
(207)363-1019

www.yorkmaine.org

To: Board of Selectmen
From: Mike Sullivan, Parks and Recreation Director
Subject: Beach Cleaning
Date: August 18, 2016

With only a few more weeks of summer remaining Steve asked me to report on how things were going with the new beach cleaning contract. The good news is that it has been a good year at the beaches. Mother Nature has been kind to us and to date we have had very little seaweed to deal with. I would like to think it was a trend but not very realistic thinking. Overall the beaches have been clean and we have had no complaints. Parks crews have increased litter patrol and trash removal monitoring to manage what has been a long hot summer with record numbers on the beaches.

While Mr. Trueman has done more than in the past he has fallen well short of the contract specifications. He uses the equipment he wants to use, cleans the beach at 2:00 am every morning regardless of the tide and hasn't once cleaned the beaches to the specifications mandated in the contract.

Selectmen will recall that there are three steps to daily beach cleaning required in the contract; raking the entire service area, sanitizing the soft sand portion and cultivating the entire service area. Each of these tasks requires a different piece of equipment to do the job correctly. Mr. Trueman will pick the piece of equipment he feels is best suited for the job on that particular day and that is the only piece he uses. He has recently piled the seaweed above the high tide mark which is not allowed in the contract and often skips cleaning Harbor Beach totally.

I have met with Mr. Trueman many times this summer to discuss the requirements of the contract and the fact that he is not doing the work as specified. His response is that the beaches are spotless, he has to do it at 2 AM so he can get to Short Sands and he doesn't have time to go home to change the equipment.

With respect to the contract my greatest disappointment is that I never once got to see the beach clean as specified or gauge the public response to the new program. This was in many ways intended to be a pilot year where I too could judge the effectiveness of the program and its value to the community. That didn't happen.

**Town of York, Maine
Request for Proposals**

Beach Cleaning Services

The Town of York, Maine (the "Town") is seeking proposals from interested and qualified independent contractors (the "Contractor") to provide beach cleaning services at Long Sands Beach and York Harbor Beach.

The Town will receive sealed proposals until 2:00 PM, March 18th, 2016, Town Managers Office, 186 York Street, York, Maine 03909. There will be a mandatory pre-bid meeting scheduled for Wednesday, March 9th at 1:00 PM at the bathhouse on Long Sands Beach.

The Town's contact person for this RFP is:

Michael Sullivan, Director of Parks and Recreation
186 York Street
York, Maine 03909
Telephone: 207-363-1040
Email: msullivan@yorkmaine.org

RFP documents may be obtained via the internet at the Town of York, Parks and Recreation Department website at www.yorkparksandrec.org. If you do not have internet access, you may obtain the documents by contacting the Parks and Recreation office.

The Town reserves the right to reject proposals with or without cause and for any reason, to waive any irregularities or informalities, and to solicit and re-advertise for other proposals. Incomplete or non-responsive proposals may be rejected by the Town as non-responsive. The Town reserves the right to reject any proposal for any reason, including, but without limitation, if the proposer fails to submit any required documentation, if the proposer is in arrears or in default upon any debt or contract to the Town or has failed to perform faithfully any previous contract with the Town or with other governmental jurisdictions. All information required by this RFP must be supplied to constitute a proposal.

Beach Cleaning Services
Town of York, Maine (RFP)

Part I – STATEMENT OF WORK

A. OBJECTIVE

The Town of York, Maine is a seaside community with a permanent population of about 14,000 that increases to about 45,000 during the summer season. The Town's beaches have great recreational value and are important to its economy. The Town is seeking to hire a qualified contractor to provide Beach Cleaning Services at Long Sands Beach and York Harbor Beach.

B. GENERAL INFORMATION

The Town is seeking to enter into a three (3) year agreement.

There are approximately 4,600 feet of beach divided into two service areas described in this RFP as Long Sands Beach and York Harbor Beach. The selected Contractor will be required to perform beach cleaning services for the Town in accordance with the RFP requirements.

C. SCOPE OF WORK

For the purpose of this RFP, the Town has identified two (2) separate beaches with specified service areas.

Long Sands Beach

The "Service Area" of Long Sands Beach is approximately 3,800 feet and stretches in length from the Sun and Surf Restaurant North to the Cutty Sark Motel. The width of the "service area" is 70 feet beginning at the seawall.

The "Dry Sand Portion" of Long Sands Beach is defined as that area outside the intertidal zone and not covered by the action of the previous tide. Beginning at the municipal bathhouse the "dry sand portion" runs approximately 500 feet to the north and 900 feet to the south for a total of approximately 1400 feet and varies in width from 60 feet to 20 feet. It shall be the contractors responsibility to verify the measurements. (See attached diagram)

York Harbor Beach

The “Service Area” of York Harbor Beach is approximately 800 feet in length and is defined as the entire beach. The width is approximately 50 feet. (See attached diagram)

The “Dry Sand Portion” rarely exists at York Harbor because most of the beach is in the intertidal zone. The level of sand and certain tide cycles may allow dry sand portions to exist for periods of time and should be monitored by the contractor.

Schedule

2016

May 21st to June 12th (weekends only)

June 18th to September 5th (daily)

September 10th to September 25th (weekends only)

2017

May 20th to June 11th (weekends only)

June 17th to September 4th (daily)

September 9th to September 24th (weekends only)

2018

May 19th to June 10th (weekends only)

June 16th to September 3th (daily)

September 8th to September 23rd (weekends only)

Table 1 – Service Levels

Beach	Mechanical Cleaning	Sanitizing
Long Sands Beach	7 Days (Entire Service Area) Monday through Sunday	7 Days (Dry Sand Portion Only) Monday through Sunday
York Harbor Beach	7 Days (Entire Service Area) Monday through Sunday	

Mechanical Cleaning / Seaweed Management

The service areas shall receive mechanical cleaning (weed raking) from the seawall to a width of 70 feet. Seaweed shall be raked and integrated below the Mean High Water Line (MHWL). Seaweed should not be allowed to accumulate at the base of the seawall or trapped at the storm water outfalls. Contractor shall Not stockpile seaweed above the High Water Line. All trash (wood, cups, cans, plastic, man-made debris, etc.) shall be removed before seaweed is integrated below the wrack line. Mechanical cleaning should be done first in order to prepare the dry sand portion for sanitizing.

Sanitizing

The "dry sand portion" shall be sanitized with a Barber Surf Rake (Sanitizer), or equivalent (defined as special mechanical beach cleaning equipment that grooms and physically removes trash from the beach, not a seaweed rake). The equipment shall pick up foreign objects including, but not limited to, plastics, cans, and objects that are approximately 3/8" in diameter and larger. The sanitizer shall penetrate into the sand at a depth of six (6) inches. The sanitizer should be equipped with a "Chicago Rake", or equivalent (defined as a system of deep raking or tilling the sand and leaving it rough to expose as much as the sand as possible to the sun and air.

Major Seaweed Event

Periodically the beaches may experience a major seaweed event where feet of seaweed can get deposited across much of the beach. The stench and overall aesthetics of seaweed mounds can affect the beach experience and create a public health concern. The Town recognizes this is outside the scope of routine beach cleaning and not included as part of this contract. When a major seaweed event is declared the Town will mobilize its own equipment through the Department of Public Works. The Town's policy is to use front end loaders to clear the beach and push the seaweed below the high tide line. Contractor will work with the Town to perform routine cleaning as the seaweed is cleared. It may take several tide cycles for the seaweed to be pushed off shore.

Trash Disposal

It shall be the responsibility of the contractor to remove and properly dispose of all trash and debris resulting from the mechanical cleaning or sanitizing of the beach. Contractor shall dispose of all debris in accordance with all Federal, State and Local laws and be responsible for all associated costs. Disposition of the trash in supplied containers along the beaches or that hand-picked by the Town is not part of these specifications or subsequent contract.

Work Times

Work should be done as early in the morning as possible so to cause minimal disruption to the public. Particular attention should be paid to the tide cycle because much of the service area is in the intertidal zone. Contractor should monitor the tides and clean the beaches at the most optimal time to achieve the best results. Beach cleaning should be completed by 6 AM.

Equipment

Contractor should be equipped with a variety of construction/landscape equipment. Each beach has different challenges and characteristics that will require the contractor to adapt and schedule services to be performed at the optimum times with the most effective results. Contractor should own or have access to a minimum of the following equipment;

- (1) Class II dump truck with equipment trailer
- (1) 45hp or greater 4wd tractor with loader
- (1) Mid-size construction wheel loader (or equivalent)
- (1) Harbor Surf Rake Model 600 with Chicago Rake attachment (or equivalent)
- (1) Large Seaweed Rake

Proposers shall submit an equipment list demonstrating that the equipment the proposer owns or leases and proposes to use for this project meets the specified requirements. All equipment utilized by the Contractor shall comply with all Federal, State and Local laws. All equipment shall be in good operating condition at all times. All equipment will be subject to inspection by the project monitor prior to contract execution and at any time during the contract period. The Town will be the judge in determining the acceptability of the cleaning equipment and the effectiveness in meeting the criteria of this agreement. A demonstration of the cleaning equipment may be required on-site in York prior to contract execution.

Note: The Town may require the contractor to remove or replace a piece of equipment judged to be operating poorly, excessively noisy, dusty or in any way disturbing to the public. Equipment breakdown shall not relieve the Contractor from performing obligations under this contract on a timely basis.

Insurance

The Contractor shall maintain in full force and effect during the active term of this agreement, a policy of liability insurance of all vehicles used under the terms of this agreement. Coverage shall be applicable to each and every accident, in the amount of not less than \$1,000,000 for the occurrence. Contractor shall be solely responsible for providing Workman's Compensation Insurance to his applicable employees, pursuant to State Law. A copy of said insurance policies shall be filed with the Town at least 14 before the beginning of operations.

Compensation

The Town shall compensate the Contractor for services rendered in five (5) separate payments. A total of five (5) payments will be made during the one (1) year contract. Each payment will represent 20% of the full annual contract. Payments will be made on the following schedule:

Payment schedule:

- 1st on or about July 4th
- 2nd on or about July 17th
- 3rd on or about August 7th
- 4th on or about August 28th
- 5th on or about September 25th

**Town of York, Maine
Parks and Recreation Department
Beach Cleaning Services**

Equipment

Please provide a list of equipment (owned or leased) that will be used to perform the work specified in this RFP. Include the year, make and model when applicable.

Project Strategy

Please describe your strategy or plan for providing the beach cleaning services on a daily basis. The Town is interested in how you plan to approach the project so please be as specific as possible.

Example: (Do you plan to use One tractor and switch from the rake to the sanitizer each day or will you use multiple pieces of equipment? Will you have more than one equipment operator each day?)

Please submit this form with the quotation form

**Town of York, Maine
Parks and Recreation Department
Beach Cleaning Services**

Quotation Form

Name of company submitting proposal: _____

Address: _____

Telephone: _____

Name of company representative authorized to submit proposal:

Title: _____

Signature: _____

Date: _____

Total annual amount per year:

\$ _____
(Price in numerals)

\$ _____
(Price in words)

Total for three year contract:

\$ _____
(Price in numerals)

\$ _____
(Price in words)



**Notice of Public Hearing
Board of Selectmen
August 22, 2016
7:00 PM
York Public Library**

The York Board of Selectmen will conduct a Public Hearing regarding proposed ordinance amendments to be considered at the November 8, 2016 General Referendum as follows:

1. Interpretation of District Boundaries
2. Wetland Protection Overlay District
3. Article 8-Shoreland Overlay District
4. Definition of Wireless Communications Facility
5. Definition of Building Height
6. Expansion of the York Village Center Local Historic District
7. Alarm Systems Ordinance
8. Street Opening and Culvert Ordinance Amendment
9. Active Duty Military Personnel Vehicle Excise Tax Exemption Ordinance

Printed copies of the proposed amendments (draft document dated July 19, 2016) are available with the Town Clerk at the Town Hall, and a digital copy is available on the Town's Web page (www.yorkmaine.org).



**Notice of Public Hearing
Board of Selectmen
August 22, 2016
7:00 PM
York Public Library**

The Board of Selectmen will conduct a Public Hearing regarding a proposed ordinance amendment to be potentially considered at the November 22, 2016 General Referendum as follows:

1. Ordinance Regulating the Use of the Cliff Path and Fisherman's Walk

Printed copies of the proposed ordinance (draft document dated August 9, 2016) are available with the Town Clerk at the Town Hall, and a digital copy is available on the Town's Web page (www.yorkmaine.org).



REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: August 17, 2016	<input checked="" type="checkbox"/> ACTION
DATE ACTION REQUESTED: August 22, 2016	<input type="checkbox"/> DISCUSSION ONLY
SUBJECT: Ordinance Amendments for November 2016	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Conduct a public hearing on the proposed ordinance amendments then vote to place them on the November 8, 2016 General Referendum Ballot.

- 1. Interpretation of District Boundaries:** The amendment adds clarification language in the zoning ordinance to ensure zoning boundaries form an invisible vertical plane from the ground up;
- 2. Wetlands Protection Overlay District:** The amendment repeals subjective language in the ordinance and clarifies standards for the construction of driveways, utility's and road crossings;
- 3. Article 8- Shoreland Overlay District:** The amendment incorporates state mandated changes to the Shoreland Zoning Act. Additional language has been integrated within the ordinance to enhance wetland and surface water resource protections;
- 4. Definition of Wireless Communications Facility:** The amendment repeals and replaces the current definition of Wireless Communications Facility to accurately represent changes in wireless telecommunication capabilities;
- 5. Definition of Building Height:** The amendment defines average pre-development grade for the purpose of measuring building height and ensures professional certification of a proposed building project;
- 6. Expansion of the Village Center Local Historic District:** The amendment is to enlarge the Village Historic District by adding twelve (12) parcels that predominately abut Long Sands Road.
- 7. Alarm Systems Ordinance:** The Police Department has developed this ordinance to ensure proper installation and use of alarm systems, minimize false alarms and inappropriate use of municipal resources in response to these false alarms, and to clarify rights and responsibilities of the property owner and of the Town;
- 8. Street Opening and Culvert Ordinance:** In another step forward in the towns efforts to foster cooperation with public sewer and public water providers the proposed amendment consists of waiving the \$100 application fee for work done in a public street, sidewalk, right-of-way or drainage way by a public sewer or public water provider;
- 9. Active Duty Military Personnel Vehicle Excise Tax Exemption Ordinance:** This ordinance proposes to exempt active military personnel from having to pay annual excise taxes on registered vehicles in the Town of York;
- 10. Ordinance Regulating Use of the Cliff Path and Fisherman's Walk:** The purpose of this amendment is

to alter the hours of operation of the Cliff Path and Fisherman's Walk, prohibit domestic animals with the exception of ADA service animals on the Cliff Path and Fisherman's Walk and prohibit municipal off-site signs directing people to the Walk that are not immediately adjacent to the Walk.

RECOMMENDATION: Hold Public Hearings on the proposed ordinance amendments and approve them to be placed on the November 8, 2016 General Referendum Ballot.

PROPOSED MOTION: "Move to place the posted proposed ordinance amendments on the November 8, 2016 Special General Referendum Ballot."

FISCAL IMPACT: N/A

DEPARTMENT LINE ITEM ACCOUNT: N/A

BALANCE IN LINE ITEM IF APPROVED: N/A

PREPARED BY: Dylan Smith, Planning Director **REVIEWED BY:** _____



Amendment #1
Interpretation of District Boundaries

Ballot Language: The following language would appear on the ballot:

Article X

The Town hereby ordains amendment of the **Zoning Ordinance** to include a section within Article Three - Establishment of Zoning Districts that clarifies the interpretation of district boundary lines.

Statement of Fact: The purpose of this amendment is to clarify within the zoning ordinance that district boundary lines extend vertically from the ground surface essentially forming an invisible vertical plane whereby district ordinances and regulations shall be adhered to.

Amendment: Add language to Article 3 Establishment of Zoning Districts with the following section:

3.5 ***District Boundary Lines***
A district boundary line that is field verified, delineated on an official town map or shown on a professionally certified plan shall form an invisible vertical plane perpendicular to the ground surface.

Recommended by the Planning Board:
Recommended by the Board of Selectmen:

Amendment #2
Wetland Protection Overlay District Amendment

Ballot Language: The following language would appear on the ballot:

Article X

The Town hereby ordains amendment of the **Zoning Ordinance** to repeal a provision out of section 11.3.2 of the Wetland Protection Overlay District and add a reference to section 11.4 regarding wetland impact.

Statement of Fact: The purpose of this amendment is to eliminate arbitrariness within the ordinance and to clarify wetland impact requirements.

Amendment:

Amend section 11.3.2 of the wetland ordinance by repealing the following requirement:

11.3.2 Utility, Driveway and Road Crossings. Crossing of wetlands for utilities, driveways or roads may be permitted to accommodate a reasonable return on the lot, provided impacts shall be minimized and conditions specified in section 11.4 of this ordinance are adhered to.

Recommended by the Planning Board:

Recommended by the Board of Selectmen:

Amendment #3

ARTICLE 8-SHORELAND OVERLAY DISTRICT

Ballot Language: The following language would appear on the ballot:

Article X

The Town hereby ordains to amend the **Zoning Ordinance**, specifically amending: Article 2, Definitions; Article 8, Shoreland Overlay District; Article 17, Non-Conforming Situations; and Article 18, Administration.

Statement of Fact: The purpose of this amendment is to modify Article 8, Shoreland Overlay District, to correspond with newly enacted (January 26, 2015) State Chapter 1000, Guidelines for Municipal Shoreland Zoning Ordinances. The Town is required under the **Mandatory Shoreland Zoning Act, 38 M.R.S.A. sections 435-448**, to adopt, administer, and enforce ordinances which regulate land use activities within 250 feet of great ponds, rivers, freshwater and coastal wetlands, including all tidal waters; and within 75 feet of streams as defined. Specifically, the intent of the amendments are to follow current state standards relative to current shoreland district definitions, expansions, timber harvesting, removing of vegetation other than timber harvesting, hazard trees, contractor certification and ensure proper plan filing requirements with the registry. As required by State Law and specific to the proposed changes, within Chapter 1000, municipalities have three options to choose for timber harvesting in shoreland areas. The Town of York currently utilizes Option 3 that allows a municipality to retain its current timber harvesting standards. This option is inconsistent with the State's timber harvesting standards, which means the Town administers timber harvesting standards without State assistance. Repealing and replacing §8.3.12 with "Option 1" would mean the Bureau of Forestry (Maine Forest Service) will administer and enforce statewide standards. The state has the personnel to administer timber harvesting whereas the Town of York does not employ a licensed forester to regulate harvesting activities.

Amendment: Amend Article 2, Definitions, as follows:

CERTIFIED EXCAVATION CONTRACTOR: *An individual or firm, certified by the Maine Department of Environmental Protection, engaged in a business that causes the disturbance in the shoreland area of soil, including grading, filling and removal, or in a business in which the disturbance of soil results from an activity that the individual or firm is retained to perform.*

FOOTPRINT: *The entire area of ground covered by the structure(s) on a lot, including but not limited to cantilevered or similar overhanging extensions, as well as unenclosed structures, such as patios and decks.*

HAZARD TREE: *A tree with a structural defect, combination of defects, or disease resulting in a structural defect that under the normal range of environmental conditions at the site exhibits a high probability of failure and loss of a major structural component of the tree in a manner that will strike a target. A normal range of environmental conditions does not include meteorological anomalies, such as, but not limited to: hurricanes; hurricane-force winds; tornados; microbursts; or significant ice storm events. Hazard trees also include those trees that pose a serious and imminent risk to bank stability. A target is the area where personal injury or property damage could occur if the tree or a portion of the tree fails. Targets include roads, driveways, parking areas, structures, campsites, and any other developed area where people frequently gather and linger.*

LAND MANAGEMENT ROAD: ~~A route or track consisting of a bed of exposed mineral soil, gravel, or other surfacing materials constructed by the passage of motorized vehicles and used primarily for timber harvesting and related activities, including associated log yards, but not including skid trail.~~

SKID TRAIL: ~~A route repeatedly used by forwarding machinery or animal to haul or drag forest products from the stump to the yard or landing, the construction of which requires minimal excavation.~~

STORM DAMAGED TREE: *a tree that has been uprooted, blown down, is lying on the ground, or that remains standing and is damaged beyond the point of recovery as the result of a storm event.*

STREAM: A channel between defined banks. A channel is created by the action of surface water and has 2 or more of the following characteristics:

- A. It is depicted as a solid or broken blue line on the most recent, ~~edition of the U.S. Geological Survey 7.5-minute series of topographic map~~ *highest resolution version of the national hydrography dataset available from the United States Geological Survey.*
- B. It contains or is known to contain flowing water continuously for a period of at least 6 months of the year in most years.
- C. The channel bed is primarily composed of mineral material such as sand and gravel, parent material or bedrock that has been deposited or scoured by water.

- D. The channel contains aquatic animals such as fish, aquatic insects or mollusks in the water or, if no surface water is present, within the stream bed.
- E. The channel contains aquatic vegetation and is essentially devoid of upland vegetation.

“Stream” does not mean a ditch or other drainage way constructed, or constructed and maintained, solely for the purpose of draining stormwater, or a grassy swale.

TEMPORARY DOCKS: *A structure that remains in or over the water for six (6) months or less in any period of twelve (12) consecutive months, and shall not have a permanent fixed location on or in the ground.*

TIDAL WATERS: All waters affected by tidal action during the ~~maximum spring~~ highest annual tide.

TIMBER HARVESTING: ~~The cutting and removal of trees from their growing site, and the attendant operation of cutting and skidding machinery, but not the construction or creation of roads. Timber harvesting does not include the clearing of land for approved construction.~~ *timber for the primary purpose of selling or processing forest products. “Timber harvesting” does not include the cutting or removal of vegetation within the shoreland zone when associated with any other land use activities. The cutting or removal of trees in the shoreland zone on a lot that has less than two (2) acres within the shoreland zone shall not be considered timber harvesting. Such cutting or removal of trees shall be regulated pursuant to 8.3.3, Clearing or Removal of Vegetation for Activities Other Than Timber Harvesting.*

Tree: *A woody perennial plant with a well-defined trunk(s) at least two (2) inches in diameter at four and one half (4.5) feet above the ground with a more or less definite crown, and reaching a height of at least ten (10) feet at maturity.*

TRIBUTARY STREAM: ~~A channel between defined banks created by the action of surface water, whether intermittent or perennial, and which is characterized by the lack of upland vegetation or presence of aquatic vegetation and by the presence of a bed devoid of topsoil containing waterborne deposits on exposed soil, parent material or bedrock, and which flows to a waterbody or wetland as defined.~~ *which is characterized by the lack of terrestrial vegetation or by the presence of a bed, devoid of topsoil, containing waterborne deposits or exposed soil, parent material or bedrock and which is connected hydrologically with other water bodies. “Tributary stream” does not include rills or gullies forming because of accelerated erosion in disturbed soils where the natural vegetation cover has been removed by*

human activity. This definition does not include the term “stream” as defined elsewhere in this Ordinance, and only applies to that portion of the tributary stream located within the shoreland zone of the receiving water body or wetland.

WETLAND, COASTAL: All tidal and subtidal lands; all lands with vegetation present that is tolerant to salt water and occurs primarily in a salt water or estuarine habitat; and any swamp, marsh, bog, beach, flat or other contiguous low land which is subject to tidal action during the ~~maximum-spring~~ *highest annual* tide level for the year in which an activity is proposed as identified in the tide tables published by the National Ocean Service. Coastal wetlands may include portions of coastal sand dunes. NOTE: All areas below the ~~maximum-spring~~ *highest annual* tide level are coastal wetlands. These areas may consist of rocky ledges, sand and cobble beaches, mud flats, etc., in addition to salt marshes and salt meadows.

