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

BOARD OF SELECTMEN'S MEETING AGENDA
6:00/6:30/7:00PM MONDAY, OCTOBER 20, 2014
YORK LIBRARY

6:00PM: Committee Interviews

6:30PM: Executive Session – Real Estate; Pursuant to MRSA Title 1, Section 405 (6)(C), and Personnel; Pursuant to MRSA Title 1, Section 405(6)(A)

Call to Order

Opening Ceremonies

A. Minutes
1. September 22, 2014 Meeting Minutes
2. October 15, 2014 Meeting Minutes

B. Chairman's Report

C. Manager's Report

D. Awards
1. Parks and Recreation Fall Brochure Bid Award
2. Mount A Trail Bid Award

E. Reports
1. Town Clerk and Tax Collector
2. York Housing Authority

F. Citizens' Forum – The Citizens' Forum is open to any member of the audience. 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. Approval of Warrant #16

H. Public Hearings

I. **Endorsements**

Business Licenses:

1. TCF Corp. DBA: Clay Hill Farm Restaurant (Food Service, Liquor and Special Amusement); Located at 220 Clay Hill Road
2. Joe Hogan DBA: Sentry Hill at York Harbor, LLC (Food Service); Located at 2 Victoria Court
3. Mary Jane Merritt DBA: The Union Bluff Hotel (Food Service, Liquor, Special Amusement, Coin Operated Amusement); Located at 8 Beach Street

J. **Old Business**

1. Vacation Order – Pinecrest Drive Right-of-Way

K. **New Business**

1. Appointment of Election Warden and Set Polling Hours
2. Discussion and Possible Action on Energy Steering Committee's Request to Complete the York Beach Fire Station Solar Project
3. Cemetery Committee Formation
4. Discussion and Possible Action to Authorize Town Manager to Seek Cost Estimate from CMP to Remove Excess Street Lights in York Beach
5. FY16 Budget Discussion
6. Capital Planning Committee Appointments
7. Discussion and Possible Action on Moving Forward with the Police Station and Connector Road Projects
8. Discussion and Possible Action on Municipal Building Committee Charge
9. Municipal Building Committee Appointments
10. Discussion and Possible Action Regarding Future Discussions with York's Wild Kingdom
11. Discussion and Possible Action to Authorize SMRT, Inc. to Obtain a Construction Cost Estimate of the Police Station Projects
12. Discussion and Possible Action Regarding Cable TV Franchise Agreement
13. Property Redemption: 238 Chases Pond Road
14. Resignation of Kelly Wilsey from the Conservation Commission

L. **Other Business**

M. **Citizens' Forum**

Adjourn

BOARD OF SELECTMEN'S
MEETING MINUTES
5:30/7:00PM MONDAY, SEPTEMBER 22, 2014
YORK LIBRARY

5:30PM: Work Session with Citizens Committee regarding Town Manager Search

Present: Chairman Mary Andrews, Vice Chairman Robert E. Palmer Jr., Torbert Macdonald, Ronald Nowell, Jonathan O. Speers, Interim Town Manager Stephen H. Burns and Recorder Melissa M. Avery.

Call to Order

Chairman Mary Andrews called the meeting to order at 7:00PM.

Opening Ceremonies

Knights of Columbus Proclamation

This item was not addressed, as representatives of the local Knights of Columbus were not present at the meeting.

A. Minutes

1. September 8, 2014 Meeting Minutes
2. September 15, 2014 Meeting Minutes

Moved by Mr. Macdonald, seconded by Mr. Speers to approve the September 8, 2014 and September 15, 2014 meeting minutes. Vote 5-0, motion passes.

B. Chairman's Report

Chairman Mary Andrews did not have a Manager's Report this evening.

C. Manager's Report

Interim Town Manager Stephen H. Burns informed the public that the last round of tests for EEE came back negative but urged the public to still take precautions to stay bite free. Mr. Burns announced the Amber Harrison has been appointed as the Town's Health Officer. Mr. Burns also informed the public that Town

Back to Agenda

Officers will be closed on December 26, 2014, the day after Christmas. Mr. Burns told the citizens that York Community Dialogue had their *"Lets Talk About Education"* forum this past weekend, and it was a very successful event. Mr. Burns stated that last Friday there was a court decision on the Marijuana Petition and that the first of the two part challenge has been denied, in the Town's favor. Mr. Burns also stated that there will be a joint meeting with the Planning Board and the Board of Selectmen on Thursday, September 25 at 6:00PM here at the Library before the Planning Board's regularly scheduled meeting.

D. <u>Awards</u>

1. ACO Truck Bid Award – Police Department

The Police Department is replacing its 2004 Chevy Silverado Pick-up Truck that the Animal Control Officers use in the course of their duties to patrol and pickup stay animals. A bid request was sent out and the following bids were received:

1. Quirk Ford - $21,733
2. Yankee Ford - $23,125
3. Starkey Ford - $23,791

Police Chief Douglas Bracy recommended that the Board of Selectmen approve the bid for the 2014 Ford F-150 4WD Super Crew Cab Pick-up Truck from Quirk Ford of Augusta, Maine.

Moved by Mr. Macdonald, seconded by Mr. Nowell to award the bid for the purchase of a 2014 Ford F-150 4WD Super Crew Cab Pick-up Truck from Quirk Ford of Augusta, Maine in the amount of $21,733 from the Capital Cruiser Account of the Police Department. Vote 5-0, motion passes.

2. Video System – Police Department

Interim Town Manager Stephen H. Burns explained to the Board of Selectmen that there was a misprint in advertising the bid request for the video system, and they received additional bids after the bid opening in the Town Manager's Office and this would be postponed until a future meeting.

3. One-Ton Pick-Up Truck – Department of Public Works

The Department of Public Works solicited bids from five different truck vendors for a new Public Works Pick-up Chassis. The following bids were received:

1. Starkey Ford - $35,375
2. Weirs GMC - $35,378

Director of Public Works Dean Lessard recommended that the Board of Selectmen award the bid for the new Public Works Pick-up Chassis to Starkey Ford, Inc. Mr. Lessard explained that the Weirs GMC bid was for a truck that did

not meet the bid specs and it would cost an additional $4,000 to make it meet most of the bid specs.

Moved by Mr. Nowell, seconded by Mr. Macdonald to approve the award of the bid for a new Public Works Pick-up Chassis to Starkey Ford, Inc. in the amount of $35,375. Vote 5-0, motion passes.

E. Reports

1. Sohier Park Committee – New Gift Shop

Sohier Park Committee Chairman Ed MacGorman gave the Board of Selectmen and the public a report, on behalf of the Sohier Park Committee on the new Sohier Park Gift Shop. Mr. MacGorman stated that the new gift shop has been a huge success in its first year and has made a net of almost $500,000 thus far in the season.

2. Parks and Recreation – Old Burying Grounds Inventory

Parks Foreman Ryan Coite gave a PowerPoint presentation of the progress the Parks and Recreation Department has made with the $13,000 that was allotted for the Maintaining Veterans Gravesites and Ancient Burial Grounds project in the FY15 Budget.

3. York Village Study Committee – Village Master Plan Update

York Village Study Committee Chairman Ron McAllister gave a progress report on the Village Master Plan Phase 1. The Village Study Committee has begun to work with The Downtown Revitalization Collaborative (TDRC) to develop the Master Plan.

F. Citizens' Forum – The Citizens' Forum is open to any member of the audience for comments on items listed on this meeting agenda. 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.

Public Comment: Carole Allen
Kenneth Lemont

G. Approval of Warrant #12

Moved by Mr. Nowell, seconded by Mr. Macdonald to approve Warrant #12. No objection, so ordered.

Back to Agenda

H. Public Hearings

1. Request to Vacate a Portion of Pinecrest Drive Right-of-Way

Moved by Mr. Macdonald, seconded by Mr. Nowell to open the Public Hearing for a request to vacate a portion of Pinecrest Drive right-of-way. No objection, so ordered.