Amendment: Amend Article 8, Shoreland Overlay District as follows:

- 8.1.3 Maximum Lot Coverage. The total area of all structures and other ~~impervious~~, non-vegetated surfaces, *which includes but is not limited to, driveways, parking areas and other areas from which vegetation has been removed* within the Shoreland Overlay District, shall not exceed the least restrictive of the following:
- a. 70% of the land area of the lot, or portion thereof, located within the Mixed Use Subdistrict;
 - b. 20% of the land area of the lot, or portion thereof, located within any other subdistrict of the Shoreland Overlay District; or
 - c. 30% of the land area of the lot, or portion thereof, for an existing lot of record with a total area less than 12,000 square feet.
 - d. *Naturally occurring ledge and rock outcroppings are not counted as non-vegetative surfaces when calculating lot coverage for existing lots of record as of March 24, 1990 and in continuous existence since that date.*

Amendment: Amend the following land uses permitted in section 8.2.1.B:

Article 8.2.1.B Limited Residential Subdistrict
Commercial Use Category (Limited Res. Shoreland)

- **Restaurants** - Expansion is defined as meaning: 1) construction of additions to existing facilities, buildings and structures, and 2) construction of new free standing facilities buildings and structures. Under definition 1 and 2 above, construction is limited to an expansion, within lot lines existing as of November 5, 1996, of existing facilities, buildings and structures and other facilities, buildings and structures reasonably or customarily associated with

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said existing facilities, buildings and structures. All expansions, regardless of the amount of expansion, shall satisfy to the maximum extent ~~practical~~ *practicable*, as determined by the Planning Board, the requirements of the Town of York Planning Board Subdivision and Site Plan Regulations. Also, a Shoreland Permit from the Planning Board is required.

- Ice Cream Stands - Expansion is defined as meaning: 1) construction of additions to existing facilities, buildings and structures, and 2) construction of new free standing facilities buildings and structures. Under definition 1 and 2 above, construction is limited to an expansion, within lot lines existing as of November 5, 1996, of existing facilities, buildings and structures and other facilities, buildings and structures reasonably or customarily associated with said existing facilities, buildings and structures. All expansions, regardless of the amount of expansion, shall satisfy to the maximum extent ~~practical~~ *practicable*, as determined by the Planning Board, the requirements of the Town of York Planning Board Subdivision and Site Plan Regulations. Also, a Shoreland Permit from the Planning Board is required.

Amendment: Amend the following land uses permitted in sections 8.2.1 A-D:

Timber Harvesting- Shoreland Permit ~~from the~~ *Notification to the CEO after review and approval from the Maine Bureau of Forestry*

Land Management Road- Shoreland Permit ~~from the~~ *Notification to the CEO after review and approval from the Maine Bureau of Forestry*

Amendment: Amend section 8.3.3.2(a) regarding a single footpath and access to the shoreline:

8.3.3 Clearing or Removal of Vegetation for Activities Other Than Timber Harvesting

8.3.3.2 Except in areas as described in §8.3.3.1, above, and except to allow for the development of permitted uses, a buffer strip of vegetation shall be preserved within a strip of land extending: 100 feet, horizontal distance, inland from the normal high-water mark of a great pond; 100 feet, horizontal distance, from the normal high water mark of the tidal waters or upland edge of coastal wetlands along ~~the~~ *York River, Cape Neddick River, Brave Boat Harbor and its their* tributaries; or 75 feet, horizontal distance, from any other waterbody or the upland edge of a wetland. The following standards shall apply:

- (a) There shall be no cleared opening greater than 250 square feet in the forest canopy (or other existing woody vegetation if a forested canopy is not present) as measured from the outer limits of the tree or shrub crown. However, a *single* footpath not to exceed six (6) feet in width as measured between tree trunks and/or shrub stems is allowed *for accessing the shoreline* provided that a cleared line of sight to the water through the buffer strip is not created.

Amendment: Amend section 8.3.6 regarding uses that extend over water with the following:

8.3.6 Piers, Docks, Wharves, Breakwaters, Causeways, Marinas, Bridges, and uses extending over or below *beyond* the Normal High Water Mark of a Waterbody or within a Wetland, and *Shoreline Stabilization*.

8.3.6.9 ~~Along the York River~~ A pier may be built only on a tract of land with river frontage *on the York River* existing as of March 5, 1977; *and only on a tract of land with river frontage on the Cape Neddick River or shore frontage on Brave Boat Harbor existing as of November 8, 2016*, provided that there is no pier presently on the land and that the following requirements are met:

- a. The total area of all floats associated with any single pier shall not exceed 200 square feet, excepting that floats exceeding 200 square feet in place at a pier before March 6, 1977 shall be allowed to continue, be maintained and repaired. This limitation shall not apply to any pier or wharf with an owner whose use is categorized as “Public, Semi-Public, Institutional” per the use tables of Article 4.
- b. Piers shall not be constructed where uplands adjacent to the water body are in the Resource Protection Subdistrict.
- c. Approval pursuant to the Harbor Ordinance shall be required prior to approval of the Code Enforcement Officer.

8.3.6.11 *No more than one pier, dock, wharf or similar structure extending or located beyond the normal high-water line of a water body or within a wetland is allowed on a single lot.*

Amendment: Amend section 8.3.11 Structures by repealing and adding language regarding expansions of structures that do not comply with setback requirements as follows:

8.3.11.4 Expansions of Structures that Do Not Comply with Setback Requirements

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~~In the Shoreland Overlay District, only that portion of the structure which is in compliance with the required setback from the normal high water mark may expand without the 30% limitation, provided all expansions conform to the current setback requirement.~~

~~In the Shoreland Overlay District, the portion of a principal structure that does not satisfy the required shoreland setback may be expanded only in accordance with the following provisions:~~

Expansions. All new principal and accessory structures, excluding functionally water dependent uses, must meet the water body, tributary stream, or wetland setback requirements contained in this ordinance. A non-conforming structure may be added to or expanded after obtaining a permit from the authorized permitting authority, if such addition or expansion does not increase the non-conformity of the structure and is in accordance with the subparagraphs below.

~~a. Expansion of the nonconforming portion of the structure is limited as follows: total expansion of the nonconforming portion can not exceed 30% of the floor area or building volume of the nonconforming portion of the structure as it existed as of January 1, 1989. Basements which have a ceiling height of greater than 6 feet and a solid non earthen floor shall be considered in calculating the permitted amount of floor area and volume expansion. No accessory structure shall be included in the calculation of existing floor area or building volume calculations. In the event that the principal structure is destroyed or removed by any means, the Code Enforcement Officer shall determine the base floor area and volume of that structure using the measurements shown on a prior building permit, property tax card, or the most reasonable record available.~~

a. *Expansion of any portion of a principal structure within 25 feet of the normal high-water line of a water body, tributary stream, or upland edge of a wetland is prohibited, even if the expansion will not increase nonconformity with the water body, tributary stream or wetland setback requirement. Expansion of an accessory structure that is located closer to the normal high water mark of a water body, tributary stream, or upland edge of a wetland than the principal structure is prohibited, even if the expansion will not increase nonconformity with the water body, tributary stream, or wetland setback requirement.*

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- b. b. All other legally existing non-conforming principal and accessory structures that do not meet the water body, tributary stream, or wetland setback requirements may be expanded or altered as follows, as long as other applicable municipal land use standards are met and the expansion is not prohibited by Section §8.3.11.4 or §8.3.11.4.a above.*
- 1. For structures located less than 75 feet from the high water mark of a water body, tributary stream, or upland edge of a wetland, the maximum combined total footprint for all structures may not be expanded to a size greater than 1,000 square feet or 30% larger than the footprint that existed on January 1, 1989, whichever is greater. The maximum height of any structure may not be made greater than 20 feet or the height of the existing structure, whichever is greater.*
 - 2. For principal and accessory structures located less than the required 100 foot setback specified in section 8.3.11 or less than 100 feet from a great pond classified as GPA or a river flowing to a great pond classified as GPA, the maximum combined total footprint for all structures may not be expanded to a size greater than 1,500 square feet or 30% larger than the footprint that existed on January 1, 1989, whichever is greater. The maximum height of any structure may not be made greater than 25 feet or the height of the existing structure, whichever is greater. Any portion of those structures located less than 75 feet from the normal high water mark of a water body, tributary stream, or upland edge of a wetland must meet the footprint and height limits in §8.3.11.4.b.1 above.*
 - 3. In addition to the limitations in subparagraphs 1 and 2, for structures that are legally non-conforming due to their location within the Resource Protection Overlay when located at less than 250 feet from the normal high water mark of a water body or upland edge of a wetland, the maximum combined total footprint for all structures may not be expanded to a size greater than 1,500 square feet or 30% larger than the footprint that existed at the time the Resource Protection Overlay was established on the lot, whichever is greater. The maximum height of any structure may not be made greater than 25 feet or the height of the existing structure, whichever is greater, except*

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that any portion of those structures located less than 75 feet from the normal high water mark of a water body, tributary stream, or upland edge of a wetland must meet the footprint and height limits in §8.3.11.4.b.1 above.

- ~~e~~. c. *An approved plan for expansion of a non-conforming structure must be recorded by the applicant with the York County registry of deeds, within 90 days of approval. The recorded plan must show the existing and proposed footprint of the non-conforming structure, the existing and proposed structure height, the footprint of any other structures on the parcel, the shoreland zone boundary and evidence of approval by the municipal review authority.*

- ~~d~~. d. No part of the addition that does not comply with a minimum setback requirement shall be closer to any waterbody, tributary, stream, or wetland than any part of the existing structure.

- ~~e~~. e. Any non-conforming use of such structure shall not be expanded or intensified and;

- ~~f~~. f. For structures within the Resource Protection Subdistrict which are less than 100 feet, within the Limited Residential Subdistrict which are less than 75 feet, within the Stream Protection Subdistrict which are less than 50 feet, or within the Mixed Use Subdistrict which are less than 75 feet (but 35 feet on Harris Island only) from the Normal High Water Mark or upland edge of the shoreland resource, the new addition must be on the side of the structure located the furthest away from the high water mark or upland edge and the direction of the expansion must be away from the water. The requirements of §8.3.11.4.~~d~~ f does not apply to vertical expansion above existing interior enclosed living space for the principal building (not to include screen porches, decks, patios and similar structures, but does include attached garages) which shall be permitted so long as the expansion does not exceed the height of the building as it existed on January 1, 1989.

- ~~g~~. g. *Foundations.* Whenever a new, enlarged or replacement foundation is constructed under a non-conforming structure, the structure and new foundation must be placed such that the setback requirement is met to the greatest ~~practical~~ *practicable* extent as determined by the Planning Board *or its designee*, basing its decision on the criteria

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specified in subsection “h” below. This section shall expressly supersede any conflicting provisions of §17.2. ~~If the completed foundation does not extend beyond the exterior dimensions of the structure, except for expansion in conformity with subsections “b” “d” and “d” “f” above, and the foundation does not cause the structure to be elevated by more than 3 additional feet, as measured from the uphill side of the structure (from original ground level to the bottom of the first floor sill), it shall not be considered to be an expansion of the structure.~~

- h.* Relocation. A non-conforming structure may be relocated within the boundaries of the parcel on which the structure is located provided that the site of relocation conforms to all setback requirements to the greatest ~~practical~~ *practicable* extent as determined by the Planning Board or its designee, and provided that the applicant demonstrates that the present subsurface sewage disposal system meets the requirements of State law and the State of Maine Subsurface Wastewater Disposal Rules (Rules), or that a new system can be installed in compliance with the law and said Rules. In no case shall a structure be relocated in a manner that causes the structure to be more non-conforming. In no case shall relocation be required for a building which has been determined by a qualified historic resources expert to be eligible for National Register listing.

In determining whether the building relocation meets the setback to the greatest ~~practical~~ *practicable* extent, the Planning Board or its designee shall consider the size of the lot, the slope of the land, the potential for soil erosion, the location of other structures on the property and on adjacent properties, the location of the septic system and other on-site soils suitable for septic systems, and the type and amount of vegetation to be removed to accomplish the relocation. When it is necessary to remove vegetation within the water or wetland setback area in order to relocate a structure, the Planning Board shall require replanting of native vegetation to compensate for the destroyed vegetation. In addition, the area from which the relocated structure was removed must be replanted with vegetation. Replanting shall be required as follows:

1. Trees removed in order to relocate a structure must be replanted with at least one native tree, ~~three (3)~~ *four and one half (4.5) feet* in height, for every tree removed. If more than five trees are planted, no one species of tree shall make up

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more than 50% of the number of trees planted. Replaced trees must be planted no further from the water or wetland than the trees that were removed.

Other woody and herbaceous vegetation, and ground cover, that are removed or destroyed in order to relocate a structure must be re-established. An area at least the same size as the area where vegetation and/or ground cover was disturbed, damaged, or removed must be reestablished within the setback area. The vegetation and/or ground cover must consist of similar native vegetation and/or ground cover that was disturbed, destroyed or removed.

2. Where feasible, when a structure is relocated on a parcel the original location of the structure shall be replanted with vegetation which may consist of grasses, shrubs, trees, or a combination thereof.

- i. **Reconstruction or Replacement.** Any non-conforming structure which is located less than the required setback from a water body, tributary stream, or wetland and which is removed, or damaged or destroyed, regardless of the cause by more than 50% of the market value of the structure before such damage, destruction or removal, may be reconstructed or replaced provided that a permit is obtained within 18 months of the date of said damage, destruction or removal, and provided that such reconstruction or replacement is in compliance with waterbody or wetland setback requirements to the greatest ~~practical~~ *practicable* extent as determined by the Planning Board or its designee in accordance with the purposes of this Overlay District. In no case shall a structure be constructed or replaced so as to increase its non-conformity. If the reconstructed or replacement structure is less than the required setback it shall not be any larger than the original structure, except as allowed pursuant to §8.3.11.4 above, as determined by the non-conforming ~~floor area and volume~~ *footprint* of the reconstructed or replaced structure at its new location. If the total ~~footprint amount of floor area and volume~~ of the original structure can be relocated or reconstructed beyond the required setback area, no portion of the relocated or reconstructed structure shall be replaced or reconstructed at less than the setback requirement for a new structure. When it is necessary to remove vegetation in order to replace or reconstruct a structure, vegetation shall be replanted in accordance with §8.3.11.4. ~~f h~~ above.

Any non-conforming structure which is located less than the required setback from a waterbody or wetland and which is removed by 50% or less of the market value, or damaged or destroyed by 50% or less of the market value of the structure, excluding normal maintenance and repair, may be reconstructed in place if a permit is obtained from the Code Enforcement Officer within one year of such damage, destruction or removal.

In determining whether the building reconstruction or replacement meets the setback to the greatest ~~practical~~ *practicable* extent the Planning Board or its designee shall consider, in addition to the criteria of §8.3.11.4.f *h* above, the physical condition and type of foundation present, if any.

Amendment: Amend section 8.3.12 Timber Harvesting by repealing and replacing the section with the following reference language and by adding a new section regarding hazard trees, storm damaged trees and dead tree removal as follows:

8.3.12 Timber Harvesting- *All timber harvesting and forestry activities shall be administered by the Maine Bureau of Forestry*

NOTE: This section pertains to timber harvesting only. For provisions regarding the clearing for approved development, see section 8.3.3.

- ~~8.3.12.1 — No substantial accumulation of slash shall be left within fifty (50) feet of the normal high water mark of any waterbody. At distances greater than fifty (50) feet from the normal high water mark of such waters and extending to the limits of the Shoreland Overlay District, all slash shall either be removed or disposed of in such a manner that it lies on the ground and no part thereof extends more than four feet above the ground. Any debris that falls below the normal high water mark of a waterbody shall be removed.~~
- ~~8.3.12.2 — Harvesting operations shall be conducted in such a manner and at such a time that minimal soil disturbances results. Adequate provision shall be made to prevent soil erosion and sedimentation of surface waters.~~
- ~~8.3.12.3 — Harvesting operations shall be conducted in such a manner that a well-disturbed stand of trees and other natural vegetation is retained.~~
- ~~8.3.12.4 — In any stand, harvesting shall remove not more than forty (40) percent of the trees 4 inches or more in diameter, measured at 4 ½ feet above ground level, in any ten (10) year period. For the purpose of these standards, a stand means a contiguous group of trees, sufficiently uniform in species,~~

arrangement of age classes, and conditions, to be identifiable as a homogeneous and distinguishable unit.

- ~~8.3.12.5~~ Within one hundred (100) feet, horizontal distance of the normal high water mark of a great pond, and within seventy five (75) feet, horizontal distance, of the normal high water mark of other waterbodies, tributary streams, or the upland edge of a wetland, there shall be no clear cut openings and a well disturbed stand of trees and other vegetation, including existing ground cover, shall be maintained.
- ~~8.3.12.6~~ In areas other than those described in section 8.3.12.5 above, harvesting operations shall not create single clear cut openings greater than 7,500 sq. ft. in the forest canopy. Where such openings exceed five thousand (5,000) sq. ft. they shall be at least one hundred (100) feet apart. Such clear cut openings shall be included in the calculation of total volume removal.
- ~~8.3.12.7~~ No roads requiring earthmoving, cut or fill shall be constructed within the Shoreland Overlay District solely for the purpose of Timber Harvesting.
- ~~8.3.12.8~~ Within any Resource Protection Subdistrict abutting a great pond, there shall be no timber harvesting within the strip of land extending 75 feet inland from the normal high water mark except to remove safety hazards.
- ~~8.3.12.9~~ Timber harvesting equipment shall not use stream channels as travel routes except when:
- ~~a.~~ Surface waters are sufficiently frozen to support the weight of the equipment; and
 - ~~b.~~ The activity will not result in any ground disturbance.
- ~~8.3.12.10~~ All crossings of flowing water shall require a bridge or culvert, except in areas with low banks and channel beds which are composed of gravel, rock or similar hard surface which would not be eroded or otherwise damaged.
- ~~8.3.12.11~~ Skid trail approaches to water crossings shall be located and designed so as to prevent water runoff from directly entering the waterbody, tributary stream or wetland. Upon completion of timber harvesting, temporary bridges and culverts shall be removed and areas of exposed soil revegetated.
- ~~8.3.12.12~~ Except for water crossings, skid trails and other sites where the operation of machinery used in timber harvesting results in the exposure of mineral soil shall be located such that an unscarified strip of vegetation of at least seventy five (75) feet in width for slopes up to ten (10) percent shall be retained between the exposed mineral soil and the normal high water mark of a waterbody or wetland. For each ten (10) percent increase in slope, the unscarified strip shall be increased by twenty (20) feet. The provisions of this paragraph apply only to a face sloping toward the waterbody or wetland, provided, however, that no portion of such exposed mineral soil on a back face shall be closer than twenty five (25) feet from the normal high water mark of a waterbody or wetland.

8.3.12.1 Hazard Trees, Storm-Damaged Trees, and Dead Tree Removal

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1. *Hazard trees in the shoreland may be removed provided a shoreland permit is obtained from the Code Enforcement Officer, and complies with the following:*
 - a. *Within the shoreline buffer, if the removal of a hazard tree results in a cleared opening in the tree canopy greater than two hundred and fifty (250) square feet, replacement with native tree species is required, unless there is new tree growth already present. New tree growth must be as near as practicable to where the hazard tree was removed and be at least two (2) inches in diameter, measured at four and one half (4.5) feet above the ground level. If new growth is not present, then replacement trees shall consist of native species and be at least four and one half (4.5) feet in height, and be no less than two (2) inches in diameter. Stumps may not be removed.*
 - b. *Outside of the shoreline buffer, when the removal of hazard trees exceeds forty (40) percent of the volume of trees four (4) inches or more in diameter, measured at four and one half (4.5) feet above ground level in any ten (10) year period, and/or results in cleared openings exceeding twenty-five (25) percent of the lot area within the shoreland zone, or ten thousand (10,000) square feet, whichever is greater, replacement with native tree species is required, unless there is new tree growth already present. New tree growth must be as near as practicable to where the hazard tree was removed and be at least two (2) inches in diameter, measured at four and one half (4.5) feet above the ground level. If new growth is not present, then replacement trees shall consist of native species and be at least two (2) inches in diameter, measured at four and one half(4.5) feet above the ground level.*
 - c. *The removal of standing dead trees, resulting from natural causes, is permissible without the need for replanting or a permit, as long as the removal does not result in the creation of new lawn areas, or other permanently cleared areas, and stumps are not removed. For the purposes of this provision dead trees are those trees that contain no foliage during the growing season.*
 - d. *The Code Enforcement Officer shall require the property owner to submit an evaluation from a licensed forester or arborist before any hazard tree can be removed within the shoreland zone.*
 - e. *The Code Enforcement Officer shall require more than a one-for-one replacement for hazard trees removed that exceed eight (8)*

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inches in diameter measured at four and one half(4.5) feet above the ground level.

2. *Storm-damaged trees in the shoreland zone may be removed without a permit after consultation with the Code Enforcement Officer if the following requirements are met:*
 - a. *Within the shoreline buffer, when the removal of storm-damaged trees results in a cleared opening in the tree canopy greater than two hundred and fifty (250) square feet, replanting is not required, but the area shall be required to naturally revegetate, and the following requirements must be met:*
 - (i) *The area from which a storm-damaged tree is removed does not result in new lawn areas, or other permanently cleared areas;*
 - (ii) *Stumps from the storm-damaged trees may not be removed;*
 - (iii) *Limbs damaged from a storm event may be pruned even if they extend beyond the bottom one-third (1 /3) of the tree; and*
 - (iv) *If after one growing season, no natural regeneration or regrowth is present, replanting of native tree seedlings or saplings is required at a density of one seedling per every eighty (80) square feet of lost canopy.*
 - b. *Outside of the shoreline buffer, if the removal of storm damaged trees exceeds 40% of the volume of trees four (4) inches or more in diameter, measured at four and one half (4.5) feet above the ground level in any ten (10) year period, or results, in the aggregate, in cleared openings exceeding 25% of the lot area within the shoreland zone or ten thousand (10,000) square feet, whichever is greater, and no natural regeneration occurs within one growing season, then native tree seedlings or saplings shall be replanted on a one-for-one basis. The removal of standing dead trees, resulting from natural causes, is permissible without the need for replanting, as long as the removal does not result in the creation of new lawn, or other permanently cleared areas, and stumps are not removed. For the purposes of this provision dead trees are those trees that contain no foliage during the growing season.*

Amendment: Add Section 8.3.19 Revegetation Requirements by incorporating the states minimum standards as follows:

8.3.19 Revegetation Requirements

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When revegetation is required in response to violations of the vegetation standards set forth in Section 8.3.3, to address the removal of non- native invasive species of vegetation, or as a mechanism to allow for development that may otherwise not be permissible due to the vegetation standards, including removal of vegetation in conjunction with a shoreline stabilization project, the revegetation must comply with the following requirements.

- 1. The property owner must submit a revegetation plan, prepared with and signed by a qualified professional that describes revegetation activities and maintenance. The plan must include a scaled site plan, depicting where vegetation was, or is to be removed, where existing vegetation is to remain, and where vegetation is to be planted, including a list of all vegetation to be planted.*
- 2. Revegetation must occur along the same segment of shoreline and in the same area where vegetation was removed and at a density comparable to the pre-existing vegetation, except where a shoreline stabilization activity does not allow revegetation to occur in the same area and at a density comparable to the pre-existing vegetation, in which case revegetation must occur along the same segment of shoreline and as close as possible to the area where vegetation was removed.*
- 3. If part of a permitted activity, revegetation shall occur before the expiration of the permit. If the activity or revegetation is not completed before the expiration of the permit, a new revegetation plan shall be submitted with any renewal or new permit application.*
- 4. Revegetation activities must meet the following requirements for trees and saplings:*
 - a. All trees and saplings removed must be replaced with native noninvasive species;*
 - b. Replacement vegetation must at a minimum consist of saplings;*
 - c. If more than three (3) trees or saplings are planted, then at least three (3) different species shall be used;*
 - d. No one species shall make up 50% or more of the number of trees and saplings planted;*
 - e. If revegetation is required for a shoreline stabilization project and it is not possible to plant trees and saplings in the same area where trees or saplings were removed, then trees or sapling must be planted in a location that effectively reestablishes the screening between the shoreline and structures; and*
 - f. A survival rate of at least eighty (80) percent of planted trees or saplings is required for a minimum five (5) year period.*

5. *Revegetation activities must meet the following requirements for woody vegetation and other vegetation under three (3) feet in height:*
 - a. *All woody vegetation and vegetation under three (3) feet in height must be replaced with native noninvasive species of woody vegetation and vegetation under three (3) feet in height as applicable;*
 - b. *Woody vegetation and vegetation under three (3) feet in height shall be planted in quantities and variety sufficient to prevent erosion and provide for effective infiltration of storm water;*
 - c. *If more than three (3) woody vegetation plants are to be planted, then at least three (3) different species shall be planted;*
 - d. *No one species shall make up 50% or more of the number of planted woody vegetation plants; and*
 - e. *Survival of planted woody vegetation and vegetation under three feet in height must be sufficient to remain in compliance with the standards contained within this chapter for minimum of five (5) years*

6. *Revegetation activities must meet the following requirements for ground vegetation and ground cover:*
 - a. *All ground vegetation and ground cover removed must be replaced with native herbaceous vegetation, in quantities and variety sufficient to prevent erosion and provide for effective infiltration of stormwater;*
 - b. *Where necessary due to a lack of sufficient ground cover, an area must be supplemented with a minimum four (4) inch depth of leaf mulch and/or bark mulch to prevent erosion and provide for effective infiltration of stormwater; and*
 - c. *Survival and functionality of ground vegetation and ground cover must be sufficient to remain in compliance with the standards contained within this chapter for minimum of five (5) years.*

Amendment: Amend Article 17, specifically section 17.2 Non-Conforming Structures by adding section “I” to the list of requirements for the enlargement of non-conforming structures as follows:

17.2 Non-Conforming Structures

17.2.1 Repair, Enlargement

17.2.1.1 **Maintenance, Repair and Improvement Without Enlargement.** A non-conforming structure may be maintained, repaired and improved, provided there is no enlargement of the structure with respect to its footprint and/or its volume.

17.2.1.2 **Enlargement.** The standards applicable to Enlargement of Non-Conforming structures, as amended by the voters on November 4, 2008, shall retroactively apply to any application accepted by the Planning Board or Code Enforcement Officer on or after June 26, 2008, the date on which the first public hearing was posted for the amendments. The former Enlargement of Non-Conforming Structures provisions shall apply to applications accepted prior to this date. A non-conforming structure may be enlarged only in conformance with the provisions of this Section. A Code Enforcement Officer shall review the application to determine conformance with these standards, and may impose conditions on an approval to ensure conformance. Criteria for approval include each of the following:

- I. *An approved plan for expansion of a non-conforming structure shall be recorded by the applicant with the York County Registry of Deeds, within 90 days of approval. The recorded plan must show the existing and proposed footprint of the non-conforming structure, the existing and proposed structure height, the footprint of any other structures on the parcel, the shoreland zone boundary and evidence of approval by the municipal review authority.*

Amendment #4
Definition of Wireless Communications Facility

Ballot Language: The following language would appear on the ballot:

Article X

The Town hereby ordains amendment of the **Zoning Ordinance** to amend the definition of “wireless communications facility” of the Wireless Telecommunications Facilities Ordinance.

Statement of Fact: The purpose of this amendment is to update the definition of wireless communications facility to accurately represent changes in wireless telecommunication capabilities.

Amendment:

Amend section 1.16 of the Wireless Telecommunications Facilities Ordinance by repealing that definition of wireless communications facility and replacing it with the following:

Wireless Communications Facility (or Facility) (WCF) – ~~Any structure, antenna, tower, or other device which provides voice, data, radio, or television transmission, personal wireless service, commercial mobile wireless services, unlicensed wireless services, cellular phone services, specialized mobile radio and enhanced special mobile radio communications, common carrier wireless exchange access services, common carrier wireless exchange phone services and personal communications service or pager services.~~ Any facility, building, pole, tower, or structure used to provide wireless telecommunication services, which may consist of antennae, equipment, storage and other accessory structures used to provide wireless telecommunication services. The definition of WCF includes personal wireless service facilities as that term may be defined in Title 47, United States Code, Section 332 (c)(7)(C), ~~as it may be amended now or in the future as may be amended.~~

Recommended by the Planning Board:
Recommended by the Board of Selectmen:

Amendment #5 *Definition of Building Height*

Ballot Language: The following language would appear on the ballot:

Article X

The Town hereby ordains amendment of the **Zoning Ordinance** to alter the definition of building height as well as include a section requiring professional certification of allowed maximum building height.

Statement of Fact: The purpose of this amendment is to clarify how to calculate average grade of the ground for the purpose of measuring maximum building height on a site or property. The amendment also ensures proper professional certification is obtained when a building is proposed to be constructed within five (5) feet of the allowed maximum building height.

Amendment: Add language to the definition of Building Height that articulates how to calculate “average pre-development grade” with the following:

BUILDING HEIGHT: Building height shall be measured as follows:

- a. The vertical distance between the highest point of the roof and the average *pre-development* grade of the ground adjoining the building in areas located within 500 feet of the normal high water mark of the Atlantic Ocean, the York River, and the section of the Cape Neddick River located east of Route One.
- b. The vertical distance from the average *pre-development* grade of the ground adjoining the building to the top of the highest point of the roof on a flat or shed roof, the deck level on a mansard roof, and the average distance between the eaves and ridge level for gable, hip, and gambrel roofs, in all areas of Town not identified in a., above, of this definition. - **AMENDED 12/29/93**
- c. *Average pre-development grade is the average grade, existing on April 13, 2016, of the ground adjoining the building or a proposed building, in its natural condition prior to any site alteration or construction activity. Site alteration or construction activity includes, but is not limited to, the addition of material (fill) to a site or property.*

Notwithstanding the provisions of 1 M.R.S. § 302, this ordinance amendment shall apply retroactively to any and all applications accepted by the Planning Board or Code Enforcement Officer on or after April 13, 2016, which is the date when the first public hearing was posted for the amendment.

Draft Amendment to be voted in November 2016

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Amendment: Add language to Article 5- Dimensional Regulations by inserting a section that requires professional building height certification for new construction with the following:

5.1.9 Building Height Certification

Proposed buildings within five (5) feet of the maximum building height allowed in this ordinance shall require the following:

- A. Maine-licensed Professional Land Surveyor (PLS) certification regarding the average pre-development grade of the ground adjoining the building for the purpose of establishing building height (see definition of Building Height); and*
- B. Maine-licensed Professional Engineer (PE) or a Maine-licensed Professional Land Surveyor (PLS) certification regarding the height of the building prior to the issuance of an occupancy permit.*

Notwithstanding the provisions of 1 M.R.S. § 302, this ordinance amendment shall apply retroactively to any and all applications accepted by the Planning Board or Code Enforcement Officer on or after April 13, 2016, which is the date when the first public hearing was posted for the amendment.

Recommended by the Planning Board:

Recommended by the Board of Selectmen:

Amendment #6
Expansion of York Village Center Local Historic District

Ballot Language: The following language would appear on the ballot:

Article X

The Town hereby ordains amendment of the **Zoning Ordinance** to change the boundaries of the York Village Center Historic District to include an additional 12 parcels as shown on the map “Proposed Expansion of the Village Center Historic Local District” dated June 17, 2016.

Statement of Fact: The purpose of this amendment is to expand the protections of the existing York Village Center Local Historic District by including an additional twelve (12) properties. The intent of this amendment is to compliment and preserve the Villages historic architecture, heritage and character. This is in keeping with the goals outlined in York’s Comprehensive plan specifically Town Goal 9.1.1 and Future Land Use recommendation 3 for the York Village Center Area.

Amendment:

Amend section 12.6 by changing the Village Center Local Historic District map reference date and replace the associated map entitled “York Zoning Ordinance: Village Center Local Historic District dated January 31, 2003 with the following:

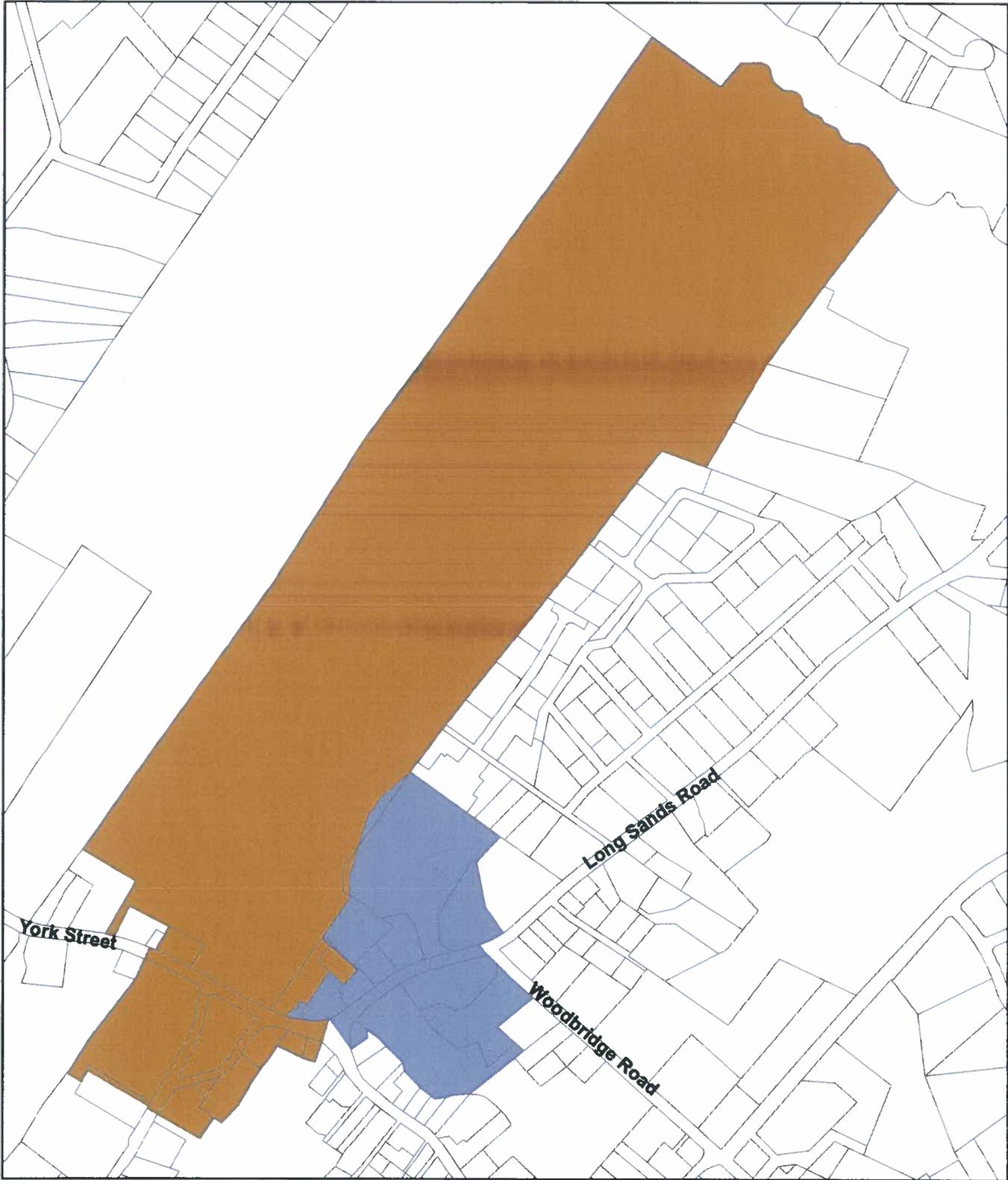
Village Center Local Historic District, as shown on a map entitled, “York Zoning Ordinance: Village Center local Historic District” dated ~~January 31, 2003~~ *June 17, 2016*.

(See attached Map)

Recommended by the Planning Board:

Recommended by the Board of Selectmen:

York Zoning Ordinance: Proposed Expansion of York Village Center Historic District



Locus

-  Current Village Center Historic District
-  Proposed Expansion of Village Center Historic District

0 125 250 500 750 1,000 Feet

Planning Office
York, Maine
June 17, 2016



Amendment #7
Alarm Systems Ordinance

Ballot Language: The following language would appear on the ballot:

Article X

The Town hereby ordains amendment of the **Public Safety Ordinances** to adopt a new standalone ordinance herein referred to as the “Alarm Systems Ordinance.”

Statement of Fact: The purpose of this ordinance is to recognize the need for a regulation of the installation and use of alarm systems in order to ensure compatibility of equipment with the facilities of the Town of York’s Communications Center, to avoid use of improper equipment and ensure adequate installation of equipment. The ordinance also attempts to minimize false alarms and to compensate the town for the inappropriate use of municipal resources in response to false alarms. This ordinance also clarifies the rights and responsibilities of the property owner and town.

Amendment:

Incorporate the following ordinance to the existing Public Safety ordinances in town:

Please see attached “Alarm Systems Ordinance.”

Recommended by the Board of Selectmen:

Town of York
Alarm Systems Ordinance

I. Purpose.

This ordinance recognizes the need for the regulation of the installation and use of Alarm Systems in order to ensure compatibility of equipment with the facilities of the Town of York Communications Center, to avoid use of improper equipment, ensure adequate installation of equipment, to minimize false alarms and to compensate for the inappropriate use of municipal resources in response to false alarms, and to clarify the rights and responsibilities of the property owner and of the Town.

II. Definitions.

As used herein, the following definitions shall apply:

- a. **Alarm System:** any mechanism, equipment or device designed to automatically transmit a signal, message or warning indicating fire, burglary, health emergency or like need for public safety assistance, from any mode, telephone, dialer, private third party monitors, Municipal Fire Alarm etc., directly or indirectly to the York Communications Center.
- b. **Appropriate Departments:** the Fire Department for fire or rescue alarms and the Police Department for alarms of unlawful entry, theft or other criminal activity.
- c. **Appropriate Chief:** the Chief of the Appropriate Department.
- d. **Center:** the Communications Center for the Town of York.
- e. **Non-emergency Alarm:** any alarm transmitted to the Center when there is no actual emergency or no other circumstances requiring a response from the appropriate department; it shall include, but shall not be limited to, false alarms caused by malfunctioning equipment, accidental or negligent activation of the alarm, or improperly monitored equipment.

III. Permit Required.

No person shall install, operate, maintain, alter, or replace an Alarm System within the Town of York after July 1, 2016, without holding an effective permit from the Center. Upon receipt of the completed application, the Center will issue a permit to the owner. Owners of premises served by an existing Alarm System as of July 1, 2016 shall have until January 1, 2017 to obtain a permit.

IV. Application Procedure.

Applications for an Alarm System permit shall be made to the Center by the owner of the premises to be protected or by the owner's authorized agent upon forms prepared by the Town, accompanied by a signed, dated receipt acknowledging that the owner or owner's authorized agent has received a copy of this ordinance and is aware of its terms.

The application form shall contain the name, telephone number and address of the owner of the premises to be protected along with the designated agent and of the proposed installer of the Alarm System. The proposed installer must have the capacity to maintain and service such Alarm System. The application form shall also contain a description of the principal use of the premises to be protected, a description of the proposed system and, in case of the Fire Department, the location of its installation [except that said location shall not be required for single family or two family homes], and such other data as the Appropriate Chief may reasonably require in order to ensure the use of proper equipment when responding to and combating a fire or other emergency.

The Center shall issue a permit upon receipt of a fully completed application form.

V. Prohibited Systems.

No system shall be permitted that automatically calls the Communication Center telephone lines with an automated message, each alarm shall be reported individually, and by a person that can answer questions posed by a Communications Specialist. No system shall be permitted which uses a constant signal for one type of alarm and a pulsating signal for another.

VI. Alarm Response.

The property owner or their designated agent, as kept on file at the Center, shall respond to each alarm at the request of the Appropriate Department for the purpose of securing the premises.

VII. False Alarms.

Any property owner whose alarm system causes the transmittal of a Non-emergency Alarm more than four (4) times in a 365 day period, after a 30-day start-up period for new installations, may be issued a summons for said violation. Each violation is a separate offense. The Chief of the Appropriate Department shall give suitable written warning to any permit holder, or to their designated agent, whose alarm system sends a fourth non-emergency alarm in any consecutive 365 day period by registered mail. In the event an alarm is activated as a result of a natural or unnatural event beyond the property owner's control (i.e. disruption of electrical service due to storm, motor vehicle accident, and the like), no fee shall be imposed per the discretion of the Chief of the Appropriate Department.

VIII. Permit Revocation.

The Chief of the Appropriate Department may revoke the permit for any Alarm System in the event that:

- a. Payment of any penalty fee is not made within sixty (60) days after the due date;
- b. Any deficiency therein reported to the owner is not corrected within 48 hours, or such extended time as the Chief of the Appropriate Department may permit;
- c. Such Alarm System causes the transmittal of more than 3 non-emergency alarms in any 24-hour period, or more than 6 non-emergency alarms in any 7-day period, or otherwise interferes with the orderly operation of the Center;
- d. Any data provided in the application form for such system is found to have been willfully falsified or due to gross negligence of the applicant; and
- e. Failure to make reasonable notification of changes to existing pertinent information contained within the permit application.

No revocation shall become effective until the Chief of the Appropriate Department has given the permit holder, or their designated agent, actual notice of the reason for the revocation and reasonable opportunity to dispute the revocation by registered mail.

IX. Appeal.

In the event of the refusal to issue or the revocation of any permit hereunder, the applicant may appeal to the Board of Selectmen or their designee within twelve (12) business days after the actual notice of such decision is given to the applicant or their designated agent. The Board of Selectmen or their designee may affirm, modify or rescind such decision, and their action thereon shall be final and conclusive without right of further appeal.

X. Violations.

In addition to the foregoing grounds for revocation, the following events shall each constitute a violation of this ordinance.

- a. The installation, operation, maintenance, alteration, or replacement of an Alarm System in the absence of an effective permit;
- b. The falsification of any data provided on an application form for an Alarm System done willfully or through gross negligence;
- c. The release of any information concerning an Alarm System to someone not associated with the maintenance or operation of the system or with the enforcement of this ordinance.

XI. Notice of Violation.

Any person who violates any provision of this ordinance shall be subject to a civil penalty of \$100.00 for the first offense, \$150.00 for the second offense, and \$250.00 for the third and subsequent offenses.

XII. Waiver / Payment of Fines.

Any person charged with a violation of this section, shall be allowed to waive such violation and tender to the Town of York the fine amount if paid within 20 days of issuance of the summons. If the waiver fine is paid, no appearance before a District Court Judge or other judicial officer shall be required. If the offender pays the waiver fine, the matter will be closed in the York Police Records system and listed as a subsequent offense for future violations.

If the offender chooses not to pay the waiver fine he/she shall appear in court on the specified date to answer for the ordinance violation. If the offender is found to

have committed the offense in court; fines, applicable court fees, attorney's fees, and prosecution costs may apply.

XIII. Government Immunity.

Alarm registration is not intended to, nor will it, create a contract, duty or obligation, either expressed or implied, of response. Any and all liability and consequential damage resulting from the failure to respond to a notification is hereby disclaimed and governmental immunity as provided by law is retained. By applying for an alarm registration, the alarm user acknowledges that the emergency response may be influenced by factors such as: the availability of Emergency Medical Assistance (EMA), priority of calls, weather conditions, traffic conditions, emergency conditions, staffing levels and prior response history.

XIV: Severability

The provisions of this ordinance are severable. If a court determines that a word, phrase, clause, sentence, paragraph, subsection, section, or other provision is invalid or that the application of any part of the provision to any person or circumstance is invalid, the remaining provisions and the application of those provisions to other persons or circumstances are not affected by that decision.

Amendment #8
Street Opening and Culvert Ordinance Amendment

Ballot Language: The following language would appear on the ballot:

Article X

The Town hereby ordains amendment of the **Street Opening and Culvert Ordinance** to waive the application fee for public water and sewer suppliers.

Statement of Fact: The purpose of this amendment is to waive the application fee for public water or public sewer providers that do work within a public street, sidewalk, right-of-way or drainage way.

Amendment: Add language to Section 5.2.A.d with the following:

5.2. Standards.

A. Responsibilities of the Applicant.

1. The applicant shall be responsible for preparing and submitting to the Superintendent an application for the proposed street opening. This application shall:
 - a. Be on a form provided by the Public Works Department;
 - b. State the purpose of the street opening;
 - c. Show the physical extent of excavation;
 - d. Include a \$100 application fee. *This fee shall not apply to public water or public sewer providers.*
 - e. Provide a plan and materials specifications for filling and resurfacing the street opening to demonstrate compliance with the construction specifications of this Ordinance;
 - f. Specify the timeframe for work;
 - g. Detail the plan for traffic control and protection of public safety during the project;
 - h. Obtaining any other required permits;
 - i. Provide the financial security, if required (see §5.1.F); and
 - j. Provide other information relevant to the application.

2. The applicant shall be responsible for all completing all work in accordance with the Street Opening Permit obtained pursuant to this Ordinance. All costs are the responsibility of the applicant.
3. The applicant shall be responsible for maintaining the temporary surface and keeping it safe for travel until permanent resurfacing is completed. If it is not possible to maintain the temporary surface in a condition safe for all modes of travel, the applicant shall establish and maintain barriers and warning devices.
4. The applicant shall notify the Superintendent at least 2 business days prior to the installation of the permanent pavement. The Superintendent may allow less advance notice on a case by case basis, particularly following emergency utility repairs.
5. The applicant shall be fully responsible to correct any deficiencies identified by Town inspection. All costs are the responsibility of the applicant.
6. The applicant shall guarantee the quality of their work and materials for two years following completion of the original repair work, or until the Superintendent issues a written acceptance of the repairs, whichever occurs earlier. At any time during this guarantee period, the applicant shall re-excavate, re-fill and/or re-surface the area as directed by the Superintendent to remedy the defects. The applicant shall be given a reasonable amount of time to perform this work, and if they fail then it shall be performed by the Department of Public Works. The applicant shall be responsible for the full cost of such repair work, plus a surcharge if completed by the Department of Public Works.

Recommended by the Board of Selectmen:

Amendment #9
*Active Duty Military Personnel Vehicle Excise Tax Exemption
Ordinance*

Ballot Language: The following language would appear on the ballot:

Article X

The Town hereby ordains amendment of the **Ordinance** to adopt a new standalone ordinance herein referred to as the “Active Duty Military Personnel Vehicle Excise Tax Exemption Ordinance.”

Statement of Fact: The purpose of this ordinance is to provide a vehicle excise tax exemption for York residents who are on active duty serving in the United States Armed Forces and are either permanently stationed at a military or naval post, station or base outside of Maine or are deployed for military service for a period of more than 180 days and desire to register their vehicle(s) in York.

Amendment:

Incorporate the following ordinance to the existing “Financial” ordinances in town:

See attached, “Active Duty Military Personnel Vehicle Excise Tax Exemption Ordinance”

Recommended by the Board of Selectmen:

**ACTIVE DUTY MILITARY PERSONNEL
VEHICLE EXCISE TAX EXEMPTION ORDINANCE**

Section 1. Authority.

This ordinance is enacted pursuant to 36 M.R.S.A. § 1483-A, which expressly authorizes such ordinances.

Section 2. Excise tax exemption; qualifications.

Vehicles owned by a resident of this municipality who is on active duty serving in the United States Armed Forces and who is either permanently stationed at a military or naval post, station or base outside this State or deployed for military service for a period of more than 180 days and who desires to register that resident's vehicle(s) in this State are hereby exempted from the annual excise tax imposed pursuant to 36 M.R.S.A. § 1482.