Public Comment: Kenneth Lemont
Brian Ricks

Moved by Mr. Nowell, seconded by Mr. Palmer to close the Public Hearing for a request to vacate a portion of Pinecrest Drive right-of-way. No objection, so ordered.

I. Endorsements

Business Licenses:

1. John and Nancy Stern DBA: Pie In The Sky Bakery, Inc. (Food Service); Located at 1 River Road
2. John Shaw DBA: Frankie and Johnny's (Food Service); Located at 1594 US Route One

Moved by Mr. Macdonald, seconded by Mr. Nowell to approve the following licenses: John and Nancy Stern DBA: Pie In The Sky Bakery, Inc. for Food Service, located at 1 River Road and John Shaw DBA: Frankie and Johnny's for Food Service, located at 1594 US Route One subject to taxes, fees and inspections being current and compliant with the usual noise stipulations. Vote 5-0, motion passes.

J. Old Business

1. Property Redemption: 16 Pine Street

Moved by Mr. Macdonald, seconded by Mr. Nowell to approve the redemption of Tax Map 0030 Lot 0042-D, 16 Pine Street, as requested, subject to the condition that all future owners comply with Town wetland regulations, and all taxes, interest and administrative costs being paid in full no later than November 21, 2014. Vote 5-0, motion passes.

2. Discussion and Possible Action Regarding Purchase of a DPW Plow Truck

This matter was first discussed at the meeting of September 8, 2014. Consistent with Section XVI (Soul Source Purchase) of the Board of Selectmen's Purchasing Procedures Policy, the Town Manager may recommend to the Board of

Back to Agenda

Selectmen a large purchase without a bidding process when such action will benefit the Town.

Moved by Mr. Macdonald, seconded by Mr. Nowell to award the FY15 Plow Truck Chassis to Liberty International Trucks in the amount of $61,900. Vote 5-0, motion passes.

K. New Business

1. Policy Discussion in Advance of FY16 Budget Preparation

Interim Town Manager Stephen H. Burns explained that this is the final regular meeting of the Board of Selectmen before he plans to start the FY16 budget preparation process. Mr. Burns told the Board that he would appreciate any policy guidance the Board would be willing to provide so he can share it with the Departments, Boards and Committees that will be making budget requests.

2. Discussion and Possible Action on a Contract for Invasive Plant Species Control Along Town Roads

Director of Public Works Dean Lessard explained to the Board of Selectmen the need for the Town to control the invasive plant (Japanese Knotweed) that is spreading very quickly along the Town's roadsides. Mr. Lessard recommended that the Town of York's existing contractor Municipal Pest Management Services, Inc. be awarded the bid for the Japanese Knotweed Control Program.

Mr. Burns suggested having David Tibbetts, former Conservation Commission Chair who now works for the United States Fish and Wildlife Department come to talk to the Board of Selectmen to discuss the Department's view on the best practice to get control of the Town's Japanese Knotwood problem.

Moved by Mr. Palmer, seconded by Mr. Macdonald to table this issue until the next regular meeting. No objection, so ordered.

3. Discussion and Possible Action on Request to Vacate a Portion of Pinecrest Drive Right-of-Way

Mr. Burns read a letter from the property owners of 11 Pinecrest Drive into the record regarding their request for the Town to vacate the right-of-way.

Moved by Mr. Palmer, seconded by Mr. Macdonald to direct the Interim Town Manager to complete all required preparatory work so the Board can hear and decide on this matter at its October 27th meeting. Vote 5-0, motion passes.

Chairman Mary Andrews called a five minute recess.

Back to Agenda

4. Discussion of a Request to Vacate a Portion of Anbelwold Circuit and Intervale Road Rights-of-Way

Town Tax Assessor Rick Mace received a request from Rodney Byam and Marjorie Stevens to vacate portions of the road right-of-way of Intervale Road and Anbelwold Circuit. These are paper streets and the adjacent owners are asking the Town to give up all public rights that exist within these paper streets.

Moved by Mr. Macdonald, seconded by Mr. Speers to direct the Interim Town Manager to initiate a review of all paper streets within the York Cliff Improvement Company Plan of 1893, and to return to the Board with recommendations about possible public interest with respect to each paper street in this neighborhood. Vote 5-0, motion passes.

5. Police Station/Connector Road Project

a. Draft Charter for Building Committee

Mr. Burns drafted a Committee Charter for the Municipal Building Committee for the Police Station/Connector Road Project that the Board want to discuss further at a future Workshop designated for the Police Station/Connector Road Project.

b. Discussion and Possible Action about an MPI Grant Application for the Intersection of the Connector Road and Route One

Public Works Director Dean Lessard introduced a possible Municipal Partnership Grant application that could help offset the cost of the Route One/Connector Road intersection improvements. Mr. Lessard and Mr. Burns recommended that the Board to authorize submittal of the application.

Moved by Mr. Palmer, seconded by Mr. Speers to approve the submittal of a 2015 grant application to Maine Department of Transportation's Municipal Partnership Initiative Program (MPI) in order to secure funds for York Beach Access Road improvements. Vote 5-0, motion passes.

c. Schedule a Workshop

Mr. Burns requested that the Board of Selectmen scheduled a workshop on October 14, 2014 if the Community Room is available, specifically to discuss the Police Station and Connector Road Project. At this workshop Mr. Burns feels it would be appropriate to finalize the Committee Charter, interview applicants for the Municipal Building Committee, review the budget and the status of all relevant issues relating to these projects, and to chart a way forward.

6. Discussion and Possible Action on the Selectmen's Delegate for MMA Annual Conference

Moved by Mr. Palmer, seconded by Mr. Speers to appoint Mr. Macdonald as the designated Official Voting Delegate for York to the Maine Municipal Association Annual Business Meeting which is scheduled to be held, Wednesday, October 1, 2014 at the Augusta Civic Center. Vote 5-0, motion passes.

7. Request to Stay in RV During Construction at 42 Old Mountain Road

Pursuant to Article 7.1 of the Town of York Zoning Ordinance, a recreational vehicle may be located on the property during construction of a home with the permission of the Board of Selectmen.

Moved by Mr. Nowell, seconded by Mr. Speers to authorize the residents of 42 Old Mountain Road to locate a recreational vehicle on the property for a period of one year while repairs and renovations are made to the home. Vote 5-0, motion passes.

8. Special Event Permit: Harvest Cup

Moved by Mr. Macdonald, seconded by Mr. Speers to approve the Special Event Permit application for the York soccer Club's Harvest Cup event for Saturday, Sunday and Monday, October 11-13, 2014 with the attached conditions given by Department Heads. Vote 5-0, motion passes.

9. Special Event Permit: Walk MS

Moved by Mr. Macdonald, seconded by Mr. Palmer to approve the Special Event Permit application for the National MS Society's Walk MS event on Sunday, September 28, 2014 with the attached conditions given by Department Heads. Vote 5-0, motion passes.

L. Other Business

Mr. Nowell stated that he feels the term "Interim Town Manager" is not appropriate because he is the "functioning Town Manager on an interim basis". Mr. Nowell also mentioned that there was a notice in the paper about a proposed subdivision off of Betty Welch Road on the York/Kittery line; there is a Site Walk at the property on Thursday, September 25, 2014 at 5:00pm.

M. Citizens' Forum

Public Comment: None

Adjourn

Back to Agenda

Moved by Mr. Speers, seconded by Mr. Palmer to adjourn the meeting at 9:30PM. No objection, so ordered.

DRAFT

Back to Agenda

BOARD OF SELECTMEN'S
MEETING AGENDA
5:00PM MONDAY, OCTOBER 15, 2014
YORK PUBLIC LIBRARY

Present: Chairman Mary Andrews, Vice Chairman Robert E. Palmer Jr., Ronald Nowell, Jonathan O. Speers, Director of Human Resources Liam Gallagher, Paul Salacain, James Smith, Linda Scotland, Rozanna Patane, and Kathleen Kluger.

Call to Order

Chairman Mary Andrews called the meeting to order at 5:00PM.

A. Executive Session

1. Town Manager Search Discussion; Pursuant to MRSA Title 1, Section 405 (6)(A)

Moved by Mr. Palmer, seconded by Mr. Speers to enter into Executive Session. Without objection, so ordered.

Moved by MR. Palmer, seconded by Mr. Nowell to exit out of Executive Session. Without objection, so ordered.

Adjourn

Chairman Mary Andrews adjourned the meeting at 6:20PM.

Back to Agenda

AGENDA ITEM NUMBER: ____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: October 2, 2014	**Type of Action:**
Date Action Requested: October 6, 2014	☐ **Procedural** ☒ **Formal Action**
Regular X **Work Session** _	☐ **Other:** _____
Subject: Award bid for Parks and Recreation Department Fall Brochure	

TO: Board of Selectmen

FROM: Michael Sullivan, Parks and Recreation Director

RECOMMENDATION: To award the bid for the Parks and Recreation Departments fall/winter brochure to RAM Printing of East Hampsted, NH in the amount of $4,529.59. Brochure to be 36 pages plus cover and total 7,000 brochures.

PROPOSED MOTION: I move to award the bid for the Parks and Recreation Departments fall/winter brochure to RAM Printing of East Hampsted, NH in the amount of $4,529.59. Brochure to be 36 pages plus cover and total 7,000 brochures.

Discussion: The following bids were received for the Parks and Recreation Departments 2014 fall/winter brochure, pricing includes bulk mailing preparation as quoted:

RAM Printing, East Hampsted, NH	36 pages plus cover 6,000 brochures - $4,094.70 7,000 brochures - $4,529.59 40 pages plus cover 6,000 brochures - $4,487.25 7,000 brochures - $4,967.72
Graphic Image Inc, Milford, NH	36 pages plus cover 6,000 brochures - $4,670.00 7,000 brochures - $5,145.00

Back to Agenda

40 pages plus cover
6,000 brochures - $5,070.00
7,000 brochures - $5,645.00

I am recommending that the Board of Selectmen award the bid to RAM Printing in the amount of $4,529.59. Brochure to be 36 pages plus cover and a quantity of 7,000.

FISCAL IMPACT: $4,529.59
DEPARTMENT LINE ITEM ACCOUNT: Recreation Enterprise Account / Printing and ad
BALANCE IN LINE ITEM IF APPROVED: $10,400

Prepared By: _____ Reviewed By: _____

Back to Agenda

QUOTATION FORM

Town of York, Maine
Parks and Recreation
2014 /2015 Fall/Winter/Spring Brochure

Name of company submitting proposal: RAM Printing

Address: 5 Commerce Park
East Hampstead, NH 03826

Telephone: 603-231-4062 (cell)

Name of company representative authorized to submit proposal: Michael L'Antigua

Title: Account Manager

Signature:

Total bid amount per specifications:

36 Pages, plus cover

6000 – $ 3,780.00
$ 7000 – $ 4,174.94
(Price in numerals)

6000 Three Thousand, seven hundred and eighty
7000 Four Thousand, one hundred and seventy Four
(Price in words)

40 Pages, plus cover

6000 – $ 4,172.55
$ 7000 – $ 4,613.07
(Price in numerals)

6000 – four thousand, one hundred and seventy two
7000 – four thousand, six hundred and thirteen
(Price in words)

Price for Sort and tray for bulk mail
ECRWSS Postal Patron – list supplied

6000 – $ 314.70
$ 7000 – $ 354.65

Back to Agenda

Quotation Form

Town of York, Maine Parks and Recreation
2014 Fall/Winter/Spring Brochure Bid Request

Name of company submitting proposal: Graphic Image Inc.
Address: 561 Boston Post Road
Milford, CT 06460
Telephone: 203-877-8787

Name of company representative authorized to submit proposal: Leigh Danenberg

Title: President

Signature: Leigh Danenberg

Total Bid Amount per specifications:

36 pages plus cover 6M $ 4180.
(Price in numerals)

6M $ FORTY ONE HUNDRED EIGHTY DOLLARS
(Price in words)

7M$ 4620.
(Price in numerals)

7M$ FORTY SIX HUNDRED TWENTY DOLLARS
(Price in words)

40 pages plus cover 6M $ 4580.
(Price in numerals)

6M$ FORTY FIVE HUNDRED EIGHTY DOLLARS
(Price in words)

7M $ 5120.
(Price in numerals)

7M$ FIFTY ONE HUNDRED TWENTY DOLLARS
(Price in words)

Quote for Sort and tray for bulk mail
ECRWSS Postal Patron – list supplied: 6M $ 490.
4 DDU Postal Drops Included

7M $ 525.

Back to Agenda

Quotation Request

Town of York, Maine
Parks and Recreation
2014/2015 Fall/Winter/Spring Brochure

The Town of York is accepting proposals from interested printers for the Parks and Recreation Departments 2014/2015 Fall/Winter/Spring brochure.

The printer will be responsible for the full scope of work to completion supplying all materials and labor. Quotations for the work are to be submitted in the format (form) provided herein and should state the total price of the entire finished product.

If any exceptions to the specifications provided herein are requested they must be fully defined in the quotation. The printer will provide in his quotation a work and completion schedule. The deadline for completion is October 24th, 2014.

All communications regarding the project should be directed to Robin Cogger, Parks and Recreation, Town of York, 186 York Street, York, Maine 03909, telephone (207) 363-1040.

All bids are to be sealed, marked "Quotation Parks and Recreation Fall Brochure" and delivered to the York Parks and Recreation Office no later than 2:00 pm, Friday, September 26th, 2014.

The Town of York reserves the right to reject any or all bids.

Contract award is scheduled for Monday, September 29th, 2014.

Payment will be made on the following schedule: 100% upon completion and final acceptance by the Town.

Exhibit A will be included in any resulting contract issued by the Town of York.

Back to Agenda

Town of York, Maine
Parks and Recreation Department

Specifications

Title:	Parks and Recreation 2014 Fall/Winter/Spring Brochure
Size:	8 x 8
Number of Pages:	36 + cover / 40 + cover
Prep:	Sample copy available for pick up at the Parks and Recreation Office
Proofs:	Folded, stapled and trimmed Dylux of entire brochure, plus color proof of cover and inside colored pages
Stock:	Cover – 80# dull matte Inside pages: 60 # dull coated
Ink:	Cover – 4 color Inside text - 1/1
Finishing:	Saddlewire bind, trim to size. All extras, not included in mailing, should be carton packed, (no more than 30 #'s per ctn.), all cartons sealed and marked for contents with date.
Shipping:	Bulk "Town of York" Mailing direct from Printers or Mail House
Quantity:	**6M / 7M**

Back to Agenda

AGENDA ITEM NUMBER: ____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: 10/02/2014	**Type of Action:**
Date Action Requested: 10/06/14	☐ **Procedural** ☒ **Formal Action**
Regular _X_ **Work Session** _	☐ **Other:** _____

Subject: Bid award for Big A Universal Access Trail Project

TO Board of Selectmen

FROM: Robin Kerr, Conservation Coordinator

RECOMMENDATION: To award the Big A Universal Access Trail Project Bid for Phase 1 to Off the Beaten Path and Timber & Stone, LLC in the amount of $38,205.25 and to allow any additional funds to be allocated to the construction of the accessible ramp for the summit observation platform as identified in Phase 1, and/or Phase 2 of the project.

PROPOSED MOTIONS: #1- I move to award the Big A Universal Access Trail Project Bid for Phase 1 to Off the Beaten Path and Timber & Stone, LLC in the amount of $38,205.25.

#2- I move to approve the allocation of any remaining funding for Phase 1 of the Big A Universal Access Trail project to go toward the construction of the accessible ramp for the summit observation platform and/or Phase 2 of the project.

Discussion: In January of this year the Board of Selectmen voted to approve the necessary ground work to make the Big A trail and deck universally accessible (see 01132014BOS Minutes). This past August the Board approved to move forward with selecting a design-build firm thru an initial Request for Qualification and subsequent Request for Proposal bid process (see 08252014BOS Minutes). A selection committee (Michael Sullivan- Parks & Recreation, Torbert MacDonald- BOS, Gary Stevens- York Water District, and I) prescreened and selected the top three qualified candidates to submit a complete proposal and bid. Two of those three joined forces in a final proposal and bid, leaving us with two for final consideration.