To qualify for this exemption, the resident must present to the municipal excise tax collector certification from the commander of the resident's post, station or base, or from the commander's designated agent, that the resident is permanently stationed at that post, station or base or is deployed for military service for a period of more than 180 days.

For purposes of this section, "United State Armed Forces" includes the National Guard and the Reserves of the United States Armed Forces.

For purposes of this section, "deployed for military service" has the same meaning as in 26 M.R.S.A. § 814(1)(A).

For purposes of this section, "vehicle" has the same meaning as in 36 M.R.S.A. § 1481(5).

Section 3. Effective date; duration.

This ordinance shall take effect immediately upon enactment by the municipal legislative body unless otherwise provided and shall remain in effect unless and until it or 36 M.R.S.A. § 1483-A is repealed.

Statement of Fact
ACTIVE DUTY STATIONED IN MAINE EXCISE TAX EXEMPTION

Name: _____

DOB: _____

Unit: _____

Phone: _____

Station/Base: _____

Home of Record (legal address claimed for tax purposes):

Commander's Certification:

This individual is permanently assigned to the unit and station identified above, is on active duty serving in the United States Armed Forces or is in the National Guard or Reserves of the United States Armed Forces deployed to said unit/station for Military Service for a period of more than 180 days.

Commanding Officer/Executive Officer
or designated Representative

(Signature)

(Date)

Proposed Amendment

Ordinance Regulation Use of the Cliff Path and Fisherman's Walk

Ballot Language: The following language would appear on the ballot:

Article X

The Town hereby ordains amendment of the **Ordinance Regulating Use of the Cliff Path and Fisherman's Walk** to alter the hours the path is open to the public, to prohibit domestic animals on the Cliff Walk, and to prohibit municipal off-site signs relating to the Cliff Walk or the Fisherman's Walk.

Statement of Fact: The purpose of this amendment is to alter Town regulations in a manner that will reduce adverse impacts to the property owners along these two Walks.

Recommendations

Recommended by the Board of Selectmen:

Amendment: Amend the language of Section 4, Domestic Animals, as follows:

4 Domestic Animals

Domestic Animals are not permitted on the *Fisherman's Walk* except when on a leash. The animal's owner is responsible for cleaning up any waste left by the pet. *Except for service animals as defined by the Americans With Disabilities Act, domestic animals are prohibited on the Cliff Walk, from Harbor Beach Road northerly.*

Amend the language of Section 5, Hours of Operation, as follows:

5 Hours of Operation

The section of the Walk beyond Harbor Beach in a northeasterly direction will be open for *public* use in accordance with the provisions of this Ordinance. *Following a public hearing, the Board of Selectmen shall adopt, and may amend, a schedule which limits the hours of public use. These hours shall never begin earlier than sunrise nor extend later than sunset, and may be more restrictive. The hours may vary by day of the week, season of the year, or other relevant factors. The schedule shall be posted at the sign on the Harbor Beach end of the Walk. ~~from 1/2 hour before sunrise until 1/2 hour after sunset.~~* Any portion of the Walk may be closed when in the opinion of Town personnel hazardous conditions necessitate or repairs are required.

Insert a new Section 5-A, Prohibition of Municipal Off-Site Signs, as follows:

5-A Prohibition of Municipal Off-Site Signs

The Town shall not post any signs directing the public to the Walk that are not on or immediately adjacent to the Walk, and shall remove any such signs that exist prior to enactment of the amendment of the Ordinance.

York Shoreland Ordinance Subcommittee Report

for presentation August 22, 2016 Selectman Meeting

The following review is submitted as a detailed analysis of the efforts of the Planning Board and the integration of the Mandatory Shoreland Zoning Act #38, M.R.S.A, as required by the State of Maine DEP, into the Town of York Shoreland Ordinance, Article #8.

The State Ordinance, as established by Maine DEP reads as follows:

“The purpose of the Shoreland Ordinance is to further the maintenance of safe and healthful conditions; to prevent and control water pollution; to protect fish spawning grounds, aquatic life, birds and other wildlife habitat; to protect buildings and lands from flooding and accelerating erosion; to protect archaeological and historic resources; to protect commercial fishing and maritime industries; to protect freshwater and coastal wetlands; to control building sites, placement of structures and land uses; to conserve shore cover, and visual as well as actual points of access to coastal waters and to anticipate and respond to the impacts of development in Shoreland areas.”

Guidelines for Municipal Shoreland Zoning Ordinances, Chapter 1000, is a 79 page legislative document that details which mandatory requirements and legal wording are to be included in the York Shoreland Ordinance, Article #8. The Mandatory Shoreland Zoning Act, 38 M.R.S.A., Section 435-449, requires all municipalities to adopt, administer, and enforce ordinances which regulate land use activities within 250 feet of great ponds, rivers, freshwater and coastal

wetlands, including all tidal water; and within 75 feet of streams as defined by DEP guidelines which states, “The Act requires that municipalities adopt Shoreland Zoning ordinances consistent with, or no less stringent than, those minimum guidelines. Municipalities may wish to adopt more stringent ordinances, or ordinances which are completely different from the guidelines, provided that such ordinances are equally or more effective in achieving the purposes of the Act.” (1)

A Shoreland Ordinance Subcommittee was established by Planning Board Chair, Pete Smith, on January 28, 2016. The sub-committee includes direct support from Town Planner, Dylan Smith and York Shoreland Coordinator, Leslie Hinz. Other members include Planning Board Members: Lew Stowe (Chair), Wayne Boardman, and Kathleen Kluger; and Linda Scotland, Cape Neddick River Association liaison to the Conservation Commission. The first meeting was held on February 10th, 2016.

The primary goal of the sub-committee is to oversee the integration of the State’s mandated Shoreland Ordinance ‘language’ and definitions into that already in existence in the Shoreland Overlay District of the Town of York. Secondary goals are to complete this review process with an eye towards meeting timeline requirements for Board reviews and public hearings, to be placed on the November 2016 Ballot for the Voters.

From February through May, 2016, the committee met every other week for a total of seven two hour meetings. During that time, Maine DEP representative, Mike Morse, was available via e-mail to answer questions. Leslie Hinz initiated the first draft, from which seven different versions evolved. At one point, the committee reviewed the entire draft dated March 30, 2016,

by reading aloud each revised section. The object was to focus attention on our changes and to discuss any questions arising from those changes, as well as to resolve any inconsistencies. The time consuming process of having a member read and question each line proved to be invaluable as there were a number of areas which could, and did, have impact on other sections of our zoning ordinance (i.e., the definitions of structure, stream, footprint, lot coverage, and more). Additionally, Mr. Stowe and Ms. Scotland met with the York Harbor Board to discuss the proposed ordinance changes. It was suggested that the committee consider the possible inclusion of Cape Neddick River to the restriction placed on “one dock, to the property of record, as of a given date” (as it is now with The York River).

The sub-committee presented a draft to the Board of Selectmen at the March, 2016 Workshop Meeting, the full Planning Board in April and June, and to the Board of Selectmen again on Monday, July 18, 2016, recording questions and concerns from all sources (2). Following each of those meetings, the committee met again to review and approve additional changes recommended by Mike Morse, Maine DEP, the full Planning Board, and the Board of Selectmen.

While the DEP Commissioner has not yet issued a deadline for making ordinances consistent with the 2015 Guidelines, “there is an important reason to consider an update in (y)our community: municipalities can make use of the flexibilities now available in the 2015 Guidelines and tailor ordinances to meet local needs.

“If (y)our community chooses not to adopt amendments to local shoreland zoning that are consistent with the new Guidelines, the Board of Environmental Protection has the authority to adopt the required standards for the municipality, who would then be required to administer and

enforce the new regulations. Since there is time with no deadline currently looming, municipalities should take advantage of this opportunity and craft an ordinance tailored to local goals." (3)

As a rule, the Subcommittee has elected to follow DEP directions *only*, drawing directly from the Chapter 1000 mandate, making few changes at this time . The Proposed Amendment to the Zoning Ordinance, Article #8, Shoreland Overlay District, as presented by Leslie Hinz, Dylan Smith, and this sub-committee, is the culmination of all meetings, hearings, revisions, and drafts, and represents the integration of the language into York's existing Shoreland Overlay District zoning ordinance (or clarification of existing Ordinance), without additional in-depth revisions of items the committee may have wished to propose to Voters.

A handwritten signature in blue ink, appearing to read "Lewis Stowe". The signature is fluid and cursive, with a large loop at the beginning and a long horizontal stroke at the end.

Lewis Stowe Chairman Shoreland subcommittee

- (1) <http://www.maine.gov/sos/cec/rules/06/096/096c1000.doc>
- (2) Several questions were asked of the sub-committee, the answers to which which will be available by written and verbal addendum to this report at meetings of the Planning Board and Board of Selectmen on Aug 22,2016
- (3) <http://www.meplan.org/articles/3427755>



REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: August 19, 2016

ACTION

DATE ACTION REQUESTED: August 22, 2016

DISCUSSION ONLY

SUBJECT: non-ordinance matters for the November General Referendum

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: I am aware of three non-ordinance matters for the November General Referendum:

1. Accept a Drainage Easement at 149 & 151 Long Beach Avenue, relating to the Long Beach drainage improvements.
2. Grant quit claim rights to the Water and Sewer Districts for utilities on Ray Avenue adjacent to a Town-owned lot at 2 Ray Avenue.
3. A petitioned question about water fluoridation for residents with KK&W water only.

RECOMMENDATION: none

PROPOSED MOTION: n.a.

Prepared by Stephen H. Burns, Town Manager:

Stephen H. Burns

From: Dean Lessard
Sent: Wednesday, August 17, 2016 2:43 PM
To: Stephen H. Burns; Melissa M. Avery
Subject: Easement for November 2016 Ballot
Attachments: Easement for November 2016 ballot.docx; 15106011O-11x17 Easement- North 3.pdf; 149 and 151 Long Sands by the Sea Condominiums Drainage easement (David Bunker).docx

Steve and Missy

Attached are the easement information for the November ballot for your review. Let me know if you need anything else.

Thanks

Dean

Dean A. Lessard, P.E. | *Director of Public Works*

Town of York, Maine

186 York Street | York, Maine 03909

Phone: (207) 363-1010, Ext. 6201

Fax: (207) 363-1012

E-Mail: dlessard@yorkmaine.org

Online: www.yorkmaine.org

Follow us!

Facebook: www.facebook.com/YorkMainePublicWorks

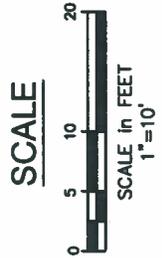
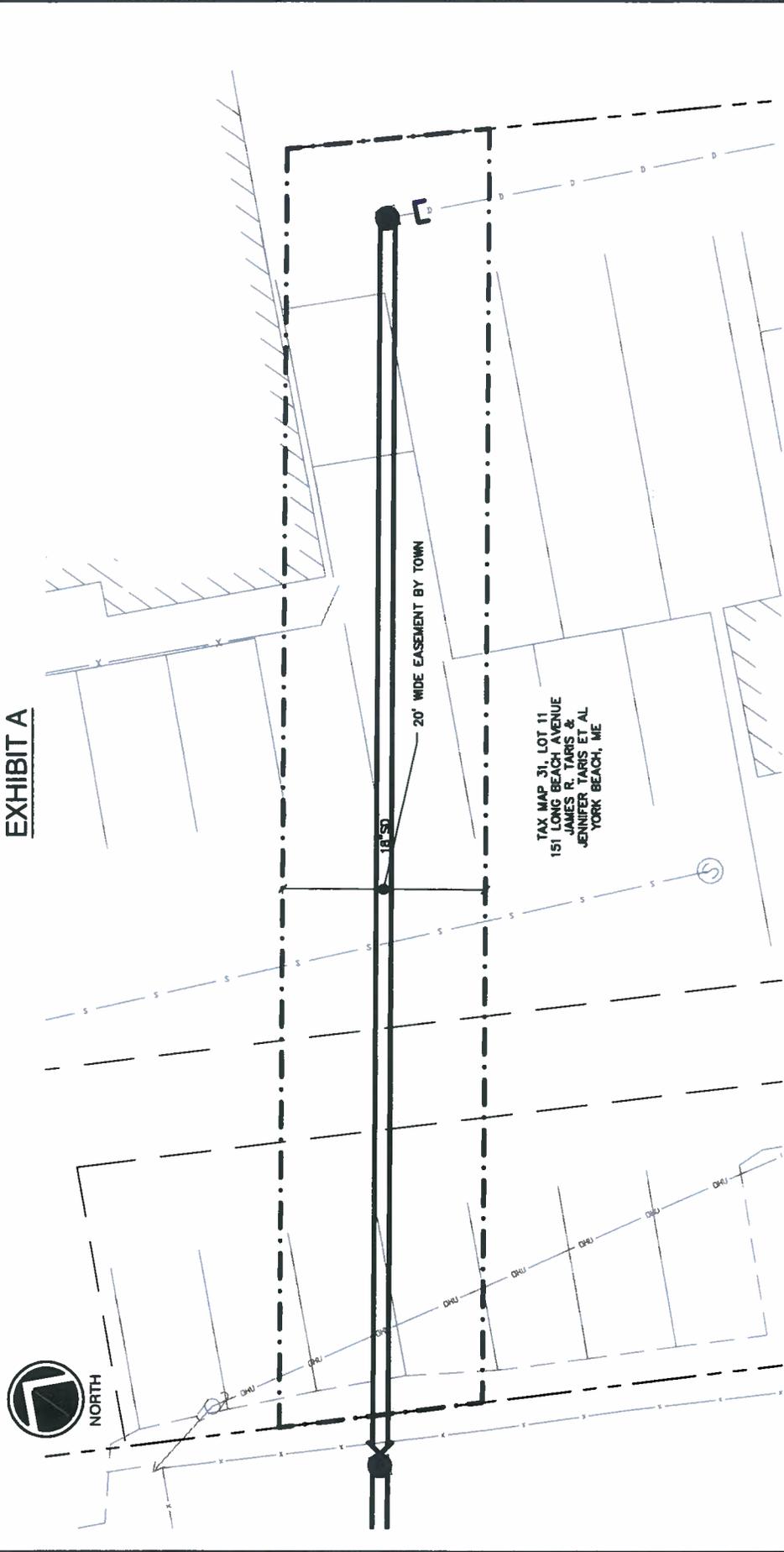
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Long Beach Avenue Easement

1. Shall the Town vote to accept a certain easement from Long Sands by the Sea Condominiums at 149 and 151 Long Beach Avenue in York Maine?

Statement of Fact: If approved this article would grant the Town of York an easement for the installation, maintenance, repair and replacement of a storm drain system and related improvements including, but not limited to, pipes for the collection and flowage of water.

EXHIBIT A



<p>RANSOM Consulting Engineers and Consultants</p>	<p>PREPARED FOR: TOWN OF YORK 186 YORK STREET YORK, MAINE</p>	<p>EASEMENT PLAN</p>
	<p>SITE: LONG BEACH AVENUE IMPROVEMENTS YORK, MAINE</p>	<p>DATE: 1-17-2016 PROJECT: 151.06001 FIGURE: 1 OF 1</p>

After recording return to:
Mary Costigan, Esq.
Bernstein Shur
100 Middle Street
PO Box 9729
Portland, ME 04104-5029

Space Above This Line For Recording

EASEMENT

KNOW ALL PERSONS BY THESE PRESENTS, that **Long Sands by the Sea Condominiums** of 149 and 151 Long Beach Avenue in York, York County, Maine (“Grantor”), for consideration paid, hereby grants to the **INHABITANTS OF THE TOWN OF YORK**, a municipal corporation with an address of 186 York Street, York, Maine 03909, an easement for the installation, maintenance, repair, and replacement of a storm drain system, and related improvements including but not limited to pipes to and from the same, and utilization of the same for the collection and flowage of water. The area burdened by this easement is a portion of Grantor’s property described in a deed dated May 17, 2007 and recorded with the York County Registry of Deeds in Book 15161, Page 980, and is located as depicted on the attached Exhibit A. The Grantee herein shall have the right to enter upon land of the Grantors for the purposes of installation, maintenance, repair, or replacement of said storm drain system and related improvements. Grantee shall be responsible for the maintenance, repair and replacement as it deems necessary of the storm drain system and related improvements. Grantors agree not be build any permanent improvements of any type in over the storm drain system and any related pipes or improvements. This easement is for the benefit of the adjacent and nearby public roads and public rights of way and for the drainage of water from the same and from other lands, and includes the right for discharge and flowage of water whatsoever in nature and amount.

IN WITNESS WHEREOF, David Bunker has caused this instrument to be executed as of this ____ day of _____, 2016, by _____, its duly authorized _____.

David Bunker

Witness: _____

By: _____
Print Name:
Print title:

STATE OF _____
COUNTY OF _____, ss _____, 2016

Personally appeared the above-named _____, who are the legal owners of the property known as 149 and 151 Long Beach Avenue and acknowledges the foregoing instrument to be their free act and deed in said capacity.

Before me,

Notary Public
Print Name:
My Commission expires:



Quick Map



Legend

- Parcels

2 Ray Ave

0020 - 0056 - C



GIS Data Disclaimer- The data contained in this document, or any accompanying document is a resource of general information provided on the World Wide Web for public convenience. The Town of York makes no warranty, representation or guaranty as to the content, sequence, accuracy, timeliness or completeness of any of the database information provided herein. The reader should not rely on the data provided herein. The Town of York expressly disclaims any representations and warranties, including, without limitation, the implied warranties of merchantability and fitness for a particular purpose. This disclaimer can be seen at under the Community Development Department GIS Maps website.



Department of the Secretary of State

Bureau of Corporations, Elections and Commissions

Matthew Dunlap
Secretary of State

Julie L. Flynn
Deputy Secretary of State

July 29, 2016

Mrs. Mary-Anne Szeniaewski
Municipal Clerk of York
186 York Street
York, ME 03909

Dear Mary-Anne:

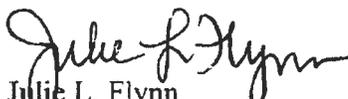
On July 22, 2016, petitions requesting a referendum question relating to fluoride in the water supply of the Kennebunk, Kennebunkport and Wells Water District were filed with the Secretary of State. These petitions were filed by Janice Hanson pursuant to Maine Revised Statutes, Title 22, §2655, sub-§4.

Petitioners were required to file a number of certified valid signatures equal to at least 10% of the total number of votes cast for Governor at the last gubernatorial election in all municipalities which are wholly or partially within the water district. In the 2014 gubernatorial election, 30,629 votes were cast in the seven towns in the Kennebunk, Kennebunkport and Wells District. Petitioners were therefore required to file at least 3,063 signatures by the filing deadline of 120 days before the next election (this deadline was July 11, 2016).

The Secretary of State has totaled the number of signatures filed and has determined that 3,249 certified signatures were filed. As petitioners were successful in filing the required number of signatures, this issue must be voted on at the November 8, 2016 General and Referendum Election. Persons eligible to vote are all registered voters who reside within the affected public water system. Each municipality in the district shall conduct the election according to the provisions of Title 22, §2656.

Based on our reading of the statute related to elections in multiple community water districts, we believe it is the responsibility of each municipal clerk to conduct this election, including posting a warrant announcing the election, conducting a public hearing and providing ballots. I have enclosed a copy of the pertinent sections of Title 22. Each Municipal Clerk should determine if the ballot will be tabulated by the DS200 or will be hand counted as well as if it can be included on an existing municipal ballot or a separate ballot will be provided. Please contact me if I can provide additional information.

Sincerely,


Julie L. Flynn
Deputy Secretary of State

Cc: Janice Nelson
Norman Labbe, Kennebunk, Kennebunkport and Wells Water District Superintendent

Title 22: HEALTH AND WELFARE
Chapter 601: WATER FOR HUMAN CONSUMPTION

Subchapter 5: FLUORIDATION

§2651. FLUORIDATION

(REPEALED)

SECTION HISTORY

1975, c. 751, §4 (NEW). 1983, c. 463, §1 (RP).

§2651-A. DEFINITIONS

As used in this subchapter, unless the context otherwise indicates, the following terms have the following meanings. [1983, c. 463, §2 (NEW).]

1. Multiservice municipality. "Multiservice municipality" means any municipality served in whole or in part by more than one public water system.

[1983, c. 463, §2 (NEW) .]

2. Multiple community water district. "Multiple community water district" means that area comprising all municipalities served in whole or part by a single public water system plus those public water system zones within multiservice municipalities served by the same public water system.

[1983, c. 463, §2 (NEW) .]

3. Multiple community water system district-wide election. "Multiple community water system district-wide election" means an election held in each municipality within a multiple community water district to determine whether or not to fluoridate the water supply of that system.

[1983, c. 463, §2 (NEW) .]

4. Municipality. "Municipality" means a city, town or plantation.

[1983, c. 463, §2 (NEW) .]

5. Public water system. "Public water system" means the public water agency, company, utility, district or other entity serving one or more municipalities in whole or in part.

[1983, c. 463, §2 (NEW) .]

6. Public water system zone. "Public water system zone" means any one of the 2 or more areas of a multiservice municipality served by a single public water system, as further defined in section 2657.

[1983, c. 463, §2 (NEW) .]

7. Registered petitioners. "Registered petitioners" means those registered voters residing in a single community water district or, in the case of a multiple community water system district-wide election, those registered voters residing in the multiple community water district who have accepted the responsibility of receiving notice concerning the filing of petitions pursuant to section 2655, subsection 3.

[1987, c. 122, §1 (AMD) .]

8. Single community water district. "Single community water district" means a municipality served in whole or in part by a water system which serves no other municipalities.

[1983, c. 463, §2 (NEW) .]

9. Single-service municipality. "Single-service municipality" means any municipality served in whole or in part by a single public water system.

[1983, c. 463, §2 (NEW) .]

SECTION HISTORY

1983, c. 463, §2 (NEW). 1987, c. 122, §1 (AMD).

§2651-B. FLUORIDATION

No public water system may add any fluoride to its water supply without written approval of the department.
[1983, c. 463, §2 (NEW).]

SECTION HISTORY

1983, c. 463, §2 (NEW).

§2652. AUTHORIZATION

(REPEALED)

SECTION HISTORY

1975, c. 751, §4 (NEW). 1983, c. 463, §3 (RP).

§2653. AUTHORIZATION OF FLUORIDATION; GENERAL PROVISIONS

1. Requirement for authorization. No public water system may add any fluoride to any water supply without first having been authorized to do so by the affected single or multiple community water district served by it. Any public water system duly authorized to add fluoride to any water supply shall do so within 9 months after being notified in accordance with this section. The municipal clerk shall, within 10 days after the vote, notify the public water system of the vote favoring or not favoring the addition of fluoride to the public water supply.

[1983, c. 463, §4 (NEW) .]

2. Form of question. Any time the issue of whether to fluoridate a public water supply is submitted to voters, the question shall be phrased as follows: "Shall fluoride be added to the public water supply for the intended purpose of reducing tooth decay?"

[1983, c. 463, §4 (NEW) .]

3. Prohibition. Whenever a single community water district has approved fluoridation, it may not again vote on the matter for a minimum period of 2 years from the date of installation of fluoride. Whenever a single community water district has disapproved fluoride, it may not vote again on the matter for a minimum period of 2 years. Whenever a multiple community water district has approved fluoridation, it may not vote again on the matter until the first general election after 2 years from the date of installation of fluoride. Whenever a multiple community water district disapproves fluoride, it may not vote again on the matter until the next general election.

[1983, c. 463, §4 (NEW) .]

4. Authorization not required. The authorization required by subsection 1 shall not apply to any public water supply which receives or purchases less than 50% of its total annual water supply from another public water supply authorized to add fluoride to its water supply.

[1987, c. 122, §2 (NEW) .]