Here are the fee proposals for Phase 1 along with cost estimates for future phases:

Back to Agenda

	Peter Jensen & Associates, LLC	Off the Beaten Path and Timber & Stone, LLC
Phase 1 Bid	$42,618 for 845 ft.	$43,205 for 1140 ft.
Phase 2 estimate	$87,930	$67,347 + $14,300 for trail extension
Phase 3 estimate	$73,200	$84,779
Phase 4 estimate	$90,370	$73,838

The selection committee is unanimous in its recommendation of the combined forces of Off the Beaten Path and Timber & Stone, LLC. Both bidders have exceptional qualifications and are well regarded in the professional trail building field. But we feel that based on the extensive & detailed bid package, the formal bid costs in relation to the feet of trail constructed, and the proposed action plan on how to complete the work well and on time gives Off the Beaten Path and Timber & Stone, LLC a strong competitive edge.

In addition, the York Water District has offered housing located nearby at no cost to the selected contractors (as long as weather conditions allow). This would reduce Off the Beaten Path and Timber & Stone's fee proposal to $38,205. Peter Jensen & Associates, LLC did not include lodging as a line item in their fee proposal and were not available by the time of this submission.

Since this is a DESIGN/BUILD project, there will be latitude on trail route and construction and we estimate the final costs will be greater.

However, considering the fee proposal is lower than what the York voters approved for Phase 1 and that additional funding has also been secured for a portion of phase 2, it is reasonable to believe that there may be the opportunity for work to continue in the near term beyond Phase 1. We would like Board approval to allocate any remaining funding from this phase of the project to go toward the construction of the accessible ramp for the summit observation platform (identified as a goal for Phase 1) and/or continue onto construction of Phase 2 of the project.

FISCAL IMPACT: $38,205
DEPARTMENT LINE ITEM ACCOUNT: Big A Universal Access Capital Account
BALANCE IN LINE ITEM IF APPROVED: $21,795

Prepared By: Robin Kerr Reviewed By: _____

Back to Agenda

The Big A Universal Access Trail Project

Peter S. Jensen & Associates LLC
PO Box 154 Washington, VT 05675
Creating Trail Experiences

Peter Jensen, Managing Partner
Erin Amadon, General Partner
Ellen Jensen, General Partner
Carl Demrow, Junior Partner
Leeann Reid, Junior Partner
Karl Gifford, Junior Partner

PTBA Professional TrailBuilders ASSOCIATION

Members Since 2001

Back to Agenda

Scope of Work

Peter S. Jensen & Associates LLC will provide a complete trail layout and design that meets the Federal Accessibility Guidelines for Trails and Outdoor Recreation Areas, now known as the Federal Trail Standards for Phase One of the "Big A" project. Our firm intends to design a trail that blends into the landscape of Mt. Agamenticus to the best of our abilities incorporating any unique features of the site or needs of the Town of York. Our firm will provide standard drawings as needed and acquire any and all permits. We will work closely with the Parks & Recreation Department and Mount Agamenticus Conservation Program Staff to work out alignment details, material selection, and any other issue which might arise.

Trail construction will be conducted in a manner that limits the impact upon the surrounding area, ensures public safety, and is done in a timely manner. Phase One will include the approximate 845 ft. loop at the summit of Mt. A, two accessible parking spaces, access to the bathroom facilities, access to the entrance kiosk, and the spur to the western lookout. Trail construction will include erosion control, corridor clearing, excavation, tread preparation, stone cribbing, surface installation (to include frequent grade reversals), compaction, and restoration of the tread corridor (including plantings). Our intention is that Phase One be a show case so that the Town of York can acquire funding for the remaining phases of the Big A Universal Access Trail Project.

Proposed Trail Design, Layout, and Construction Process

Trail Layout/Design

Our first task will be to measure the grades on the proposed alignment to evaluate they're compliant with the Federal Trail Standards. If modification is needed, the new alignment will fit into the landscape in a way that will capture the essence of Mt. Agamenticus and minimize the construction impacts. Our layout and design would ensure that, in as many locations as possible, a mowable landscape would be maintained. We do anticipate the need for stone cribbing to support the trail treadway in a number of locations which will have an impact on the maintenance of grass. We expect the depth to bed rock to be an unknown and in order to select the appropriate construction methods needed, we plan to probe soil depths to determine the locations of bed rock.

The various partners involved in the "Big A" trail project will have final approval of the trail layout and design within an agreed upon time frame before construction begins. Finally, our intent is to provide an estimated budget for construction once the layout and design component is complete.

Construction

In order to maintain the safety of the visitors and the environment at Mt. A, the general construction plan is to excavate a certain distance of trail and then surface that section within the week. Typically our sequencing for construction begins with corridor clearing, excavation, tread preparation, surfacing installation, compaction, and restoration of the tread corridor. Since there will be little to no corridor clearing, excavation will begin once the crew is on site. Excavation will be done with either a small excavator or Ditch Witch, neither of which are over 5 feet 6 inches. Excavated material will then be hauled off in a Goldoni Transcar (an articulating dump vehicle) and stored in an agreed upon location until needed for final restoration. This vehicle will have less impact than a tracked vehicle because of the open and grassy nature of the terrain. Once excavation is complete stone cribbing will be installed if required. Surfacing will then be laid

Back to Agenda

into place using the Goldoni and a ground crew. The ground crew will make sure that the surfacing material is laid to a proper depth, sloped correctly, and grade reversals are installed. We see tread corridor restoration as a very important component to ensure that the trail blends into the environment as well as providing erosion control along the edges. We will work with the Parks & Recreation Department and Mount Agamenticus Conservation Program Staff to restore material staging areas once construction is complete.

Potential Project Challenges

Our firm has identified the following potential issues:

* Visitor Safety
* Lack of proper soil depths
* Seasonal conditions that may affect the surfacing
* Seeding and planting timing

Visitor safety is of utmost importance to our firm. We anticipate needing assistance from Mount Agamenticus Conservation Program Staff to ensure visitor safety. Part of the construction plan is to excavate a section of trail and then to complete that section of trail before the influx of weekend visitors. This will enable us to mitigate hazards associated with machinery and the general public.

One of the challenges throughout the "Big A" project is the lack of soil depth to achieve 6 inches of surfacing material. Shallow bed rock depth will require different construction techniques such as building crib walls and pinning base stone into place. This issue is best addressed during the design phase by probing the ground to determine where bedrock is located and then making recommendations based on that information.

Seasonal conditions that may affect the surfacing material present another challenge. Quantities of a specific blend of surfacing material may be unavailable since quarries only produce X amount per year. Research has shown that there are multiple quarries in the surrounding area and during the design phase samples will be provided for approval.

There may be unforeseen seasonal issues with material and equipment suppliers. For example when Tropical Storm Irene swept through Vermont, access to delivery trucks and rental equipment was limited. We have our own equipment allowing us more control over these possible unknowns, but we will be reliant on delivery trucks to supply the surfacing material and may have to amend the schedule should this issue arise.

Since this is a late season project we are concerned with the installation of the surfacing material and seeding/mulching. If the surfacing material is too dry, as can be the case during mid-summer, water can be added to get the correct moisture content for compaction. However, it is nearly impossible to remove moisture from the surfacing and if it is too wet it makes compaction difficult. Additionally, we cannot adequately compact frozen material. We cannot guarantee the germination of seeding done this fall.

Back to Agenda

Project Quality and Value

Phase One will incorporate the fireman's memorial, interpretive signs (including the kiosk), the western lookout, and a picnic table seating area. The use of native stone will enable us to blend the cribbing into the environment. During phases two thru four there are many unique features that our firm has identified. For example, during phase two the layout could bring visitors closer to the rock outcropping and still meet grade requirements. During phase three, layout and design could include an accessible seating area for environmental education classes at the amphitheatre. Phase four could include a small boardwalk where the plant species are more sensitive.

In order to see the potential of the Big A Universal Access Trail Projects, we have included a few pictures from recently completed projects.

YMCA property in Seekonk, MA

Faulkner Trail in Woodstock, VT

Mass Audubon in Belmont, MA

Hildene in Manchester, VT

Back to Agenda

Cooperative Relationship

We have a long standing record of having mutual working relationships with our clients. It is necessary that the Parks & Recreation Dept., Mount Agamenticus Staff, and our firm communicate regularly throughout the design and construction phases of the Big A Universal Access Trail Project. Frequent communications ensures that the investment being made by the Town of York results in the following; the trail fits the landscape and environment, the trail is sustainable, and the trail requires minimal maintenance.

Project Timetable

Our firm has made assumptions based on the RFP, site visits, and our background with similar projects. As mentioned during the site visit Phase One would be a showcase to aid fundraising for completion of the Big A Universal Access Trail Project. Our desire is to begin layout and design work shortly after the RFP approval date. We see the next step as approval of any trail alignment changes. For example the section of trail from the accessible parking to the restroom facilities would need to be an access route and not a trail. This would call for stricter grade requirements and would be one of the foreseen alignment changes. Upon layout and design approval and given favorable weather conditions we could begin construction. However, if conditions are such that construction would negatively impact the site, it would be in the Town of York's best interest to delay construction until early spring 2015.

Cost Estimate

Based on the above information we are submitting a cost estimate for Phase One of $42,618. This includes the cost of layout, design, and construction. Once the layout and design are complete we will prepare a new construction cost estimate that is tied to the approved trail layout and design. As is always the possibility, client initiated changes during the design/layout process and/or newly discovered issues could change the construction costs for the project.

Estimated Cost of Future Phases

The estimated costs for the additional phases of trail development for Mt. Agamenticus are as follows:

Phase Two - $87,930

Phase Three - $73,200

Phase Four - $90,370

These figures reflect estimated construction costs and assume trail layout and design for each phase. These estimated costs are based on 2014 costs and do not have an inflationary factor. They do not have contingencies for fuel increases. Each is calculated with the assumption that one phase could be completed each year, in no particular order. If multiple phases were to be completed in one year there would likely be some cost savings (assuming no significant changes in the scope of work). More accurate cost estimates will be forthcoming after the layout and design process is completed for each phase.

Back to Agenda

Payments

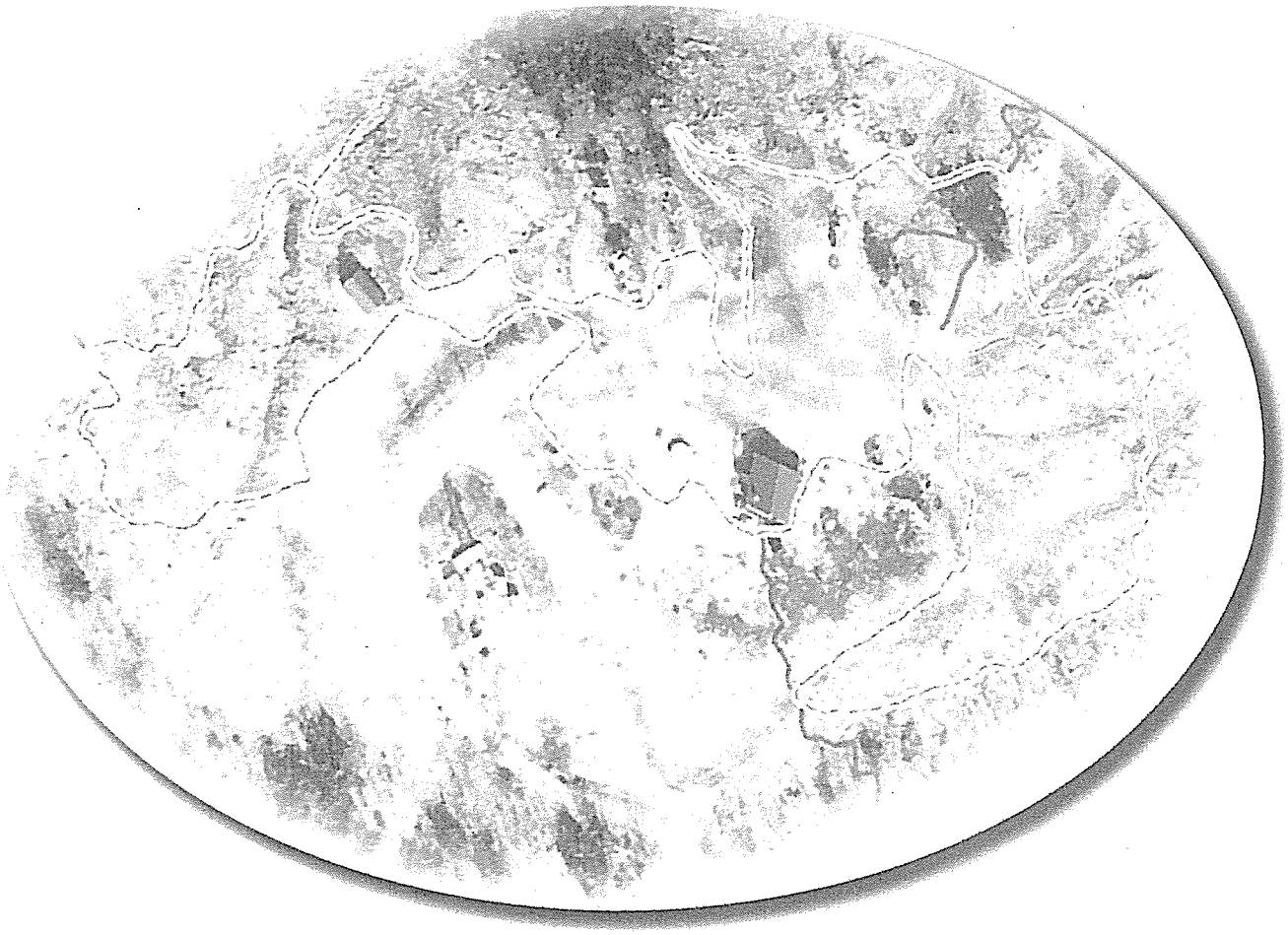
Payments were not articulated as part of the Request for Proposals. Our typical arrangement is to secure a deposit for 10 to 15 percent of the work to be completed. This typically helps cover mobilization and initial material purchases. In recent years we have worked with clients to use their purchasing power by arranging material purchases through clients so that they can take advantage of cost reductions such as sales tax exemption, existing account arrangements, donations, etc. We would be happy to discuss these types of arrangements with the Town of York if this will assist in stretching the project funds.

We invoice on a monthly basis and expect payment within 30 days. We are set up as a Limited Liability Company and will thus provide your accounts receivable department with our FEIN number. If we are selected to complete Phase One we will provide you with our insurance coverage.