SECTION HISTORY

1983, c. 463, §4 (NEW). 1987, c. 122, §2 (AMD).

§2654. PROCEDURE FOR ELECTIONS

1. Single community water districts. In a single community water district, the vote on the issue of fluoridation must be called by a majority vote of the municipal officers acting on their own initiative or pursuant to a petition meeting the requirements established for a referendum vote by the municipality's home rule charter or, if the municipality has no home rule charter, as provided by Title 30-A, section 2522.

[1991, c. 824, Pt. A, §43 (AMD) .]

2. Multiple community water districts. In the case of a multiple community water district, authorization shall be by a majority vote of those voting at a multiple community water system district-wide election. A valid request for an election on whether or not to authorize the addition of fluoride may be made in either of the following ways.

A. A valid request for an election shall have been made when a majority of municipal officers, in a majority of municipalities within a multiple community water system district, vote to call an election. All such votes must be taken at least 90 days before the general election. Each voting municipality shall certify within 5 days to all other municipalities within the public water system district the results of its vote.

A multiple community water system district-wide election shall take place in each municipality within the district if, on the basis of the certificates, a majority of municipal officers within a majority of the municipalities in the district have called for an election. [1987, c. 122, §4 (AMD) .]

B. A valid request for election shall have been made when a number of registered voters within a multiple community water district equal to at least 10% of the total number of votes cast for Governor at the last gubernatorial election in all municipalities, wholly or partially within the multiple community water district, file a petition in accordance with section 2655. [1987, c. 122, §4 (AMD) .]

[1987, c. 122, §4 (AMD) .]

SECTION HISTORY

1983, c. 463, §4 (NEW). 1987, c. 122, §§3,4 (AMD). 1991, c. 824, §A43 (AMD) .

§2655. PETITIONS IN MULTIPLE COMMUNITY WATER DISTRICTS

Petitions for an election shall be governed by the following provisions. [1983, c. 463, §4 (NEW) .]

1. Circulation. Any time the issue of whether to fluoridate a public water supply is submitted to the voters in multiple community water districts pursuant to petition, the petition or petitions shall be circulated and signed in the manner prescribed by Title 30-A, section 2503, subsection 3, paragraph B, subparagraphs (2) and (3), and shall be dated and gathered within the time frame prescribed by the Constitution of Maine, Article IV, Part Third, Section 18, Subsection 2.

[1987, c. 737, Pt. C, §§65, 106 (AMD); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §8, 10 (AMD) .]

2. Forms; instructions. On request of a voter, the Secretary of State shall furnish petition forms to that voter within 10 days of the request. The Secretary of State may charge a reasonable fee for the petitions.

If a voter, at his own expense, wishes to have the forms printed and furnished by himself rather than by the Secretary of State, he may do so provided that these petition blanks are first approved by the Secretary of State as to form and content. The Secretary of State shall have 10 days in which to approve the forms. If the forms are found to be unsatisfactory, the Secretary of State shall indicate the manner in which the forms are deficient. Corrected petition forms may be submitted in accordance with the terms in this paragraph.

The Secretary of State shall prepare complete instructions to advise the signers, circulators, registered petitioners, municipal clerks and election officials as to any statutory and constitutional requirements. The instructions must specify the conditions which have been held to invalidate either individual signatures or complete petitions. The instructions must be printed in bold type or capital letters on the petition.

[1987, c. 122, §5 (AMD) .]

3. Signing; filing. Petitions may be signed and filed as follows. In multiservice municipalities, petitions may be signed by any registered voter residing within the affected public water system zone of the municipality. All such petitions shall be filed with the appropriate municipality at least 120 days before the next general election. In each municipality in which petitions are filed, the petition or petitions shall be accompanied with the name and address of at least one, but not more than 5, registered voters who shall be the registered petitioners for the purpose of subsection 4. The registered petitioners must reside in the multiple community water district, but need not reside in the municipality in which a petition is filed.

A. [1987, c. 122, §6 (RP) .]

B. [1987, c. 122, §6 (RP) .]

[1987, c. 122, §6 (RPR) .]

4. Certification. Within 20 days after a petition is filed, the municipal clerk shall complete a certificate which states the number of valid signatures on the petition and identifies the relevant multiple community water district or districts involved. The certificate shall be sent by registered mail to the registered petitioners, who shall be responsible for transmitting them to the Secretary of State.

The Secretary of State shall total the number of valid signatures as certified by the municipal clerk. As soon as the total number of certified valid signatures is found to be equal to at least 10% of the total number of votes cast for Governor at the last gubernatorial election in all municipalities which are wholly or partially within the multiple community water district, the Secretary of State shall certify that fact to each municipality which is wholly or partially in the multiple community water district within 48 hours.

[1983, c. 463, §4 (NEW) .]

SECTION HISTORY

1983, c. 463, §4 (NEW). 1987, c. 122, §§5,6 (AMD). 1987, c. 737, §§C65,C106 (AMD). 1989, c. 6, (AMD). 1989, c. 9, §2 (AMD). 1989, c. 104, §§C8,C10 (AMD).

§2656. ELECTIONS IN MULTIPLE COMMUNITY WATER DISTRICTS

1. Multiple community water system district-wide elections. In the case of public systems serving more than one municipality, in whole or in part, elections shall be held simultaneously in all municipalities served by the water system at the first general election following the certification of a request for an election on the issue of whether or not to fluoridate the water supply. Those eligible to vote shall be all registered voters within affected single-service municipalities and all registered voters within the affected public water system zone of multiservice municipalities. The following provisions apply to all multiple community water system district-wide elections.

A. Each municipality shall be responsible for posting a warrant according to the following requirements.

- (1) It shall specify the voting place and the time of opening and closing of polls.
- (2) It shall specify that the purpose of the election is to determine the following question: "Shall fluoride be added to the public water supply for the intended purpose of reducing tooth decay?"
- (3) It shall specify that a public hearing will be held by the municipal officers of each municipality at least 10 days before the election date.
- (4) It shall be signed by a majority of the municipal officers of the municipality and directed personally to a constable or any resident ordering him to announce the election.

(5) The person to whom the warrant is directed shall post an attested copy of it in a conspicuous public place in each voting district of the municipality at least 7 days immediately before the date of the public hearing. He shall make a return on the warrant stating the manner of announcement and the time it was given and return the warrant to the municipal officers.

(6) The municipal officers shall then deliver the warrant to the clerk who shall record it. [1987, c. 122, §7 (NEW).]

B. Elections shall be held by secret preprinted ballots. [1987, c. 122, §7 (NEW).]

C. Each municipality shall provide for absentee ballots in a manner which substantially complies with Title 21-A, chapter 9, subchapter IV. [1987, c. 122, §7 (NEW).]

[1987, c. 122, §7 (AMD) .]

1-A. Elections in single community water districts. Elections in single community water districts shall be conducted in the same manner as other municipal elections.

[1987, c. 122, §8 (NEW) .]

2. Reporting election results. Each municipal clerk shall certify in writing the results of the election within 72 hours of the vote to the Secretary of State. The results shall be certified as to the number of eligible voters voting in favor of fluoridation and the number of eligible voters voting in opposition to fluoridation. The municipality shall also certify to the Secretary of State the identity of the relevant public water district or districts involved.

[1983, c. 463, §4 (NEW) .]

3. Vote tabulation. The Secretary of State shall, within 48 hours of receiving the last written certification, tabulate the votes from each municipality and immediately make public the results of the multiple community water system district-wide election by mailing to each affected municipality and public water system the results of the election, including the submitted votes from that municipality and public water system zone and the total multiple community water system district-wide vote.

[1983, c. 463, §4 (NEW) .]

SECTION HISTORY

1983, c. 463, §4 (NEW). 1987, c. 122, §§7,8 (AMD).

§2657. ESTABLISHMENT OF PUBLIC WATER SYSTEM ZONES

1. Division into zones. In order to facilitate elections in multiservice municipalities, each municipality shall divide itself into as many zones as there are public water services supplying the municipality. The zones shall be so structured as to insure that:

A. All residents served by a given public water service fall within the same zone; [1983, c. 463, §4 (NEW) .]

B. Each registered voter within the municipality is within one of the zones; and [1983, c. 463, §4 (NEW) .]

C. The size of the zone bears a rational relationship to the area of the municipality being served by a given public water system. [1983, c. 463, §4 (NEW) .!]

[1983, c. 463, §4 (NEW) .]

2. Map. Upon request by a municipality, a public water system shall provide to the municipality within 14 days a map which clearly delineates the boundaries of the service area of the public water system and any other requested information reasonably necessary to enable the municipality to determine the precise area of service in the municipality of the public water system.

[1983, c. 463, §4 (NEW) .]

3. Description; map; files. Each multiservice municipality shall keep on file, as a public document, a precise description and accompanying map of its public water system zones.

[1983, c. 463, §4 (NEW) .]

SECTION HISTORY

1983, c. 463, §4 (NEW) .

§2658. ALLOCATION OF COSTS

The Public Utilities Commission, upon application, shall determine and allocate the cost of fluoridation among the customers of a public water system and shall from time to time review that determination and allocation as required. In the event that a community water district which has approved fluoridation votes to discontinue fluoridation, the public water system may amortize the remaining cost of its investment in these facilities and allocate the cost of that amortization among its customers, over such period of time as is approved by the Public Utilities Commission. [1983, c. 463, §4 (NEW).]

SECTION HISTORY

1983, c. 463, §4 (NEW) .

§2659. RULES

The Department shall promulgate such rules, pursuant to the Maine Administrative Procedure Act, Title 5, chapter 375, subchapter II, as it deems necessary to carry out the purposes of this subchapter, including, but not limited to, rules regarding the time and manner in which municipalities shall establish public water system zones. [1983, c. 463, §4 (NEW).]

SECTION HISTORY

1983, c. 463, §4 (NEW) .

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REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: August 17, 2016	<input checked="" type="checkbox"/> ACTION
DATE ACTION REQUESTED: August 22, 2016	<input type="checkbox"/> DISCUSSION ONLY
SUBJECT: Mt. A Fire Tower	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: The Board discussed the possibility of renovation of the Fire Tower on the summit of Mount Agamenticus at its meeting of November 16, 2015. The Board discussed the matter, asked for more information and let it go at that. To date I have not been convinced there is adequate information to bring this back to the Board. The Fire Chief and I haven't found a comfortable balance of enough substance in the information provided and simply providing too much information. The issues are more complex than they appear on the surface.

Issues to be addressed should include ownership of the tower (see below), the physical condition of the tower (engineering inspection), safety (pieces are falling off the cab), aesthetics of the summit, input from the Mount Agamenticus Steering Committee, the value to fire protection, the costs of manning the tower versus alternatives, possible recreational use of the tower, inventorying all antennas and other communications devices on the tower, possible antenna revenues, and options for funding inspection and repairs should it be decided to repair the tower.

Town Attorney Mary Costigan has reached out to the State and is looking to finalize an understanding that this tower is Town property.

RECOMMENDATION: I recommend the Board appoint two members to work with the York Village Fire Chief and the Parks & Recreation Director to explore issues and options for the fire tower.

PROPOSED MOTION: I move to appoint _____ and _____ to work with the York Village Fire Chief and the Parks & Recreation Director to explore issues and options relating to the fire tower on Mount Agamenticus.

Prepared by Stephen H. Burns, Town Manager: _____

Moved by Mr. Macdonald, seconded by Mr. Frederick to approve that the Department of Public Works and Ransom Consultants finalize the drainage designs and solicit construction bids for the installation of both Long Beach Drainage projects from qualified contractors. Vote 5-0, motion passes.

J. New Business

1. Discussion: Fire Tower Issues on Mount Agamenticus - Ownership, Consolidation, etc.

Parks and Recreation Director Michael Sullivan and Village Fire Chief Christopher Balentine began the discussion regarding the Fire Tower located on Mount Agamenticus with the Board of Selectmen looking for guidance on the future of the tower. There are currently questions regarding ownership and other issues with the Maine Forest Service, who stopped manning the fire tower in 1991.

2. Discussion and Possible Action: Required Legal Training

Several months ago it was suggested to the Board that the Charter should be amended to insert a requirement for periodic legal training for various board that have decision-making authority (Board of Appeals, Planning Board, Historic District Commission, etc.). Mr. Burns suggested that this could also be approached as a new Selectmen's Policy, as a quicker, less forceful way to move forward. The Board of Selectmen were all in agreement that this should be looked into as a Selectmen's Policy.

3. Discussion: FY17-21 Capital Program Update

Mr. Burns gave a brief update to the Board of Selectmen and the public about the status of work on the FY17-21 Capital Program.

4. Discussion and Possible Action: Letter of Credit Release for 1950 US Route One

Moved by Mr. Macdonald, seconded by Ms. Sevigny-Watson to release the letter of credit to the York-Ogunquit Storage Solutions project. Vote 5-0, motion passes.

5. Historic District Commission Appointment

Not Addressed - Moved to a future agenda.

K. Future Agendas

L. Other Business

M. Citizens' Forum



REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: August 19, 2016

ACTION

DATE ACTION REQUESTED: August 22, 2016

DISCUSSION ONLY

SUBJECT: York Beach TIF

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: I have been asked to bring the Board up to date on the current status of our Tax Increment Financing (TIF) District in York Beach. What it is, how it gets money, what that money can be used for, and how much is currently available. Please see attached memo and materials.

RECOMMENDATION: n.a.

PROPOSED MOTION: n.a.

Prepared by Stephen H. Burns, Town Manager: _____

MEMO



TO: Board of Selectmen
FROM: Stephen H. Burns, Town Manager
DATE: August 19, 2016
RE: York Beach TIF

SHB

The Town of York has a single TIF district, that being the York Beach TIF. Our TIF was established on March 18, 2008, and the types of improvements that can be funded with our TIF were amended on September 10, 2010. A map of the district is attached. The entire TIF document is also attached, complete with the 2010 amendment.

What is the TIF?

The purpose of the TIF is to designate or earmark a portion of the Town's property tax revenues for a particular area or project. Two introductory documents follow, providing the general overview. In our case, the funds were designated to fund road, drainage and beautification studies and improvements in York Beach. The concept for this originated with the York Beach Renaissance efforts of the Chamber of Commerce.

How does the TIF get money?

The increment of property tax money is created only when the assessed value of buildings in the TIF district increases at a more rapid pace than the value of buildings in Town as a whole. When this happens, the added value of buildings in the TIF is multiplied by a growth increment factor and the mil rate. Since it was created in FY10, the TIF has generated funds in only 2 of the 7 years. The funding process/formula is attached.

How can TIF funds be used?

There are a broad range of things which can be funded by TIF districts (generally), but there are only 5 types of uses for this money in York. The relevant pages of the TIF which detail possible uses in York are included in the 2-page attachment that follows.

How much TIF funding is available?

As of today, \$15,662.45. A summary of the amounts in and out, by year, is attached. While this is a modest amount today, it is likely that the completion of the Kearsarge House project will significantly add to the TIF fund in the coming year.

Purpose of TIF

Maine Department of Economic and Community Development

[Home](#) → [Start or Grow a Business](#) → [Tax Incentives and Credits](#) → [Municipal Tax Increment Financing](#)

Municipal Tax Increment Financing (TIF)

Tax Increment Financing is a flexible finance tool used by municipalities, towns, plantations, and the Unorganized Territory to leverage new property taxes generated by a specific project or projects within a defined geographic district. Any portion of the new taxes may be used to finance public or private projects for a defined period of time up to 30 years.

Currently, hundreds of Maine communities have TIF districts, from Caribou to Biddeford, Rumford to Machias.

The Program is locally-driven: the municipality, town, or city defines the district and chooses how much of the new taxes will go to what public and private projects over what period of time, with the whole package requiring local political approval.

A business may approach a municipality with a proposal for investment for which a TIF district would provide financing. Or, a town might take advantage of an already-planned and financed project and create a TIF district around it, capturing a portion of new property tax revenue for specific uses.

Over their term, TIF districts can return thousands to millions of dollars to a municipality. The projects financed may range from upgrading a road or adding a wing to an existing building, or to the Bath Iron Works modernization that created its dry dock ship launching facility.

If your municipality is interested in exploring the possibilities of a TIF district, please contact:

Laura Santini-Smith (Smitty)

Tax Incentives Program Director

Business and Community Development | DECD

Cross Office Building; 111 Sewall Street, Augusta ME 04330

207-624-7487 DIR | 207-287-5701 FAX

Forms and Instructions

Eligible entities seeking Commissioner approval before April 1, must submit complete applications before/by March 1. Hyperlinked files may require downloads of [Adobe Reader](#) or [Word Viewer](#):

- [TIF Statute: 30-A M.R.S. §§ 5221-5235](#)
- [TIF Rules: 19-100 C.M.R. ch. 1, §§ 1-7 \(effective December 22, 2009\) \(Word\)](#)
- [36 M.R.S. §305\(1\): Property Tax Administration](#)
- [36 M.R.S. §1603: UT Educational and Services Tax](#)
- [36 M.R.S. §1606: UT Educational and Services Tax](#)
- [Cover Sheet \(Word\)](#)
- [Employment Goals \(Word\)](#)
- [Statutory Requirements and Thresholds \(Word\)](#)

Credits

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Municipal Tax Increment Financing

State of Maine
Department of Economic and Community Development
59 State House Station
Augusta, Maine 04333-0059
(207) 624-9800

Office located at:
Burton M. Cross Building
111 Sewall Street, 3rd Floor
Augusta, ME 04330

Publication current as of February 19, 2010

Department of Economic and Community Development

Municipal Tax Increment Financing

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PART I: PROGRAM DESCRIPTION

TIF OVERVIEW:

Municipal Economic Development

A municipality may elect to provide financial assistance to local economic development projects - from infrastructure improvements to business expansions - by using new property taxes that result from the commercial investment and corresponding increase in property value. The state program that guides and encourages this local economic development activity is called municipal tax increment financing (TIF). TIF is predominantly a “real estate based” tax incentive program.

Unorganized Territory

The Unorganized Territory of Maine (UT) is that area of Maine having no local, incorporated municipal government. In accordance with 30-A MRSA §5261, for purposes of municipal tax increment financing, a county may act as a municipality and submit a TIF application for an unorganized territory within its jurisdiction. Therefore, for purposes of this manual, from this point forward, the term “Municipality” within this document will include “Unorganized Territories”.

Program Summary

TIF is a tool that permits a municipality to participate in local project financing by using some or all of the new property taxes from a capital investment within a designated geographic district. The municipality has the option of using the “incremental” taxes to retire bonds it has issued for the project, compensate a developer or business for development project costs, or fund eligible municipal economic development activities. TIF districts may be designated for up to 30 years and bonds may be issued for up to 20 years. The designation of a TIF district requires proper notice, a local public hearing, the majority vote of the municipal legislative body, and state approval.

Program Example

A business invests \$1,000,000 in buildings and site improvements on vacant land presently valued at \$200,000, and installs machinery and equipment worth \$800,000. The municipality has a property tax rate of 20 mils, so the business will have a total tax obligation of \$40,000 per year once the new valuation is added to the tax rolls. \$36,000 of the tax bill is incremental, and therefore available to support the TIF district’s development program and financial plan.

Scenario 1: Municipal Bond Financing. The municipality issues a 20-year general obligation bond of \$300,000 for road and utility improvements that support the development project and pays the annual debt service using TIF revenues.

Scenario 2: Credit Enhancement Agreement (CEA). The municipality agrees to a fifteen year CEA and, after the developer invests \$1,800,000 in property and pays taxes, returns a portion of TIF revenues to the developer to assist in financing the new building.

Scenario 3: Municipal Economic Development. The municipality decides to fund a staff person to manage its downtown economic development program and budgets TIF revenues for ten years.

HOW TO APPLY

Proposals must fully address each part of the attached application which includes a cover sheet, employment goals sheet, and “application requirements.” Complete applications must be submitted in a timely manner to:

The Department of Economic and Community Development (DECD)
59 State House Station
Augusta, ME 04333-0059

NOTE: Potential applicants for approval of the designation of tax increment financing districts are encouraged to contact the Department at the earliest possible time before March 1, especially when the development program includes project costs authorized by 30-A M.R.S.A. § 5225(C). If the Commissioner approves the designation of a district *after* March 31, the original assessed value may be higher than that specified in the development program and could invalidate the program’s financial plan.

All proposals will be reviewed by DECD and applicants will be notified of their acceptance or rejection in writing. Questions may be addressed to:

Brian Hodges
Deputy Commissioner
(207) 624-7496
brian.hodges@maine.gov

This TIF Manual may be accessed on-line at www.mainebiz.org.

A. Key Features of Municipal Tax Increment Financing

- A local economic development financing program that uses some or all of the tax revenues generated (the tax “increment”) from new investments in real and personal property, to reduce bond debt issued for the project, pay the investing company directly for project costs incurred, or fund eligible economic development activities;
- A “shelter” against adverse adjustments to state education and revenue sharing subsidies, and county taxes, based on total municipal valuation; and
- A powerful, flexible economic development tool for municipalities to support job creation and retention, capital investment and a broadening of the local tax base.

B. Eligible Uses for TIF Revenues

1. Costs Within the District

- *Capital costs*, including:
 - acquisition or construction of land, improvements, buildings, structures, fixtures and equipment;
 - demolition, alteration, remodeling, repair or reconstruction of existing buildings, structures and fixtures;
 - site preparation and finishing work; and
 - fees and expenses that are eligible to be included in the capital cost of such improvements.
- *Financing costs*, including:
 - all interest paid to holders of evidences of indebtedness (notes, bonds, etc.) issued to pay for project costs (either municipal or corporate); and
 - any premiums paid for early redemption of obligations before maturity.
- *Real property assembly costs*.
- *Professional services*, such as licensing, architectural, planning, engineering and legal expenses.
- *Reasonable administrative expenses*, including those incurred by municipal employees in connection with implementation of a development program.
- *Relocation costs*, including relocation payments made following condemnation.

- *Organizational costs relating to the establishment of the district*, such as environmental impact and other studies, and costs to inform the public about the district.

2. Costs Outside the District, but directly related to, or are made necessary by, the establishment or operation of the district

- *Certain infrastructure improvements* associated with the project, including:
 - sewage treatment plants, water treatment plants or other environmental protection devices;
 - storm or sanitary sewer lines and water lines;
 - electrical lines;
 - improvements to fire stations; and
 - amenities on streets.
- *Other improvements*, including:
 - public safety improvements made necessary by the establishment of the district; and
 - costs incurred to mitigate any adverse impact of the district upon the municipality.

3. Costs for Economic Development, Environmental Improvements or Employment Training within the municipality

- *Economic development programs*, or events developed by the municipality, or marketing of the municipality as a business location;
- *Environmental improvement projects* developed by the municipality for commercial use or related to commercial activities;
- *Establishing permanent* economic development revolving loan funds or investment funds to support commercial and industrial activities;
- *Employment training* to provide skills development for residents of the municipality. These costs may not exceed 20% of the total project costs and must be designated as training funds in the development program; and
- *Quality child care costs*, including finance costs and construction, staffing, training, certification and accreditation costs related to child care.

4. Downtown Waiver for Private Facilities Occupied by Government: Eligible costs include constructing or improving privately-owned facilities or buildings that are located in downtown tax increment financing districts and leased by municipal or state government.

C. Ineligible Uses for TIF Revenues

Ineligible project costs include those for facilities, buildings or portions of buildings used predominantly for the general conduct of government, or for public recreational purposes. Examples include city halls and other headquarters of government where the governing body meets regularly, courthouses, jails, police stations and other state and local government office buildings, recreation centers, athletic fields and swimming pools.