Back to Agenda

The Big A Universal Access Trail Project
Mt. Agamenticus, York, ME

Proposal for Work
September 26, 2014



Submitted by:

OFF THE BEATEN PATH
Trail Work and Training
Low Impact Backcountry Construction

Timber & Stone, LLC
Recreational Trail Design and Construction

Back to Agenda

Table of Contents

Cover Sheet.....Page 1

Table of Contents.....Page 2

Cover Letters.....Page 3

Description of Tasks and Processes.....Page 5

Figures and Photos.....Page 8

Scheduling and Logistical Considerations.....Page 11

Elements of Enhancement and Added Value.....Page 12

Additional Enhancement Photos.....Page 13

Managing Client Input and Assistance.....Page 16

Projected Timetable.....Page 16

Fee Proposal for Phase One (sealed).....Page 17

Cost Estimate for Accessible Ramp and Platform.....Page 19

Phase Two Description and Photos.....Page 21

Phase Two Cost Estimate.....Page 26

Phase Three Description and Photos.....Page 27

Phase Three Cost Estimate.....Page 29

Phase Four Description and Photos.....Page 30

Phase Four Cost Estimate.....Page 33

Off the Beaten Path Background/ Qualifications.....Page 34

Photos of Relevant Projects, Off the Beaten Path.....Page 34

Photos of Relevant Projects, Timber and Stone.....Page 39

Certificate of Insurance.....Page 42

Back to Agenda

OFF THE BEATEN PATH

Trail Work and Training ❋ Low Impact Backcountry Construction

26 September 2014

Town of York Manager's Office
186 York Street
York, ME 03909

cc: Town of York Manager's Office

Dear Sirs and Madams,

It is with considerable pleasure and anticipation that I submit this proposal for work on the Big A Universal Access Trail Project for your consideration. As a native of Maine, I have heard stories of the ski area known as Big A and the opportunities for exploration on Mt. Agamenticus. When I first visited the site earlier this year, it didn't take long to realize that I have been missing out on a stunningly unique feature in my home state. Whether one is drawn to biking, birding, dendrology, or hiking, Mt. Agamenticus provides outdoor advocates with a myriad of options. From expansive vistas that encompass the lowest and highest points in New England to more primitive trails that wind through diverse forests and rare old growth chestnut oak stands, the user experience can be as varied as the terrain. I am confidant that the infrastructure enhancements proposed in the Big A Trails Plan will help generate enthusiasm and increased popularity among residents and tourists alike who pass through the gateway of Maine to explore this exceptional destination. I would very much like to be a part of expanding public opportunities, particularly for those who face mobility challenges, for immersion in nature on this special mountain. To that end, I have not taken the chance to bid on this trail project lightly.

Off the Beaten Path has decided to partner with Timber and Stone, LLC on this project for a number of reasons. Josh Ryan and I have known each other for well over a decade and have worked together on projects in a handful of different states as both trail builders and trail skills instructors. Our business' have taken slightly divergent courses in the last few years. Timber and Stone, LLC has built some artistically detailed accessible trails including creative boardwalks, bridges, and other timber structures. Off the Beaten Path has focussed more on technical backcountry intensive trail reconstruction including bridges and large native stone structures. Josh and I feel that the combination of our experiences and strengths will equip us very well to take on the challenges that design/build format of the Big A trail project will pose. The time we have spent at the site taking measurements and discussing construction options has only reinforced our feeling that a collaboration will benefit all parties involved.

Please feel free to contact me at any point with questions or concerns. Thank you again for your consideration.

Sincerely,

Jedediah J. Talbot
Owner, *Off the Beaten Path*

Back to Agenda

September 24, 2014

Robin L. Kerr
Conservation Coordinator
186 York Street
York, ME 03909

CC: Town of York Manager's Office

Dear Robin,

Returning to Mount Agamenticus Conservation Area for the pre-bid meeting further solidified my interest in helping to construct the Mount A Accessible Trail System. During the meeting and subsequent hours of field work, we witnessed dozens of visitors explore the mountain's ecology while enjoying the expansive views. The trail system will become a magnet for exploration by all who want to experience the mountain.

As you know, Timber & Stone, LLC will be partnering with Jed Talbot and Off the Beaten Path Trail Work and Training for this project. In the early years of Timber & Stone, LLC, Jed and I worked on several accessible trail projects located in VT, NH, and within the Adirondacks of NY. These experiences became the foundation for Timber & Stone's future accessible trail design and construction projects located throughout the Northeast. I approached Jed with a strong interest to reconnect our talents to address the unique construction requirements that Mount A poses, including: exposed bedrock, technical stone construction, innovative layout, and multi-faceted construction. In short, we are both drawn to unique and challenging trail projects that provide recreation experiences to a broad audience. Mount A is exemplary of this pursuit.

We appreciate your strong consideration of our collective proposal. It is the result of focused field work and a collaborative approach to determining how best to construct the Mount A Accessible Trail. Please contact us with any questions related to the content of our proposal. We look forward to the next step.

Onward,

Josh Ryan
Trail Designer / Builder

Timber & Stone, LLC 4764 Center Road, East Montpelier, 05651 802-522-9856 www.TimberandStonellc.com

Back to Agenda

Phase 1 Description of Tasks and Processes
(aka Design Concepts and Construction Methods)

Description of services:
Off the Beaten Path (OBP) will serve as the prime contractor with Timber and Stone, LLC as the main subcontractor. OBP will be responsible for project coordination, communication with the the Mt. Agamenticus staff, Town of York employees, subcontractors, materials suppliers, and contractor employees, although Timber and Stone, LLC may also fulfill these duties as required.

The design and construction of the trail will involve specific duties including but not limited to: trail design/layout with particular attention to accessible grade standards, mechanized and hand excavation, installation and removal of temporary erosion and sediment control barriers, chainsaw and clearing work, installation of stone cribbing and coping, rock drilling and ledge removal, bridge, boardwalk and timber construction, removal of excess excavation debris, and site restoration and rehabilitation. Subcontractors other than Timber and Stone, LLC may be used for duties including but not limited to: trucking of materials, owner/operators of specialized trail building equipment, and specialized duties such as technical carpentry or concrete work.

Specifications:
- Constructed to Architectural Barriers Act Accessible Standards (ABAAS)
- 1140' total distance including 3 short spur trails to overlooks/picnic areas, one spur trail that circumnavigates the trailhead kiosk, and a spur to the accessible parking area
- 60" wide compacted stone dust surface with a ⅜-¾" crushed ledge pack base and 1 ½" crushed rock sub-base as needed

Structures needed:
- None

Materials Needed:
- ⅜"- surfacing matrix: 110 cubic yards
- ¾"- crushed gravel base: 110 cubic yards
- 1 ½"- crushed and washed drainage rock: 25 cubic yards
- Coping (barrier) stones: 20
- Edging (cribbing) stones: 125 lineal ft.
- 4 oz. non woven geotextile fabric: 4750 sq. ft.
- Native/ conservation seed mix: 3400 sq. ft.
- Erosion control matting: 3400 sq. ft.

Equipment Needed:
- ASV RC-60 rubber tracked skid steer with attachments
- Kubota KX 018-4 rubber tracked mini-excavator
- Hitachi CG-30 rubber tracked crawler carrier
- Ditch Witch mini-skid steer loader
- Vibratory plate compactor

Description:
This universally accessible loop trail begins at the trail entry point near the northeast end of the parking lot. Visitors moving clockwise will travel north past the restrooms and turn west and cross the tower access road. As the trail continues back to the north, a short spur trails bears south to the rest rooms and another spur trail bears west to an overlook and picnic area. The main trail continues northward past the fire memorial to the second picnic area and overlook of the White Mountains. The trail bears east at this point, passing over shallow sloping ledge and contours across the grass toward the Summit Learning Lodge. Passing the lodge, the trail reaches the third picnic area. The trail then heads south around the lodge, passing informational displays and vistas of the Atlantic Ocean. A westward curve brings the trail around the lodge where it crosses the gravel driveway. Soon after, a short spur trail will head toward the observation deck. The trail continues west, circumnavigates the large double sided kiosk and returns to the starting point.

Construction Sequence and Techniques (see Figure #1 for construction detail and Photo #1 for a typical finished 60" wide accessible trail):

- The existing organic/sod layer will be excavated to minimum 6-8" depth or to bedrock using a rubber tracked mini-excavator.
- 4 oz. non-woven geotextile fabric will be placed above the excavated native soil and will cover the length of the trail.
- A 4 to 6" minimum layer of compacted ¾" crushed gravel base mixed with stone dust will be installed on top of the geotextile fabric. This base matrix will be a locally sourced custom mix with a maximum size of ¾" angular aggregate with decreasing gradation of size and a sufficient percentage of stone dust (see Figure #2: Base Layer Sieve Analysis below).
- A 2 to 6" minimum layer of compacted surfacing matrix will be installed on top of the base layer. This surfacing matrix will be a locally sourced custom mix with a maximum size of ⅜" angular aggregate with decreasing gradation of size and a sufficient percentage of stone dust (see Figure #3: Surfacing Matrix Sieve Analysis, Photo #2, and samples #1 and #2 found in glass mason jars).
- In wet areas, locations of significant runoff, and places where sub-terrain water is seeping between the bedrock and the surface, 1 ½" washed and crushed drainage rock will be installed to allow the water to flow laterally through the trail below the surface. Geotextile fabric will be placed over the drainage rock, followed by compacted layers of base matrix and surfacing matrix. The elevated trail tread will be retained by using excess sod or organic material that has been removed in the excavation process. The organic material will be installed and raked smooth at a 2:1 slope, then seeded and mulched.
- In areas where sloping bedrock is very close to the surface and there is a concern that the above described bioengineered solution will not be sustainable, edging (or cribbing) stones will be placed on the downslope and/or upslope edge of the trail tread. If required, the stone will be pinned and cemented to the ledge to prevent movement with stainless steel rod and anchoring epoxy.
- Coping stones will be placed at spur trail terminuses and observation areas to define the trail tread edge and to act as barriers.

Back to Agenda

- All materials will be transported using only low impact tracked equipment that is no wider than the finished trail tread.
- Excavated organic/sod material will be utilized just outside the trail tread edges where possible.
- Excess excavated material will be stockpiled on site and/or used in other trail applications.
- Large woody debris such as stumps will be trucked off site at the cost of the contractor.
- Temporary and permanent erosion and sediment control barriers will be installed as needed.
- All impacted areas will be stabilized and naturalized after construction with native seed, straw mulch and/or jute mat as required.

Figure #1: Construction detail of excavated natural surface accessible trail

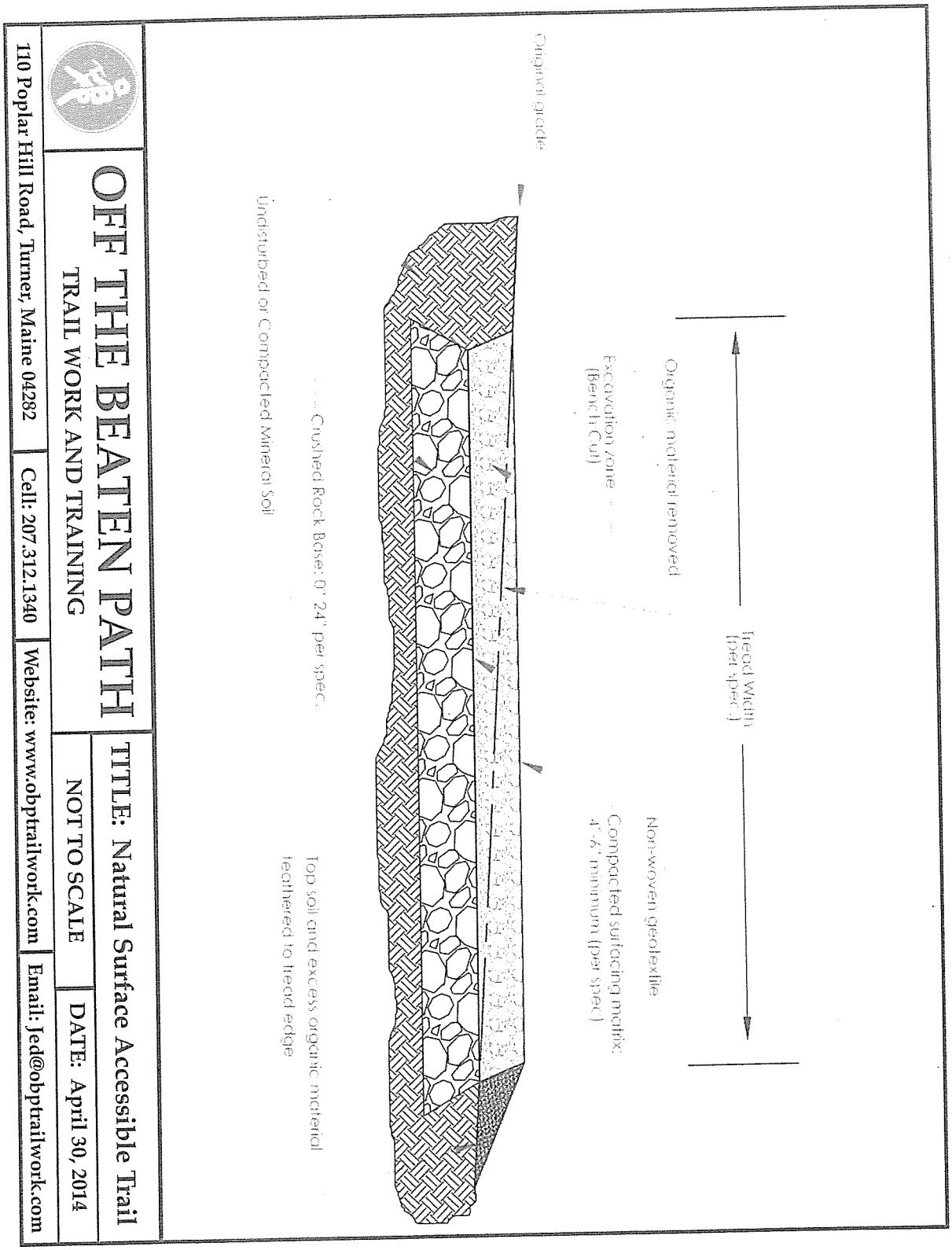


Photo #1: Typical 60" wide natural surface accessible trail

Figure #2: Base Layer Sieve Analysis

SIEVE ANALYSIS DATA SHEET

Material	3/4 " Gravel	Project	Process Control
Original Source	Wells	Lab #	806
Current Location	Wells	Ref #	N/A
Sample Date	7/15/2014	Test Date	7/15/2014
Sampled By	Jason Redmond	Tested By	Jason Redmond

ALL WEIGHTS ARE ACCUMULATIVE!!

Sieve Size	Wt. Ret'd	% Ret'd	% Passing	
152mm (6")				
100mm (4")				
76mm (3")				
2.5"				
50mm (2")				100
45mm (1.75")	0.00			
37.5mm(1.50")	0.00			
31.5mm(1.25")	0.00			
25mm (1")	0.00			
19mm (3/4")	95.00	0.7	99.3	
12.5mm (1/2")	1810.00	12.7	87.3	45-70

Moisture Correction

% Moisture	0.00
Wet Soil	1217.3
Dry soil	1217.3
Loss	0.0

Coarse Fraction Correction

Pan Dry	12490.0
Corrected Total Weight	14300.0

Wash (T-11)

Dry Unwashed	1217.3
Dry Washed	1098.0
Loss by wash	119.3
+ Pan	13.0
Total (-#200)	132.3

Pan-Wet	12490.00
Conversion Factor	0.873

ALL WEIGHTS ARE ACCUMULATIVE!!

Sieve Size	Weight Retained	% Retained	% Pass (fines)	% Pass (total)	
9.5mm (3/8")	124.9	10.3	89.7	78.4	
6.3mm (1/4")	258.5	21.2	78.8	68.8	
4.75mm (#4)	341.0	28.0	72.0	62.9	30-55
2.36mm (#8)	516.2	42.4	57.6	50.3	
2.00mm (#10)	0.0				
1.18mm (#16)	684.9	56.3	43.7	38.2	
850um (#20)	0.0				
600um (#30)	816.1	67.1	32.9	28.8	
425um (#40)	876.5	72.0	28.0	24.4	0-20
300um (#50)	938.7	77.1	22.9	20.0	
150um (#100)	1024.5	84.2	15.8	13.8	
75um (#200)	1084.5	89.1	10.9	9.5	0-5
Wash	119.3				
Pan	1097.5				
Adj. Total	1216.8				