D. How Municipal Economic Development Works *Without* TIF

- A municipality's total Equalized Assessed Value (as of April 1st) is used to compute:
 - General Purpose Aid to Education (subsidy),
 - State Revenue Sharing (subsidy), and
 - County Taxes (expense).
- State subsidies change inversely to value; County taxes change directly.
- As total value increases (through inflationary growth and increased investment), the municipality will realize a *decrease* in Education and Revenue Sharing subsidies, and an *increase* in County tax obligations.
- Therefore new tax revenues resulting from a development project are reduced through loss of subsidies and increased county taxes.

E. How TIF *Helps* Municipal Economic Development

- TIF allows the municipality to “shelter” new value resulting from certain development projects from the computation of its State subsidies and County taxes.
- The sheltering allows the municipality to retain all or a portion of those new tax revenues otherwise passed on to the County and State. The municipality achieves the sheltering effect by designating a specific geographic area as a Municipal Development Tax Increment Financing District.
- The designation “freezes” the value of taxable property within the district with respect to the State and County for the term of the district.

F. Criteria for TIF District Designation

- At least 25% of the District area must be:
 - Blighted; or
 - In need of rehabilitation, redevelopment, or conservation; or
 - Suitable for industrial and commercial sites.

- The municipal legislative body oversees the preparation of a TIF application and designates the district following a public process and approval by majority vote, and must consider the effect of this action on “interested parties.”
- DECD’s Commissioner reviews proposed applications and approves municipal designations that comply with the program statute and rule.

G. TIF Program Limitations

- *Acreage Caps*: no single district may exceed 2% of the total acreage of the municipality; and the total of all districts may not exceed 5% of the total acreage of the municipality. The boundaries (area) of a designated district may be altered only through an amendment process.
- *Value Cap*: the value (as of March 31st of the preceding tax year) of all taxable property within the proposed district, plus the value of all existing TIF districts (at the time of their designations) may not exceed 5% of the municipality’s total value of taxable property as of April 1st preceding the date of DECD’s approval.
- *Municipal Indebtedness Ceiling*: the total amount of municipal debt issued to support TIF district development programs within any county may not exceed \$50 million.
- *Term Limits*: bonds may be issued for a maximum of 20 years (anticipation notes for three years). TIF districts may be designated for a maximum of 30 years.

H. Funding for Infrastructure Improvements and Project Costs

The financial plan section of a TIF development program contains a description of how district infrastructure improvements and project activities will be funded. Typically, there are two methods used: *bonds* and/or *credit enhancement agreements*. The two techniques, and their respective statutory payment accounts, are highlighted below:

- The issuance by the municipality of general or limited obligation bonds requires the establishment of a *Development Sinking Fund* for TIF revenues dedicated to repaying the bond, and/or
- The negotiation and approval by the municipality of a credit enhancement agreement (contract) with a developer or company, using either fixed dollar amounts, or a percentage of revenues, requires the establishment of a *Project Cost Account* to reimburse TIF revenues to the developer or company for authorized development project costs.

1. Credit Enhancement Agreement (CEA)

The CEA or contract between the municipality and company is a mechanism to assist the development project by using all, or a percentage of, the tax revenues generated by the new

investment to pay certain authorized project costs with payments made directly to the company.

A. Advantages of the CEA

- Municipality is automatically indemnified against risk of insufficient tax increment revenues to meet debt service requirements.
- \$50 million county debt cap for TIF districts does not apply.
- Public approval often easier to obtain.
- Easily accounts for re-valuations.
- Allows municipality to provide a direct incentive to businesses within the district for up to 30 years.
- Flexibility
 - Percentage of tax revenues retained may vary over life of district,
 - Can finance multiple project costs,
 - Possible to “share” unanticipated additional tax revenues, and
 - Business may pursue best available financing in private sector.

B. Disadvantages of Credit Enhancement Agreement

- Tax-exempt municipal bond interest rate not available.
- Unless an explicit dollar amount investment cap is established, the municipality’s TIF reimbursement is tied directly to the level of investment and new value created in the district.

2. Municipal Debt (Bonds)

Issuance of municipal general obligation bonds or limited obligation bonds is a mechanism that may be used to fund a TIF district development program.

A. Advantages of Municipal Debt

- The municipal bond tax-exempt interest rate may significantly increase the total amount of financing available.
- The municipality’s support for the project is fixed with respect to amount and term...a “clean and simple” package.

B. Disadvantages of Municipal Debt

- Risk exposure: the municipality remains liable for debt service on general obligation bonds if tax increment revenues are insufficient (though shortfalls may be guaranteed by the developer).
- Voters are generally debt averse, so approval is often more difficult to obtain.
- Re-valuations can negatively affect tax increment revenues available for debt service, requiring an amendment to the original approval.

I. Preparing a Tax Increment Financing Application and Development Program

Checklist

1. Application Components

- Cover Sheet and Job Goals Page
- Development Program
- Program Narrative
- Calculation of tax shifts
- Evidence of public hearing notice
- The signature of the municipal officer attesting that all information is true and correct to the best of his or her knowledge
- Minutes of the public meeting at which the proposed municipal tax increment financing district was discussed
- Record of district designation by municipal legislative body
- District area and value certifications
- Map and description of district
- Overview of the Development Project to be financed
- Financial Plan, including:
 - Cost estimates for the program

- ❑ Indebtedness to be incurred
- ❑ Sources of anticipated revenues
- ❑ Estimates of Captured Assessed Value (CAV)
- ❑ CAV and resulting tax increment revenues to be applied to the program each year
- ❑ Estimated impact of district on all taxing jurisdictions in which district is located
- ❑ List of public facilities to be constructed (if any)
- ❑ Uses of private property within district
- ❑ Plans for relocation of persons displaced by development activities
- ❑ Proposed traffic improvements
- ❑ Environmental controls to be applied
- ❑ Proposed operation of the district after capital improvements are complete
- ❑ Duration of district (not to exceed 30 years)

2. Designation Process

- ❑ Notice of public hearing in newspaper of general circulation 10 days before the public hearing
- ❑ Public hearing held and duly recorded
- ❑ Majority vote of municipal legislative body necessary to designate a TIF district
- ❑ Approved application forwarded to DECD
- ❑ DECD Commissioner reviews for statutory compliance and approves local designation
- ❑ Municipality and Maine Revenue Services notified of DECD approval

J. Program Policy Notes

1. Municipal TIF Policies

TIF projects often catch municipalities by surprise. It is important to learn how this program works, and begin developing a *local policy* for its use, both as a proactive development tool, and in response to business proposals. Creation of a clear policy document requires TIF “education” and public deliberation. The eventual document articulates the will and values of the community. It acts as a benchmark for the evaluation of projects requesting local financing support, and when done well, can serve as a negotiating tool for the municipality. A growing number of municipalities have prepared local TIF policies.

2. Project Costs

DECD will look to legislative findings, like “creation and retention of jobs” and “broadening of the tax base,” in considering project costs that are not clearly addressed in statute. Project costs should, wherever possible, be contained within the TIF district, even if this means extending the district, e.g. to include surrounding roads. Any project costs not actually within the district must be clearly related to it (physically or operationally), or constitute a bona fide economic development purpose.

3. Reporting Requirements

A 1998 statute requires employers who are applicants for TIF to disclose the public purpose and project uses supported by the incentive, along with goals for the number, type and wage levels of jobs that will be created or retained.

4. Waiver on Certain Limitations for Downtown TIF Districts

In order to encourage redevelopment in downtowns, the statutory limits on TIF district size and value have been waived for participating municipalities. In addition, local bonds issued to support these types of TIF districts do not count against the county limit.

5. Early Contact with DECD

TIF is one of the most powerful and flexible programs supporting economic development in the State of Maine. It is a local initiative. DECD’s oversight role is intended to ensure statutory and regulatory compliance. DECD staff welcomes early project involvement in order to provide timely assistance, so that once submitted, a TIF proposal can move more efficiently through the Commissioner’s formal approval process.

BENEFITS OF TAX INCREMENT FINANCING

Tax Increment Financing (TIF) allows the municipality to “shelter” new value resulting from certain development projects from the computation of its State subsidies and County taxes.

“Sheltering” allows the municipality to retain all or a portion of those new tax revenues which would otherwise be passed on to the County and State. The municipality achieves the sheltering effect by designating a specific geographic area as a “Municipal Development Tax Increment Financing District”. This designation “freezes” the value of taxable property within the district with respect to the State and County for the term of the district. TIF uses some or all of the tax revenues generated (the tax “increment”) from new investments in real and personal property. Specific benefits include:

- Reducing bond debt issued for the project
- Paying the investing company directly for project costs incurred, and
- Funding eligible economic development activities.

TIF creates a “shelter” against adverse adjustments to state education and revenue sharing subsidies, and county taxes, based on total municipal valuation as a powerful, flexible economic development tool for municipalities to support job creation and retention, capital investment and a broadening of the local tax base.

TIF Funding Formula

Suggested York Beach TIF Revenue Calculations

To determine the amount of money to allocate to the York Beach TIF District, the Town of York shall make the following calculations each year.

1. **Total Taxable Property (TTP)**
Each year the town shall calculate the total value of taxable property:
 - a. in the Town of York as a whole; and
 - b. in the York Beach TIF district.

2. **Percent Change in Total Taxable Property (TTP % change)**
Each year, the town shall calculate the percentage change in the value of taxable property compared to the value the previous year:
 - a. for the Town of York as a whole; and
 - b. for the York Beach TIF district.

3. **TIF Growth Increment (TGI)**
Each year, the town shall calculate the difference between the percentage change in total taxable property for the Town of York as a whole and the percentage change in total taxable property for the York Beach TIF district.

4. **TIF Valuation Increment (TVI)**
If the TIF Growth Increment is positive, the town shall multiply this percentage times the value of the Total Taxable Property (TTP) in the York Beach TIF District to determine the TIF Valuation Increment (TVI).

5. **TIF Fund Allocation (TFA)**
If the TIF Valuation Increment is positive, the town shall multiply this value times the current town property tax mill rate to determine the TIF Fund Allocation (TFA) and shall make this amount of money available for expenditure on eligible TIF development activities.

Example:

1. **Total Taxable Property (TTP)**
total value of taxable property:
 - a. in the Town of York as a whole = \$3.8 billion
 - b. in the York Beach TIF district = \$44 million

2. **Percent Change in Total Taxable Property (TTP % change)**
 - a. in the Town of York as a whole = 10% over previous year
 - b. in the York Beach TIF district = 15% over previous year.

3. **TIF Growth Increment (TGI)** $15\% - 10\% = 5\%$.

4. TIF Valuation Increment (TVI)
 $\$44 \text{ million} \times 5\% = \$2.2 \text{ million}.$

5. TIF Fund Allocation (TFA)
 $\$2.2 \text{ million} \times 8.29 \text{ mills} = \$18,238 \text{ to be allocated to the TIF Fund}.$

Uses of TIF Refenues

collaborative effort to develop a capital investment program with town government and the establishment of a TIF district to assist in financing these actions. Subsequent to voter and State approval of the TIF District in 2008 a review of the work plan was undertaken to determine if additional elements should be included in the plan. Based on that review, the work plan now includes the following:

Name

The York Beach TIF District;

Location

The district encompasses the downtown commercial/residential areas of York Beach along with the open space immediately bordering these areas; the location is more precisely defined in the accompanying map;

Purposes

The overall purpose if this project is to stimulate increased private investment in the residential and commercial properties of York Beach through public investment in the following categories of need:

1. **Drainage and flood control infrastructure:** To be undertaken in conjunction with municipal general fund or capital expenditures and federal flood disaster relief expenditures. The cost for the work to be financed by the TIF District is estimated to \$200,000 to \$300,000. The town expects that the bulk of funding for this item will come from federal grants and voter approved capital improvement projects; however improvements within the TIF District should be completed during construction of the other projects to minimize disruption. Investment is a key to the redevelopment of York Beach, and we anticipate amending this application in the future to allocate more TIF funds towards amortization should bonding occur to capitalize major drainage improvements.

2. **Sidewalk improvements:** To be undertaken in conjunction with municipal general fund or capital expenditures and federal flood disaster relief expenditures:
 - Replace sidewalks and curbing
 - Cost = \$300,000
 - Improve and repair Ocean Avenue and Railroad Avenue;
 - Cost = \$300,000
 - Relocate utility pole to rear of buildings
 - Cost = \$400,000

3. Municipal design and development capacity:

- Design standards for York Beach
 - Cost = \$25,000
- Traffic and parking study with recommendations
 - Cost = \$25,000

4. Traffic Flow and Directionality Analysis:

- Traffic Engineering and Directionality Study
 - Cost = \$25,000
- Right-of-Way Survey
 - Cost = \$20,000

5. Highway and Right-of-Way Infrastructure Repairs and Amenity Improvements

- Street Lights
- Bicycle Racks
- Pedestrian Benches
- Public Restrooms
- Planters
- Other Repairs and Improvements
 - Cost = \$500,000

Current TIF Funds

FY2010

Account	Description	Account Type	Budget Control Group	Budget	YTD Transactions
471.0000.4800	TIF Transfers In	REVENUE		\$0.00	(\$113,928.11)
471.0000.8001	TIF Contracts	EXPENDITURE		\$0.00	<u>\$15,000.00</u>
					(\$98,928.11)

FY2011

Account	Description	Account Type	Budget Control Group	Budget	YTD Transactions
471.0000.3000	York Beach TIF Fund Balance	FUND BALANCE		\$0.00	(\$98,928.11)
471.0000.4800	TIF Transfers In	REVENUE		\$0.00	\$0.00
471.0000.8001	TIF Contracts	EXPENDITURE		\$0.00	<u>\$33,735.72</u>
					(\$65,192.39)

FY2012

Account	Description	Account Type	Budget Control Group	Budget	YTD Transactions
471.0000.3000	York Beach TIF Fund Balance	FUND BALANCE		\$0.00	(\$65,192.39)
471.0000.4800	TIF Transfers In	REVENUE		\$0.00	\$0.00
471.0000.8001	TIF Contracts	EXPENDITURE		\$0.00	<u>\$21,353.90</u>
					(\$43,838.49)

FY2013

Account	Description	Account Type	Budget Control Group	Budget	YTD Transactions
471.0000.3000	York Beach TIF Fund Balance	FUND BALANCE		\$0.00	(\$43,838.49)
471.0000.4800	TIF Transfers In	REVENUE		\$0.00	\$0.00
471.0000.8001	TIF Contracts	EXPENDITURE		\$0.00	\$0.00
471.0000.9800	TIF - York Beach Transfer Out	EXPENDITURE		\$0.00	<u>\$30,000.00</u>
					(\$13,838.49)

FY2014

Account	Description	Account Type	Budget Control Group	Budget	YTD Transactions
471.0000.3000	York Beach TIF Fund Balance	FUND BALANCE		\$0.00	(\$13,838.49)
471.0000.4800	TIF Transfers In	REVENUE		\$0.00	\$0.00
471.0000.8001	TIF Contracts	EXPENDITURE		\$0.00	\$0.00
471.0000.9800	TIF - York Beach Transfer Out	EXPENDITURE		\$0.00	<u>\$0.00</u>
					(\$13,838.49)

FY2015

Account	Description	Account Type	Budget Control Group	Budget	YTD Transactions
471.0000.3000	York Beach TIF Fund Balance	FUND BALANCE		\$0.00	(\$13,838.49)
471.0000.4800	TIF Transfers In	REVENUE		\$0.00	\$0.00
471.0000.8001	TIF Contracts	EXPENDITURE		\$0.00	\$0.00
471.0000.9800	TIF - York Beach Transfer Out	EXPENDITURE		\$0.00	<u>\$0.00</u>
					(\$13,838.49)

FY2016

Account	Description	Account Type	Budget Control Group	Budget	YTD Transactions
471.0000.3000	York Beach TIF Fund Balance	FUND BALANCE		\$0.00	(\$13,838.49)
471.0000.4800	TIF Transfers In	REVENUE		\$0.00	(\$1,823.96)
471.0000.8001	TIF Contracts	EXPENDITURE		\$0.00	\$0.00
471.0000.9800	TIF - York Beach Transfer Out	EXPENDITURE		\$0.00	<u>\$0.00</u>
					(\$15,662.45)

TIF Fund Bal.

(\$15,662.45)



JOHN ELIAS BALDACCI
GOVERNOR

STATE OF MAINE
DEPARTMENT OF
ECONOMIC AND COMMUNITY DEVELOPMENT
59 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0059



JOHN RICHARDSON
COMMISSIONER

March 18, 2008

Robert G. Yandow
Town Manager
Town of York
186 York Street
York, ME 03909-1314

Dear Mr. Yandow: *B26*

The Maine Department of Economic and Community Development ("the department") has reviewed and approved the Town of York's designation of the **York Beach Municipal Development Tax Increment Financing (TIF) District** ("the district") and Development Program ("development program"), effective today.

Based on the Town of York's application, the department notes and approves the following: the district term is for a period of twenty (20) fiscal years through and including the Town's 2027 fiscal year, development costs described in the development program including capturing 100% of the increased assessed value of real property, for the twenty-year district term, and using said retained tax increment revenues to fund sidewalk improvements and planning activities, as set forth in the development program. The department anticipates that the Town will submit the tax shift calculations in a timely manner.

Approval is subject to the following provision: should any business receive TIF payments from this district that exceed \$10,000 in a calendar year, they must submit an annual written report no later than August 1st of the following year, in accordance with 5 MRSA §13070-J(3).

Any changes to this approval including the district, development program or both require an amendment that is adopted in the same manner as the initial designation, and approved by the department.



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Robert G. Yandow
March 18, 2008

Page 2

Please note that all tax increment revenues derived from the district must be deposited into either a Project Cost Account (for CEA or other TIF-approved costs) or Sinking Fund Account (for approved municipal debt service) and available for the development program as authorized by the department. If any tax increment revenues from the district are instead deposited into the Town's general fund for non-TIF purposes, the incremental property values generating "unsheltered" revenues must be included with the Town's equalized assessed value and reported as such, since the value cannot be captured.

The district designation remains in effect for twenty (20) fiscal years or until the authorized project costs are expended. If for any reason the Town decides to forfeit this designation, it must promptly notify the department.

If you have questions regarding this approval, or the applicability of the economic development incentive reporting requirements, please contact Daniel Stevenson at 624-7415.

Sincerely,

A handwritten signature in blue ink that reads "John Richardson". The signature is fluid and cursive, with a long horizontal stroke at the end.

John Richardson
Commissioner

cc: Jerome Gerard, Acting State Tax Assessor
David Ledew, Director of Property Tax
Stephen H. Burns, Town of York

APPLICATION COVER SHEET

MUNICIPAL TAX INCREMENT FINANCING
--

A. General Information

1. Municipality Name: YORK	
2. Address: 186 YORK STREET, YORK, MAINE 03909	
3. Telephone: 207-363-1000	4. Fax: 363-1019
5. Email: RYANDOW@YORKMAINE.ORG	
6. Municipal Contact Person: ROBERT G. YANDOW, TOWN MANAGER	
7. Business Name: N/A	
8. Address:	
9. Telephone:	10. Fax:
11. Email:	
12. Business Contact Person:	
13. Principal Place of Business:	
14. Company Structure (e.g. corporation, sub-chapter S, etc.):	
15. Place of Incorporation:	
16. Names of Officers:	
17. Principal Owner(s) Name:	
18. Address:	

B. Disclosure

1. Check the public purpose that will be met by the business using this incentive (any that apply):		
job creation	job retention	capital investment
training investment	<input checked="" type="checkbox"/> tax base improvement	public facilities improvement
other (list):		
2. Check the specific items for which TIF revenues will be used (any that apply):		
real estate purchase	machinery & equipment purchase	training costs
debt reduction	<input checked="" type="checkbox"/> other (list): IMPROVEMENTS IN DISTRICT	

C. Employment Data

List the company's goals for the number, type and wage levels of jobs to be created or retained as part of this TIF development project <i>(please use next page)</i> .

D. Annual Report

Does the business anticipate receiving more than \$10,000 in TIF revenues in any calendar year during the term of the TIF development program? Yes No (If so, please review the example of an annual report at the back of the TIF manual – a current version will be mailed by May 15 th each year to the business contact person on this page and by law must then be filed with DECD by August 1 st).
--

EMPLOYMENT GOALS
Company Goals for Job Creation and Job Retention

<i>A. Job Creation Goals</i>			
<i>Occupational Cluster*</i>	<i>Full-time</i>	<i>Part-time</i>	<i>Wage Level</i>
1. Executive, Professional & Technical			\$
2. Administrative Support, inc. Clerical			\$
3. Sales & Service			\$
4. Agriculture, Forestry & Fishing			\$
5. Maintenance, Construction, Production, & Transportation			\$
<i>B. Job Retention Goals</i>			
<i>Occupational Cluster*</i>	<i>Full-time</i>	<i>Part-time</i>	<i>Wage Level</i>
1. Executive, Professional & Technical			\$
2. Administrative Support, inc. Clerical			\$
3. Sales & Service	TBD	TBD	\$ TBD
4. Agriculture, Forestry & Fishing			\$
5. Maintenance, Construction, Production, & Transportation			\$
<i>*Please use the Occupational Cluster descriptions on the next page to complete this form.</i>			

INSTRUCTIONS

A. Job Creation Goals. Please list the number, type and wage level of jobs created as a result of the economic development incentive. **NOTE:** For this form, "full-time" employment means 30 hours or more; "part-time" employment means less than 30 hours. "Wage level" means the average annual wage paid for jobs created within an occupational cluster, e.g. either their annual salary, or their hourly wage times their annual hours. Also, "type" means "occupational cluster" which refers to the 12 categories defined below. Please include the number of your employees (both full-time and part-time) working within the category that most closely reflects their job duties.

B. Job Retention Goals. Please list the number, type and wage level of jobs retained as a result of the economic development incentive. Part B should be completed using same definitions in Part A.

E. Narrative Summary of the Proposed Project

Introduction

York Beach is a small downtown center developed at the turn of the 20th century as a vacation destination centered on the Short Sands and Long Sands sections of beach within the Town of York. Most of the buildings in York Beach were constructed at a time when the railroad was the major form of transportation for arriving tourists. They cover most of their lot areas with little room between. Most retain their historic, "turn of the century" appearance today.

Over the years, York Beach has continued to serve as a family destination area for tourists and as a seasonal downtown center for many York residents. Because of increased dependence on the automobile, the restrictions of current zoning ordinances and changing patterns of tourism, however, York Beach has suffered from a relative lack of investment over recent years. Town assessment records show that value per square foot of livable area for buildings in York Beach are substantially below those of the town as a whole and have grown less rapidly over the past several years than the average for the entire town.

To address this problem of lagging investment, a group of York Beach residents and business owners with support from the Greater York Region Chamber of Commerce established the York Beach Renaissance Committee. This group met for over two years, sponsored a public visioning session and developed a set of recommendations for revitalizing York Beach. The Committee's goals are:

1. to maintain a ***clean and safe place*** for families to enjoy the beach and its accompanying recreational activities;
2. to encourage a ***thriving downtown center*** with:
 - ✓ attractive, well-maintained buildings;
 - ✓ full use of all building levels;
 - ✓ pedestrian oriented public ways;
 - ✓ a wide variety of commercial activities
3. to ***integrate the York Beach downtown area into a broader zone*** including the open space and residential areas surrounding the downtown:
 - ✓ by assuring fresh and sea water drainage and flood control;
 - ✓ by encouraging off site parking and full use of public transportation;
 - ✓ by providing a transition to residential areas.

To achieve these goals, the committee recommended several specific actions including, zoning changes, establishment of a design review committee, establishment of a parking committee, a collaborative effort to develop a capital investment program with city government and the establishment of a TIF district to assist in financing these actions.

The specific elements of this proposed TIF project are:

Name:

The York Beach TIF District;

Location:

The district encompasses the downtown commercial/residential areas of York Beach along with the open space immediately bordering these areas; the location is more precisely defined in the accompanying map;

Purposes:

The overall purpose of this project is to stimulate increased private investment in the residential and commercial properties of York Beach through public investment in three categories of need:

1. ***drainage and flood control infrastructure*** (to be undertaken in conjunction with municipal general fund expenditures and federal flood disaster relief expenditures); The cost for this item has not been determined at this time. The town expects that the bulk of funding for this item will come from general obligation town borrowing rather than from TIF financing. Therefore, we do not include it as part of the TIF financed development program. Nonetheless, this investment is key to the redevelopment of York Beach, and we anticipate amending this application in the future to allocate some TIF funds towards amortization of this infrastructure investment.

2. ***sidewalk improvements*** (to be undertaken in conjunction with municipal general fund expenditures and federal flood disaster relief expenditures):

- replace sidewalks and curbing;
Cost = \$300,000
- Improve and repair Ocean Avenue and Railroad Avenue;
Cost = \$300,000
- relocate utility poles to rear of buildings;
Cost = \$400,000.

- 3. municipal design and development capacity:**
- ✓ design standards for York Beach downtown area;
Cost = \$25,000.
 - ✓ traffic and parking study with recommendations;
Cost = \$25,000.

Cost, Investments & Term:

Table 1 presents the financial plan for this proposal.

Table 1 York Beach TIF Revenue Projection

(1) Year	(2) FY	(3) Original Assessed Value	(4) Projected Value, without TIF (10% per year increase)	(5) Projected Value, with TIF (low growth scenario)	(6) Value Added by TIF (col. 5 – col. 4)	(7) Projected Town Tax Rate (mills)	(8) TIF revenue (col. 6 X col. 7)
0	2006	\$36,650,300	\$36,650,300	\$36,650,300	\$0	8.50	\$0
1	2007	\$36,650,300	\$40,315,330	\$41,781,342	\$1,466,012	8.29	\$12,150
2	2008	\$36,650,300	\$44,346,863	\$48,086,147	\$3,739,284	8.09	\$30,215
3	2009	\$36,650,300	\$48,781,549	\$53,870,910	\$5,089,361	7.89	\$40,096
4	2010	\$36,650,300	\$53,659,704	\$59,904,452	\$6,244,748	7.70	\$47,968
5	2011	\$36,650,300	\$59,025,675	\$66,338,190	\$7,312,515	7.51	\$54,766
6	2012	\$36,650,300	\$64,928,242	\$73,462,912	\$8,534,669	7.33	\$62,321
7	2013	\$36,650,300	\$71,421,066	\$81,345,482	\$9,924,416	7.15	\$70,657
8	2014	\$36,650,300	\$78,563,173	\$90,073,852	\$11,510,679	6.98	\$79,902
9	2015	\$36,650,300	\$86,419,490	\$99,729,769	\$13,310,279	6.81	\$90,084
10	2016	\$36,650,300	\$95,061,439	\$110,420,800	\$15,359,361	6.64	\$101,353
11	2017	\$36,650,300	\$104,567,583	\$122,246,868	\$17,679,285	6.48	\$113,746
12	2018	\$36,650,300	\$115,024,342	\$135,339,508	\$20,315,166	6.32	\$127,437
13	2019	\$36,650,300	\$126,526,776	\$149,834,369	\$23,307,593	6.17	\$142,553
14	2020	\$36,650,300	\$139,179,453	\$165,866,646	\$26,687,193	6.02	\$159,143
15	2021	\$36,650,300	\$153,097,399	\$183,614,378	\$30,516,979	5.87	\$177,431
16	2022	\$36,650,300	\$168,407,138	\$203,242,755	\$34,835,616	5.73	\$197,477
17	2023	\$36,650,300	\$185,247,852	\$224,969,405	\$39,721,553	5.59	\$219,545
18	2024	\$36,650,300	\$203,772,638	\$248,996,138	\$45,223,500	5.45	\$243,706
19	2025	\$36,650,300	\$224,149,901	\$275,588,925	\$51,439,024	5.32	\$270,271
20	2026	\$36,650,300	\$246,564,891	\$304,994,263	\$58,429,372	5.19	\$299,325

Column 4 lists the current value of the property included in the TIF district and the increase in its value (10% annually) that The Town assumes will occur without the TIF program. This is the so-called baseline on which The Town expects to continue to collect property tax revenue over the 20-year span of this proposal.

Column 5 lists the projected value of property in the district following implementation of the TIF. These values are determined by calculating increased building values for known improvements now planned and by assuming a modest continuation of these improvements over the remaining time span of the project.

Column 6 lists the difference between Column 5 and Column 4. These figures represent the incremental value created by investments spurred in part by the TIF. Tax revenues collected on these values will be allocated to the TIF fund. These amounts are listed in Column 8. Discounted at a rate of 5% per year, the present value of this revenue stream amounts to approximately \$1.3 million.

The total cost of the investments to be undertaken in this project will be \$750,000, not including any amount that may be allocated to drainage infrastructure at a later date. The total cost to be financed from TIF funds will be \$750,000. TIF expenditures will be allocated in an accelerating fashion, with design and traffic studies undertaken first and sidewalk and utility improvements made in later years as funding becomes available.

The discounted value of the private investment to be made in this project (Column 6 discounted) amounts to approximately \$216 million. Thus the total investment—public and private—to be made in this project in current dollars will be approximately \$217 million.

The term of the TIF financing proposed in this application will be 20 years. The economic benefit of this project will be the increased tax base for the Town of York and the increased security and diminished seasonality of jobs in York Beach resulting from the public and private investment in the York Beach downtown area

F. Provisions of the Development Program

Projected municipal tax increment revenues are listed in Table 1 following. They provide the basis for this proposal's financial plan. They are based on the following assumptions:

- ✓ that new and renovated residential values average \$220 per square foot in year 0 and increase at a rate of 10% per year;
- ✓ that new and renovated commercial values average \$120 per square foot in year 0 and increase at a rate of 10% per year;
- ✓ that non-renovated property values average \$68 per square foot in year 0 and increase at a rate of 10% per year;

- ✓ that the municipal tax rate in year 0 is 8.5 mills and decreases at the rate of 2.5% per year; and
- ✓ that only the increase in property value within the TIF district over a baseline of current value increased by a rate of 10% per year will be allocated to the TIF development program.

Suggested York Beach TIF Revenue Calculations

To determine the amount of money to allocate to the York Beach TIF District, the Town of York shall make the following calculations each year.

1. **Total Taxable Property (TTP)**
Each year the town shall calculate the total value of taxable property:
 - a. in the Town of York as a whole; and
 - b. in the York Beach TIF district.

2. **Percent Change in Total Taxable Property (TTP % change)**
Each year, the town shall calculate the percentage change in the value of taxable property compared to the value the previous year:
 - a. for the Town of York as a whole; and
 - b. for the York Beach TIF district.

3. **TIF Growth Increment (TGI)**
Each year, the town shall calculate the difference between the percentage change in total taxable property for the Town of York as a whole and the percentage change in total taxable property for the York Beach TIF district.

4. **TIF Valuation Increment (TVI)**
If the TIF Growth Increment is positive, the town shall multiply this percentage times the value of the Total Taxable Property (TTP) in the York Beach TIF District to determine the TIF Valuation Increment (TVI).

5. **TIF Fund Allocation (TFA)**
If the TIF Valuation Increment is positive, the town shall multiply this value times the current town property tax mill rate to determine the TIF Fund Allocation (TFA) and shall make this amount of money available for expenditure on eligible TIF development activities.

Example:

1. **Total Taxable Property (TTP)**
total value of taxable property:
 - a. in the Town of York as a whole = \$3.8 billion
 - b. in the York Beach TIF district = \$44 million

2. **Percent Change in Total Taxable Property (TTP % change)**
 - a. in the Town of York as a whole = 10% over previous year
 - b. in the York Beach TIF district = 15% over previous year.

3. **TIF Growth Increment (TGI)** $15\% - 10\% = 5\%$.

4. TIF Valuation Increment (TVI)
 $\$44 \text{ million} \times 5\% = \2.2 million.

5. TIF Fund Allocation (TFA)
 $\$2.2 \text{ million} \times 8.29 \text{ mills} = \$18,238$ to be allocated to the TIF Fund.

York Beach TIF Revenue Projection

(1) Year	(2) FY	(3) Original Assessed Value	(4) Projected Value, without TIF (10% per year increase)	(5) Projected Value, with TIF (low growth scenario)	(6) Value Added by TIF (col. 5 – col. 4)	(7) Projected Town Tax Rate (mills)	(8) TIF revenue (col. 6 X col. 7)
0	2006	\$50,716,900	\$50,716,900	\$50,716,900	\$0	8.50	\$0.00
1	2007	\$50,716,900	\$55,788,590	\$57,815,824	\$2,027,234	8.29	\$16,811
2	2008	\$50,716,900	\$61,367,449	\$66,538,142	\$5,170,693	8.09	\$41,833
3	2009	\$50,716,900	\$67,504,194	\$74,543,161	\$7,038,967	7.89	\$55,559
4	2010	\$50,716,900	\$74,254,613	\$82,893,717	\$8,639,104	7.70	\$66,526
5	2011	\$50,716,900	\$81,680,075	\$91,799,254	\$10,119,179	7.51	\$76,023
6	2012	\$50,716,900	\$89,848,082	\$101,656,961	\$11,808,879	7.33	\$86,553
7	2013	\$50,716,900	\$98,832,890	\$112,568,217	\$13,735,327	7.15	\$98,218
8	2014	\$50,716,900	\$108,716,179	\$124,645,154	\$15,928,975	6.98	\$111,126
9	2015	\$50,716,900	\$119,587,797	\$138,011,797	\$18,424,000	6.81	\$125,397
10	2016	\$50,716,900	\$131,546,577	\$152,805,317	\$21,258,740	6.64	\$141,162
11	2017	\$50,716,900	\$144,701,235	\$169,177,423	\$24,476,188	6.48	\$158,562
12	2018	\$50,716,900	\$159,171,358	\$187,295,897	\$28,124,538	6.32	\$177,753
13	2019	\$50,716,900	\$175,088,494	\$207,346,291	\$32,257,797	6.17	\$198,904
14	2020	\$50,716,900	\$192,597,343	\$229,533,805	\$36,936,462	6.02	\$222,198
15	2021	\$50,716,900	\$211,857,078	\$254,085,359	\$42,228,282	5.87	\$247,836
16	2022	\$50,716,900	\$233,042,785	\$281,251,886	\$48,209,101	5.73	\$276,036
17	2023	\$50,716,900	\$256,347,064	\$311,310,865	\$54,963,801	5.59	\$307,036
18	2024	\$50,716,900	\$281,981,770	\$344,569,121	\$62,587,350	5.45	\$341,095
19	2025	\$50,716,900	\$310,179,947	\$381,365,919	\$71,185,971	5.32	\$378,495
20	2026	\$50,716,900	\$341,197,942	\$422,076,385	\$80,878,443	5.19	\$419,541



JOHN ELIAS BALDACCI
GOVERNOR

STATE OF MAINE
DEPARTMENT OF
ECONOMIC AND COMMUNITY DEVELOPMENT
59 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0059



THAXTER R. TRAFTON
COMMISSIONER

September 10, 2010

Mr. Robert G. Yandow
Town Manager
Town of York
186 York Street
York, ME 03909-1314

Dear Mr. Yandow:

The Maine Department of Economic and Community Development (“the department”) has reviewed and approved the Town of York’s 1st amendment to the **York Beach Municipal Development Tax Increment Financing (TIF) District** (“the district”) and Development Program (“development program”) effective today. The district designation and development program was originally approved by the department via letter dated March 18, 2008.

Based on the Town of York’s application, the department notes and approves the following:

- Modify the development program to include the following activities as listed in the amended application:
 - In-district engineering and analysis expenses
 - In-district infrastructure and amenity improvements

Any changes to this approval including the district, development program or both require an amendment that is adopted in the same manner as the initial designation, this amendment, and approved by the department.

Please note that all tax increment revenues derived from the district are to be deposited into either a Project Cost Account (for CEA or other TIF-approved costs) or Sinking Fund Account (for approved municipal debt service) and available for the Development Program as authorized by the department. If any tax increment revenues from the district are instead deposited into the Town’s general fund for non-TIF purposes, the incremental property values generating “unsheltered” revenues must be included with the Town’s equalized assessed value and reported as such, since the value cannot be captured.

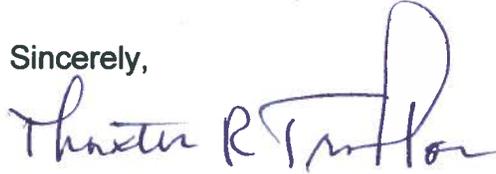


PRINTED ON RECYCLED PAPER

September 10, 2010
Mr. Robert G. Yandow
Page 2

If you have questions regarding this approval, please contact Jeanne St. Pierre at (207) 624-7487.

Sincerely,

A handwritten signature in blue ink that reads "Thaxter R. Trafton". The signature is fluid and cursive, with a large loop at the end of the last name.

Thaxter R. Trafton
Commissioner

cc: Jerome Gerard, Acting State Tax Assessor
David Ledew, Director of Property Tax

June 29, 2010

Mr. Thaxter R. Trafton, Commissioner
Department of Economic and Community Development
59 State House Station
Augusta, ME 04333-0059

Dear Mr. Trafton:

In March, 2008 I received a letter from then DECD Commissioner, John Richardson. The letter from Mr. Richardson, dated March 18, 2008, was formal notification that the Town of York's York Beach Tax Incremental Financing District and Development Program had been approved effective March 18, 2008.

Since the original approval was received, the Town of York has amended the Development Program to expand the uses for TIF funds. Pursuant to protocol, the amended Development Program was approved in the same manner as was the original establishment of the TIF. The York Board of Selectmen conducted a public hearing on the proposed amendments to the Development Program after publishing the notice at least ten days prior to the public hearing. After the public hearing the Selectmen approved the amendments and forwarded the amendments to the voters who approved the amendments on May 22, 2010.

The amendments to the Development Program include two additional approved uses for TIF funds. These additional uses are identified as an analysis of traffic flow and directionality and highway and right-of-way infrastructure repairs and amenity improvements. I am enclosing the revised Development Program along with all documentation necessary to assure compliance with established process and procedure.

Please let me know if you need any additional information.

Sincerely,

Robert G. Yandow
Town Manager

Narrative Summary of the Proposed Project

Introduction

York Beach is a small downtown center developed at the turn of the 20th century as a vacation destination centered on the Short Sands and Long Sands sections of beach within the Town of York. Most of the buildings in York Beach were constructed at a time when the railroad was the major form of transportation for arriving tourists. They cover most of the lot areas with little room between. Most retain their historic, “turn of the century” appearance today.

Over the years, York Beach has continued to serve as a family destination area for tourists and as a seasonal downtown center for many York residents. Because of increased dependence on the automobile, the restriction of current zoning ordinances, and changing patterns of tourism, however, York Beach has suffered from a relative lack of investment over recent years. Town assessment records show that value per square foot of livable area for buildings in York Beach are substantially below those of the town as a whole and have grown less rapidly over the past several years than the average for the entire town.

To address this problem of lagging investment, a group of York Beach residents and business owners with support from the Greater York Region Chamber of Commerce established the York Beach Renaissance Committee. This group met for over two years, sponsored a public visioning session and developed a set of recommendations for revitalizing York Beach. The Committee’s goals are:

1. To maintain a ***clean and safe place*** for families to enjoy the beach and its accompanying recreational activities;
2. To encourage a ***thriving downtown center*** with:
 - Attractive, well maintained buildings;
 - Full use of all building levels;
 - Pedestrian oriented public ways;
 - A wide variety of commercial activities
3. To ***integrate the York Beach downtown area into a broader zone*** including the open space and residential areas surrounding the downtown:
 - By assuring fresh and sea water drainage and flood control;
 - By encouraging off-site parking and full use of public transportation;
 - By providing a transition to residential areas.

To achieve these goals, the committee recommended several specific actions including, zoning changes, establishment of a design review committee, establishment of a parking committee, a

collaborative effort to develop a capital investment program with town government and the establishment of a TIF district to assist in financing these actions. Subsequent to voter and State approval of the TIF District in 2008 a review of the work plan was undertaken to determine if additional elements should be included in the plan. Based on that review, the work plan now includes the following:

Name

The York Beach TIF District;

Location

The district encompasses the downtown commercial/residential areas of York Beach along with the open space immediately bordering these areas; the location is more precisely defined in the accompanying map;

Purposes

The overall purpose if this project is to stimulate increased private investment in the residential and commercial properties of York Beach through public investment in the following categories of need:

1. **Drainage and flood control infrastructure:** To be undertaken in conjunction with municipal general fund or capital expenditures and federal flood disaster relief expenditures. The cost for the work to be financed by the TIF District is estimated to \$200,000 to \$300,000. The town expects that the bulk of funding for this item will come from federal grants and voter approved capital improvement projects; however improvements within the TIF District should be completed during construction of the other projects to minimize disruption. Investment is a key to the redevelopment of York Beach, and we anticipate amending this application in the future to allocate more TIF funds towards amortization should bonding occur to capitalize major drainage improvements.

2. **Sidewalk improvements:** To be undertaken in conjunction with municipal general fund or capital expenditures and federal flood disaster relief expenditures:
 - Replace sidewalks and curbing
 - Cost = \$300,000
 - Improve and repair Ocean Avenue and Railroad Avenue;
 - Cost = \$300,000
 - Relocate utility pole to rear of buildings
 - Cost = \$400,000

3. Municipal design and development capacity:

- Design standards for York Beach
 - Cost = \$25,000
- Traffic and parking study with recommendations
 - Cost = \$25,000

4. Traffic Flow and Directionality Analysis:

- Traffic Engineering and Directionality Study
 - Cost = \$25,000
- Right-of-Way Survey
 - Cost = \$20,000

5. Highway and Right-of-Way Infrastructure Repairs and Amenity Improvements

- Street Lights
- Bicycle Racks
- Pedestrian Benches
- Public Restrooms
- Planters
- Other Repairs and Improvements
 - Cost = \$500,000



PLANNING DECISIONS

Research & Planning

Planning Decisions, Inc.
22 Cottage Road, P.O. Box 2414
South Portland, ME 04116-2414
207-799-2229

Aug 10, 2006

Rob Yandow, Town Manager
Town of York Maine
186 York Street
York, ME 03909

Dear Rob,

Following is a re-draft of language for your use in the application you plan to submit for the York Beach TIF district. It addresses Point #2, Contents of Application, subpoint E, narrative, and subpoint F, provisions of the development program. Feel free to use these drafts however you think best or to call me if you have any questions about them.

As we discussed, I based the proposed TIF financed development program on the following assumptions:

- ✓ The modest development program (design, traffic, utility relocation);
- ✓ The low growth scenario for TIF generated additional value;
- ✓ TIF revenue limited to the excess of TIF generated value above the estimated no TIF growth in value (10% per year increase);
- ✓ The 2.5% annual decrease in tax rate discussed with Rick Mace and Len Dorian.

Best,
Chuck Lawton
363-3541

E. Narrative Summary of the Proposed Project

Introduction

York Beach is a small downtown center developed at the turn of the 20th century as a vacation destination centered on the Short Sands and Long Sands sections of beach within the Town of York. Most of the buildings in York Beach were constructed at a time when the railroad was the major form of transportation for arriving tourists. They cover most of their lot areas with little room between. Most retain their historic, "turn of the century" appearance today.

Over the years, York Beach has continued to serve as a family destination area for tourists and as a seasonal downtown center for many York residents. Because of increased dependence on the automobile, the restrictions of current zoning ordinances and changing patterns of tourism, however, York Beach has suffered from a relative lack of investment over recent years. Town assessment records show that value per square foot of liveable area for buildings in York Beach are substantially below those of the town as a whole and have grown less rapidly over the past several years than the average for the entire town.

To address this problem of lagging investment, a group of York Beach residents and business owners with support from the Greater York Region Chamber of Commerce established the York Beach Renaissance Committee. This group met for over two years, sponsored a public visioning session and developed a set of recommendations for revitalizing York Beach. The Committee's goals are:

1. to maintain a ***clean and safe place*** for families to enjoy the beach and its accompanying recreational activities;
2. to encourage a ***thriving downtown center*** with:
 - ✓ attractive, well-maintained buildings;
 - ✓ full use of all building levels;
 - ✓ pedestrian oriented public ways;
 - ✓ a wide variety of commercial activities
3. to ***integrate the York Beach downtown area into a broader zone*** including the open space and residential areas surrounding the downtown:
 - ✓ by assuring fresh and sea water drainage and flood control;
 - ✓ by encouraging off site parking and full use of public transportation;
 - ✓ by providing a transition to residential areas.

To achieve these goals, the committee recommended several specific actions including, zoning changes, establishment of a design review committee, establishment of a parking committee, a collaborative effort to develop a capital investment program with city government and the establishment of a TIF district to assist in financing these actions.

The specific elements of this proposed TIF project are:

Name:

The York Beach TIF District;

Location:

The district encompasses the downtown commercial/residential areas of York Beach along with the open space immediately bordering these areas; the location is more precisely defined in the accompanying map;

Purposes:

The overall purpose of this project is to stimulate increased private investment in the residential and commercial properties of York Beach through public investment in three categories of need:

1. ***drainage and flood control infrastructure*** (to be undertaken in conjunction with municipal general fund expenditures and federal flood disaster relief expenditures); The cost for this item has not been determined at this time. The town expects that the bulk of funding for this item will come from general obligation town borrowing rather than from TIF financing. Therefore, we do not include it as part of the TIF financed development program. Nonetheless, this investment is key to the redevelopment of York Beach, and we anticipate amending this application in the future to allocate some TIF funds towards amortization of this infrastructure investment.

2. ***sidewalk improvements*** (to be undertaken in conjunction with municipal general fund expenditures and federal flood disaster relief expenditures):

- ✓ replace sidewalks and curbing;
Cost = \$300,000.
- Improve and repair Ocean Avenue and Railroad Avenue;
Cost = \$300,000
- ✓ relocate utility poles to rear of buildings;
Cost = \$400,000.
- ✓ install new street lights;

Cost = \$100,000.

3. municipal design and development capacity:

- ✓ design standards for York Beach downtown area;
Cost = \$25,000.
- ✓ traffic and parking study with recommendations;
Cost = \$25,000.

Cost, Investments & Term:

The total cost of the investments included in this project will be \$750,000, not including any amount that may be allocated to drainage infrastructure at a later date. The total cost to be financed from TIF funds will be \$750,000. TIF expenditures will be allocated in an accelerating fashion, with design and traffic studies undertaken first and sidewalk and utility improvements made in later years as funding becomes available.

The total investment—public and private—to be made in this project in current dollars will be nearly \$150,000,000.

The term of the TIF financing proposed in this application will be 20 years. The economic benefit of this project will be the increased tax base for the Town of York and the increased security and diminished seasonality of jobs in York Beach resulting from the public and private investment in the York Beach downtown area

F. Provisions of the Development Program

Projected municipal tax increment revenues are listed in Table 1 following. They provide the basis for this proposal's financial plan. They are based on the following assumptions:

- ✓ that new and renovated residential values average \$220 per square foot in year 0 and increase at a rate of 10% per year;
- ✓ that new and renovated commercial values average \$120 per square foot in year 0 and increase at a rate of 10% per year;
- ✓ that non-renovated property values average \$68 per square foot in year 0 and increase at a rate of 10% per year;
- ✓ that the municipal tax rate in year 0 is 8.5 mills and decreases at the rate of 2.5% per year; and
- ✓ that only the increase in property value within the TIF district over a baseline of current value increased by a rate of 10% per year will be allocated to the TIF development program.

Assumptions:

Year	FY	2.5% Tax Rate Decline	10% \$/SF Renovated & New, residential commercial	10% \$/SF Renovated & New, commercial	10% \$/SF Renovated & New, residential commercial	10% \$/SF Renovated & New, commercial	10% \$/SF Renovated & New, residential commercial	10% \$/SF Renovated & New, commercial	Old
0	2006	0.0085	\$220	\$120	\$68	\$120	\$68	\$68	\$68
1	2007	0.0083	\$242	\$132	\$75	\$132	\$75	\$75	\$75
2	2008	0.0081	\$266	\$145	\$83	\$145	\$83	\$83	\$83
3	2009	0.0079	\$293	\$160	\$91	\$160	\$91	\$91	\$91
4	2010	0.0077	\$322	\$176	\$100	\$176	\$100	\$100	\$100
5	2011	0.0075	\$354	\$193	\$110	\$193	\$110	\$110	\$110
6	2012	0.0073	\$390	\$213	\$121	\$213	\$121	\$121	\$121
7	2013	0.0072	\$429	\$234	\$133	\$234	\$133	\$133	\$133
8	2014	0.0070	\$472	\$257	\$147	\$257	\$147	\$147	\$147
9	2015	0.0068	\$519	\$283	\$161	\$283	\$161	\$161	\$161
10	2016	0.0066	\$571	\$311	\$178	\$311	\$178	\$178	\$178
11	2017	0.0065	\$628	\$342	\$195	\$342	\$195	\$195	\$195
12	2018	0.0063	\$690	\$377	\$215	\$377	\$215	\$215	\$215
13	2019	0.0062	\$759	\$414	\$236	\$414	\$236	\$236	\$236
14	2020	0.0060	\$835	\$456	\$260	\$456	\$260	\$260	\$260
15	2021	0.0059	\$919	\$501	\$286	\$501	\$286	\$286	\$286
16	2022	0.0057	\$1,011	\$551	\$315	\$551	\$315	\$315	\$315
17	2023	0.0056	\$1,112	\$607	\$346	\$607	\$346	\$346	\$346
18	2024	0.0054	\$1,223	\$667	\$381	\$667	\$381	\$381	\$381
19	2025	0.0053	\$1,345	\$734	\$419	\$734	\$419	\$419	\$419
20	2026	0.0052	\$1,480	\$807	\$461	\$807	\$461	\$461	\$461

Low Growth Scenario

Year	FY	Bid SF	Renova- ted SF	% resi- dential	New SF	Cumula- tive Renovated SF	Cumula- tive Renovated SF, residential	Old SF	Building Value (\$1,000)	Land (\$1,000) (assumed to increase 10% per year)	Total Value
0	2006	313,891	0	0	0	0	0	313,891	\$22,083,300	\$28,633,600	\$50,716,900
1	2007	313,891	20,000	70%	0	20,000	14,000	293,891	\$26,318,864	\$31,496,960	\$57,815,824
2	2008	313,891	20,000	70%	0	40,000	28,000	273,891	\$31,891,486	\$34,646,656	\$66,538,142
3	2009	313,891	10,000	50%	0	50,000	33,000	263,891	\$36,431,839	\$38,111,322	\$74,543,161
4	2010	313,891	8,000	25%	0	58,000	35,000	255,891	\$40,971,263	\$41,922,454	\$82,893,717
5	2011	313,891	5,000	25%	0	63,000	36,250	250,891	\$45,684,555	\$46,114,699	\$91,799,254
6	2012	313,891	5,000	25%	0	68,000	37,500	245,891	\$50,930,792	\$50,726,169	\$101,656,961
7	2013	313,891	5,000	25%	0	73,000	38,750	240,891	\$56,769,431	\$55,798,786	\$112,568,217
8	2014	313,891	5,000	25%	0	78,000	40,000	235,891	\$63,266,490	\$61,378,665	\$124,645,154
9	2015	313,891	5,000	25%	0	83,000	41,250	230,891	\$70,495,266	\$67,516,531	\$138,011,797
10	2016	313,891	5,000	25%	0	88,000	42,500	225,891	\$78,537,133	\$74,268,184	\$152,805,317
11	2017	313,891	5,000	25%	0	93,000	43,750	220,891	\$87,482,420	\$81,695,003	\$169,177,423
12	2018	313,891	5,000	25%	0	98,000	45,000	215,891	\$97,431,394	\$89,864,503	\$187,295,897
13	2019	313,891	5,000	25%	0	103,000	46,250	210,891	\$108,495,338	\$98,850,953	\$207,346,291
14	2020	313,891	5,000	25%	0	108,000	47,500	205,891	\$120,797,757	\$108,736,048	\$229,533,805
15	2021	313,891	5,000	25%	0	113,000	48,750	200,891	\$134,475,706	\$119,609,653	\$254,085,359
16	2022	313,891	5,000	25%	0	118,000	50,000	195,891	\$149,681,268	\$131,570,619	\$281,251,886
17	2023	313,891	5,000	25%	0	123,000	51,250	190,891	\$166,583,185	\$144,727,680	\$311,310,865
18	2024	313,891	5,000	25%	0	128,000	52,500	185,891	\$185,368,672	\$159,200,448	\$344,569,121
19	2025	313,891	5,000	25%	0	133,000	53,750	180,891	\$206,245,425	\$175,120,493	\$381,365,919
20	2026	313,891	5,000	25%	0	138,000	55,000	175,891	\$229,443,843	\$192,632,543	\$422,076,385

This is the basis for Column 5 in the Application



PLANNING DECISIONS

Research & Planning

Planning Decisions, Inc.
22 Cottage Road, P.O. Box 2414
South Portland, ME 04116-2414
207-799-2229

Aug 10, 2006

Rob Yandow, Town Manager
Town of York Maine
186 York Street
York, ME 03909

Dear Rob,

Following is a re-draft of language for your use in the application you plan to submit for the York Beach TIF district. It addresses Point #2, Contents of Application, subpoint E, narrative, and subpoint F, provisions of the development program. Feel free to use these drafts however you think best or to call me if you have any questions about them.

As we discussed, I based the proposed TIF financed development program on the following assumptions:

- ✓ The modest development program (design, traffic, utility relocation);
- ✓ The low growth scenario for TIF generated additional value;
- ✓ TIF revenue limited to the excess of TIF generated value above the estimated no TIF growth in value (10% per year increase);
- ✓ The 2.5% annual decrease in tax rate discussed with Rick Mace and Len Dorian.

Best,
Chuck Lawton
363-3541

Off and on since January there have been discussions regarding the establishment of a Tax Incremental Financing District (TIF) in York Beach. The idea was first discussed by the York Beach Renaissance Committee; a group associated with the Chamber of Commerce and which represents business interests in the York Beach area. The concept of a TIF was developed as a means to finance what was regarded as a necessary “facelift” in York Beach as well as a mechanism to finance various infrastructure improvements at the same time. Basically, a Tax Incremental Financing District would generate revenue through increased taxes which would be levied based on improvements, or investment, in properties located within the TIF district. The TIF is designed so that all tax money currently being collected for the town’s general fund would continue to be collected for the general fund. In addition, all annual increases based on market conditions and inflation would continue to be collected in the general fund. Any increases in the TIF district, over and above the general town-wide increases, would be collected in the TIF. Since the preliminary discussions took place various scenarios have been explored and various financial plans have been developed. The original area to be included in the TIF was revised to incorporate not only the business district in York Beach, but also to include open land which might ultimately be utilized to assist in improving the lack of parking in the York Beach area. On August 28th the Board of Selectmen held a public hearing on the TIF proposal. During the public hearing concerns were expressed about the size of the TIF district and that there were a number of residential properties included within the geographical boundaries. As a result of those concerns the boundaries were adjusted and most of the residential properties were eliminated. The most recent version of the TIF district encompasses 38.76 acres and total property values of \$43,980,000. On September 11, 2006 the Board of Selectmen will be asked to approve the revised district along with the financial plan and development plan for the work to be done in the district. The work will consist of design standards and traffic studies, sidewalk and road improvements, installation of new street lights and the relocation of utility poles. The work will be accomplished through a “pay as you go” strategy for the first few years which means that work will not be started until the money is in hand. Once a dependable revenue stream is established the issuance of a general obligation bond will be explored to finance significant infrastructure improvements. All of this will be done with tax money generated within the TIF district and not from the general taxes that are assessed throughout the town. All of those involved in this project are aware and understand that the general taxpayer should not have to pay for any improvements made in the TIF district. If approved by the Board of Selectmen the TIF district will be placed on the November Warrant for voter approval. Although we are suggesting a 20 year life cycle for the district, the boundaries, work plan and financial plan can be amended by the voters as often as is necessary. If you have any questions about the TIF district please feel free to call me at 363-1000, extension 221. Thank you.

Statement of Fact: The Board of Selectmen has approved the establishment of a Tax Incremental Financing District in York Beach. The purpose for establishing the Tax Incremental Financing District (TIF) is to use tax revenue from the properties located in the TIF to fund design and traffic studies and to fund public infrastructure improvements such as sidewalks and roadways within the boundaries of the TIF district. All tax revenue currently designated for the general fund would continue going into the general fund.

Robert Yandow

From: Charles Lawton [clawton@maine.rr.com]
Sent: Thursday, August 10, 2006 12:01 PM
To: Robert Yandow
Subject: York Beach TIF



YB TIF Applic .doc (58 KB) ATT00070.txt (63 B)
YB TIF Rev Proj.doc (48 KB)

Hi Rob,

Attached is a revised TIF Program Narrative along the lines of what we discussed. It includes a financial projection laying out the projected increase in TIF area values with and without a TIF. It lists TIF revenue only from the added value over and above the estimated "no-TIF" values.

Call if you have any questions.

Chuck Lawton
363-3541



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: September 7, 2006	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: September 11, 2006	
Regular <input checked="" type="checkbox"/> Work Session <input type="checkbox"/>	
Subject: Revised TIF Plan	

TO: Chairman David Marshall York Board of Selectmen
FROM: Robert G. Yandow, Town Manager
RECOMMENDATION: Approve TIF Boundary, Development Plan and Financial Plan
PROPOSED MOTION: I move to approve the establishment of the York Beach TIF District along with the Development Plan and Financial Plan as submitted. I further move that the TIF District be placed on the November Warrant for voter action.

Discussion: At our last meeting a public hearing on the TIF District was held. During that hearing there was some concern about the boundaries of the TIF and the number of residential properties that were included. The boundaries of the proposed TIF District were adjusted to address those concerns. At a subsequent meeting with the York Beach Renaissance Committee to boundaries were adjusted once again. The second adjustment removed the Wild Kingdom property and expanded to include the Spear campground. I have been discussing the adjusted boundaries with DECD to make sure that the state guidelines and requirements are being met. The previously discussed development plan and financial plan also need to be approved as part of the process. DECD had provided preliminary approval of the two plans; however the financial plan will be adjusted somewhat based on the new boundaries of the district. I will have the finalized information for adoption on Monday evening.

FISCAL IMPACT: N/A

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared By: Robert H. Yundow

Reviewed By: _____

E. Narrative Summary of the Proposed Project

Introduction

York Beach is a small downtown center developed at the turn of the 20th century as a vacation destination centered on the Short Sands and Long Sands sections of beach within the Town of York. Most of the buildings in York Beach were constructed at a time when the railroad was the major form of transportation for arriving tourists. They cover most of their lot areas with little room between. Most retain their historic, "turn of the century" appearance today.

Over the years, York Beach has continued to serve as a family destination area for tourists and as a seasonal downtown center for many York residents. Because of increased dependence on the automobile, the restrictions of current zoning ordinances and changing patterns of tourism, however, York Beach has suffered from a relative lack of investment over recent years. Town assessment records show that value per square foot of livable area for buildings in York Beach are substantially below those of the town as a whole and have grown less rapidly over the past several years than the average for the entire town.

To address this problem of lagging investment, a group of York Beach residents and business owners with support from the Greater York Region Chamber of Commerce established the York Beach Renaissance Committee. This group met for over two years, sponsored a public visioning session and developed a set of recommendations for revitalizing York Beach. The Committee's goals are:

1. to maintain a ***clean and safe place*** for families to enjoy the beach and its accompanying recreational activities;
2. to encourage a ***thriving downtown center*** with:
 - ✓ attractive, well-maintained buildings;
 - ✓ full use of all building levels;
 - ✓ pedestrian oriented public ways;
 - ✓ a wide variety of commercial activities
3. to ***integrate the York Beach downtown area into a broader zone*** including the open space and residential areas surrounding the downtown:
 - ✓ by assuring fresh and sea water drainage and flood control;
 - ✓ by encouraging off site parking and full use of public transportation;
 - ✓ by providing a transition to residential areas.

To achieve these goals, the committee recommended several specific actions including, zoning changes, establishment of a design review committee, establishment of a parking committee, a collaborative effort to develop a capital investment program with city government and the establishment of a TIF district to assist in financing these actions.

The specific elements of this proposed TIF project are:

Name:

The York Beach TIF District;

Location:

The district encompasses the downtown commercial/residential areas of York Beach along with the open space immediately bordering these areas; the location is more precisely defined in the accompanying map;

Purposes:

The overall purpose of this project is to stimulate increased private investment in the residential and commercial properties of York Beach through public investment in three categories of need:

1. ***drainage and flood control infrastructure*** (to be undertaken in conjunction with municipal general fund expenditures and federal flood disaster relief expenditures); The cost for this item has not been determined at this time. The town expects that the bulk of funding for this item will come from general obligation town borrowing rather than from TIF financing. Therefore, we do not include it as part of the TIF financed development program. Nonetheless, this investment is key to the redevelopment of York Beach, and we anticipate amending this application in the future to allocate some TIF funds towards amortization of this infrastructure investment.

2. ***sidewalk improvements*** (to be undertaken in conjunction with municipal general fund expenditures and federal flood disaster relief expenditures):

- replace sidewalks and curbing;
Cost = \$300,000
- Improve and repair Ocean Avenue and Railroad Avenue;
Cost = \$300,000
- relocate utility poles to rear of buildings;
Cost = \$400,000.

3. municipal design and development capacity:

- ✓ design standards for York Beach downtown area;
Cost = \$25,000.
- ✓ traffic and parking study with recommendations;
Cost = \$25,000.

These numbers will be adjusted by Monday

Cost, Investments & Term:

Table 1 presents the financial plan for this proposal.



Table 1 York Beach TIF Revenue Projection

(1) Year	(2) FY	(3) Original Assessed Value	(4) Projected Value, without TIF (10% per year increase)	(5) Projected Value, with TIF (low growth scenario)	(6) Value Added by TIF (col. 5 – col. 4)	(7) Projected Town Tax Rate (mills)	(8) TIF revenue (col. 6 X col. 7)
0	2006	\$43,980,000	\$43,980,000	\$43,980,000	\$0	8.50	\$0
1	2007	\$43,980,000	\$48,378,000	\$50,135,949	\$1,757,949	8.29	\$14,578
2	2008	\$43,980,000	\$53,215,800	\$57,699,652	\$4,483,852	8.09	\$36,276
3	2009	\$43,980,000	\$58,537,380	\$64,641,337	\$6,103,957	7.89	\$48,179
4	2010	\$43,980,000	\$64,391,118	\$71,882,660	\$7,491,542	7.70	\$57,689
5	2011	\$43,980,000	\$70,830,230	\$79,605,244	\$8,775,014	7.51	\$65,925
6	2012	\$43,980,000	\$77,913,253	\$88,153,518	\$10,240,265	7.33	\$75,056
7	2013	\$43,980,000	\$85,704,578	\$97,615,394	\$11,910,816	7.15	\$85,171
8	2014	\$43,980,000	\$94,275,036	\$108,088,110	\$13,813,075	6.98	\$96,365
9	2015	\$43,980,000	\$103,702,539	\$119,679,216	\$15,976,677	6.81	\$108,740
10	2016	\$43,980,000	\$114,072,793	\$132,507,662	\$18,434,869	6.64	\$122,411
11	2017	\$43,980,000	\$125,480,073	\$146,705,005	\$21,224,932	6.48	\$137,500
12	2018	\$43,980,000	\$138,028,080	\$162,416,739	\$24,388,659	6.32	\$154,142
13	2019	\$43,980,000	\$151,830,888	\$179,803,771	\$27,972,883	6.17	\$172,483
14	2020	\$43,980,000	\$167,013,977	\$199,044,041	\$32,030,065	6.02	\$192,683
15	2021	\$43,980,000	\$183,715,374	\$220,334,328	\$36,618,954	5.87	\$214,915
16	2022	\$43,980,000	\$202,086,912	\$243,892,232	\$41,805,320	5.73	\$239,369
17	2023	\$43,980,000	\$222,295,603	\$269,958,374	\$47,662,770	5.59	\$266,252
18	2024	\$43,980,000	\$244,525,163	\$298,798,821	\$54,273,657	5.45	\$295,787
19	2025	\$43,980,000	\$268,977,680	\$330,707,774	\$61,730,094	5.32	\$328,218
20	2026	\$43,980,000	\$295,875,448	\$366,010,529	\$70,135,082	5.19	\$363,812

Column 4 lists the current value of the property included in the TIF district and the increase in its value (10% annually) that The Town assumes will occur without the TIF program. This is the so-called baseline on which The Town expects to continue to collect property tax revenue over the 20-year span of this proposal.

Column 5 lists the projected value of property in the district following implementation of the TIF. These values are determined by calculating

Column 5 lists the projected value of property in the district following implementation of the TIF. These values are determined by calculating increased building values for known improvements now planned and by assuming a modest continuation of these improvements over the remaining time span of the project.

Column 6 lists the difference between Column 5 and Column 4. These figures represent the incremental value created by investments spurred in part by the TIF. Tax revenues collected on these values will be allocated to the TIF fund. These amounts are listed in Column 8. Discounted at a rate of 5% per year, the present value of this revenue stream amounts to approximately \$1.6 million.

The total cost of the investments to be undertaken in this project will be \$1,150,000, not including any amount that may be allocated to drainage infrastructure at a later date. The total cost to be financed from TIF funds will be \$1,150,000. TIF expenditures will be allocated in an accelerating fashion, with design and traffic studies undertaken first and sidewalk and utility improvements made in later years as funding becomes available.

The discounted value of the private investment to be made in this project (Column 6 discounted) amounts to approximately \$259 million. Thus the total investment—public and private—to be made in this project in current dollars will be over \$260 million.

The term of the TIF financing proposed in this application will be 20 years. The economic benefit of this project will be the increased tax base for the Town of York and the increased security and diminished seasonality of jobs in York Beach resulting from the public and private investment in the York Beach downtown area

F. Provisions of the Development Program

Projected municipal tax increment revenues are listed in Table 1 following. They provide the basis for this proposal's financial plan. They are based on the following assumptions:

- ✓ that new and renovated residential values average \$220 per square foot in year 0 and increase at a rate of 10% per year;
- ✓ that new and renovated commercial values average \$120 per square foot in year 0 and increase at a rate of 10% per year;
- ✓ that non-renovated property values average \$68 per square foot in year 0 and increase at a rate of 10% per year;

- ✓ that the municipal tax rate in year 0 is 8.5 mills and decreases at the rate of 2.5% per year; and
- ✓ that only the increase in property value within the TIF district over a baseline of current value increased by a rate of 10% per year will be allocated to the TIF development program.

Suggested York Beach TIF Revenue Calculations

To determine the amount of money to allocate to the York Beach TIF District, the Town of York shall make the following calculations each year.

1. **Total Taxable Property (TTP)**
Each year the town shall calculate the total value of taxable property:
 - a. in the Town of York as a whole; and
 - b. in the York Beach TIF district.

2. **Percent Change in Total Taxable Property (TTP % change)**
Each year, the town shall calculate the percentage change in the value of taxable property compared to the value the previous year:
 - a. for the Town of York as a whole; and
 - b. for the York Beach TIF district.

3. **TIF Growth Increment (TGI)**
Each year, the town shall calculate the difference between the percentage change in total taxable property for the Town of York as a whole and the percentage change in total taxable property for the York Beach TIF district.

4. **TIF Valuation Increment (TVI)**
If the TIF Growth Increment is positive, the town shall multiply this percentage times the value of the Total Taxable Property (TTP) in the York Beach TIF District to determine the TIF Valuation Increment (TVI).

5. **TIF Fund Allocation (TFA)**
If the TIF Valuation Increment is positive, the town shall multiply this value times the current town property tax mill rate to determine the TIF Fund Allocation (TFA) and shall make this amount of money available for expenditure on eligible TIF development activities.

Example:

1. **Total Taxable Property (TTP)**
total value of taxable property:
 - a. in the Town of York as a whole = \$3.8 billion
 - b. in the York Beach TIF district = \$44 million

2. **Percent Change in Total Taxable Property (TTP % change)**
 - a. in the Town of York as a whole = 10% over previous year
 - b. in the York Beach TIF district = 15% over previous year.

3. **TIF Growth Increment (TGI)** $15\% - 10\% = 5\%$.

4. TIF Valuation Increment (TVI)
 $\$44 \text{ million} \times 5\% = \2.2 million.

5. TIF Fund Allocation (TFA)
 $\$2.2 \text{ million} \times 8.29 \text{ mills} = \$18,238$ to be allocated to the TIF Fund.



REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: 8/14/2016	<input checked="" type="checkbox"/> ACTION
DATE ACTION REQUESTED: 8/22/16	<input type="checkbox"/> DISCUSSION ONLY
SUBJECT: CARRY FORWARD 2016 BUDGET TO 2017 FOR TRUCK REPAIR	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Click here to enter text.

WE ARE REQUESTING TO CARRY FORWARD ENOUGH MONEY TO REPAIR OUR ENGINE 5. WE NOTICED SOME RUST ON THE FRAME OF OUR 2003 PETERBILT TANKER/PUMPER TRUCK. WE REQUESTED QUOTES BACK IN JUNE BUT HAVE HAD A DIFFICULT TIME GETTING ANYONE TO REPAIR IT. WE FINALLY RECEIVED A QUOTE FROM COASTAL TRUCK IN PORTSMOUTH FOR \$41,000. WE HAVE \$45,000 LEFT IN OUR 2016 BUDGET TO COVER THE COST

RECOMMENDATION: WE ASK THAT YOU ALLOW US TO CARRY IT FORWARD ASAP SO WE CAN GET THE REPAIR SCHEDULED

PROPOSED MOTION: I move to support carry-forward of FY16 operating budget funds of the fire departments when that is presented later in the fiscal year. This will provide the needed assurances so the Chief can schedule the repair work.

FISCAL IMPACT: WE WILL NOT HAVE A TANK TRUCK - A NEW ONE IS \$1,600,000

DEPARTMENT LINE ITEM ACCOUNT: 100.0226.6006

BALANCE IN LINE ITEM IF APPROVED: \$4,000 - \$5,000

PREPARED BY: DAVID BRIDGES REVIEWED BY: [Signature]

J T V C 74 651 E3 \$3715974 LC 1.1



MEMO

TO: Board of Selectmen
FROM: Stephen H. Burns, Town Manager *SHB*
DATE: August 17, 2016
RE: York Beach Fire Department – Repair of Engine 5

Chief Bridges has asked if the Board will consider allowing a carry-forward of his remaining unspent FY16 operating budget to help pay for the cost of repair of Engine 5. The frame of this vehicle is significantly corroded where the rear axles are attached. This was an unexpected problem that was uncovered during a regular cleaning of the vehicle.



As of today there is \$37,160 remaining in the Department's operating budget, though this is before any possible auditor entries. Wendy Anderson noted those are not likely in this budget, but couldn't rule them out. Given that the repairs are quoted at \$41,000, the amount

will cover a major portion of the cost of repair. Because the Board does not yet have the actual dollar amount to be carried forward, the most the Board should do is vote to indicate a willingness to carry available funds when the amount is known, and then the Chief can line up the repair work. I believe this is a reasonable request and I have recommended approval. Timing will need to be worked out between the Chief and the Finance Director as the timing of carry-forward votes and the resulting availability of money relates to the schedule of our auditors.

If the Board votes “no” then we’ll need to have a discussion about Plan B. This is an important piece of equipment for the Department and it will be problematic to have it removed from their fleet.