Initial	1217.3
Final	1216.8
Change	0.0

XXX	Washed
	Unwashed

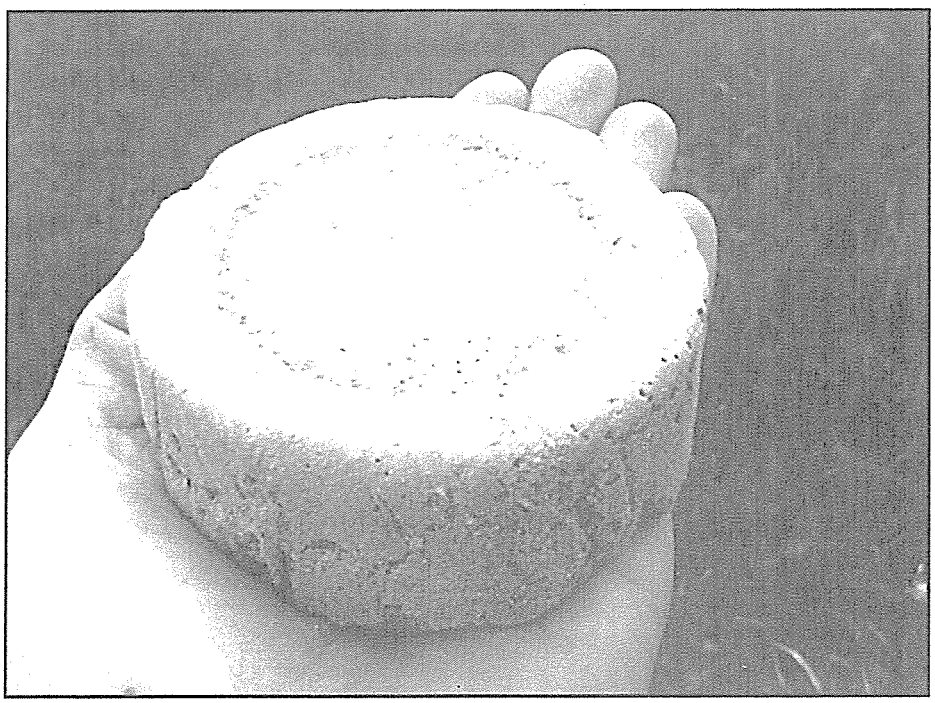
Figure #3: Surfacing Matrix Sieve Analysis

Detail Quality Statistical Summary Report

Period	01/01/2014 - 09/19/2014
Plant	C624-Welis (Aggregate)
Product	6218-Stone Dust (Dry)
Specification	Targets

Sieve/Test	Tests	Average	Min	Max	Range	St Dev	Target	Specification	PWS
3/4" (19mm)	63	100.0	100.0	100.0	0.0	0.00			
1/2" (12.5mm)	68	100.0	100.0	100.0	0.0	0.00			
3/8" (9.5mm)	97	100.0	100.0	100.0	0.0	0.00	100-100		
#4 (4.75mm)	99	99.2	95.0	100.0	5.0	0.95	95-100		
#8 (2.36mm)	99	77.3	62.2	84.3	22.1	4.15	60-90		
#16 (1.18mm)	99	53.8	35.4	60.9	25.5	4.59	40-65		
#30 (0.6mm)	99	38.8	24.0	47.0	23.0	3.94	25-50		
#50 (0.3mm)	99	26.5	15.2	34.6	19.4	3.14	10-35		
#100 (0.15mm)	99	17.6	8.5	23.3	14.8	2.43	5-25		
#200 (75um)	99	11.9	5.2	16.7	11.6	1.80	5-20		
Pan	99	0.0	0.0	0.0	0.0	0.00			

Photo #2: Test sample of surfacing matrix. This is a custom mix (4 parts ½"- crushed gravel and 1 part stone dust topped with 1/2" of stone dust) created from aggregate sourced in York and Elliot, ME. This test sample hardened very well after being moistened, compacted and left to dry.



Back to Agenda

Guiding Design/Construction Considerations:

- It is recommended that this phase be constructed 60" wide because it is likely to have the highest concentration of use. A 60" wide trail does not require passing spaces or "bump-outs".
- The trail crosses a four season vehicle road in three locations; therefore it is imperative that the trail tread surface is not elevated above the existing grade at those crossings to allow for winter snow plowing.
- Two samples of base and surfacing matrices are enclosed with this bid. The base layer of each consists of 3 parts ⅜" minus crushed gravel base and 1 part stone dust surfacing matrix. The top layer is approximately 1-2" of hand compacted stone dust surfacing matrix. The samples utilize two different locally sourced surfacing matrices. Sample number one is lighter in color and initial test indicate that is has a higher compaction rate. Sample number two is darker and seems to displace at a lower compaction rate. My analysis is that the darker aggregate contains slate which fractures along smooth parallel planes. When pushed together these smooth planes slide off each other, resulting in displacement instead of compaction. The lighter, granitic aggregate contains irregular, angular particles that compact very well when pushed together. I look forward to working with the project steering committee to continue testing these aggregate matrices and balancing the results with people's aesthetic persuasions. The goal is to achieve a product that is both sustainable and visually appealing.

Scheduling and Logistical Considerations:

We understand that the completion of Phase 1 is likely a catalyst for funding later phases of the Big A trail system; therefore we are committed to seeing it come to fruition in 2014. This is one of the many reasons that Off the Beaten Path and Timber and Stone, LLC decided to partner on this project. OBP is running an experienced seven person crew at the moment and has machines available immediately for accessible trail construction. Timber and Stone, LLC is running an experienced four person crew at the moment and will have machines freed up for use by the end of October. Between the two companies, we are confidant that we have the resources to complete Phase 1 and the accessible ramp construction projects by the end date of December 12, 2014.

Other than personnel and equipment availability, there are a number of potential issues that could set the project timeframe back. Fortunately, logistical elements such as bonding and permitting will not be an issue. The weather; however, is impossible to predict. Once the ground freezes, excavation with small equipment becomes very difficult. For this reason, we have decided to reevaluate our standard construction sequence. We usually build a trail from start to finish, section by section. If the season threatens to close in on us with continuous freezing temperatures, we will excavate all of Phase 1, stabilize the exposed soils by adding a base layer of gravel/crushed rock and finishing (raking, seeding, mulching) all organic tread edge slopes. We will also excavate for the ramp footers and pour concrete. Only after that process is complete will we undertake the process of hand finishing the trail tread surface, installing coping

stones, doing any carpentry work, etc. We feel that this approach, if needed, will give us a better chance of completing the project by the projected schedule.

Both Off the Beaten Path and Timber and Stone, LLC have flawless track records in terms of completing projects on time and within budget. It is a matter of great pride to both companies and something that we believe sets us apart from many construction companies in the field. We encourage the committee to reach out to previous clients about this or any other matter regarding our past performance.

Elements of Enhancement and Added Value

The fee proposal in this package covers what has been offered in the RFP which will result in an outstanding final product, if constructed in a detail oriented manner. It does not; however, represent a myriad of ideas that could be incorporated into each phase of the trail system. One of the benefits of a partnership between two experienced trail companies is that each brings a unique perspective to the project. Josh and I have discussed a few ideas for trail enhancements, although I'm sure that many more would arise as we spend more time on Mt. Agamenticus, talking to staff and watching and learning from the trail users. A partial list of potential trail enhancements includes:

- Installing coping stones at overlooks, trail junctions, and picnic areas to act as naturalistic physical barriers and to delineate the trail (see photo #3 below).
- Retrofitting each picnic area to become accessible. This would entail removing the five existing picnic tables, deconstructing the wooden edging around the existing tables, removing the wood chip pads, and reinstalling with compacted gravel/surfacing matrix and five accessible picnic tables.
- Installing granite benches at regular intervals along the trail (see photos #4 and 5 below).
- Installing a short 60" wide spur trail from the south side of the double sided trailhead kiosk to the parking area and install compacted surfacing matrix over parking areas near the kiosk to provide more accessible parking options.
- Installing a 35' accessible spur trail to the observation deck.
- Evaluating the trail using the Universal Trails Assessment System (UTAP) and providing signage that offers visitors detailed information about trail specifications and accessibility (see photo #6 below).
- Installing a timber frame arbor over the entrance to the trail system to act as a gateway and draw people to the trail (see photos #7, 8 and 9 below).
- Installing viewfinders at vistas overlooking the mountains and ocean
- Working with local artists to create and install sculptures that promote a physical interaction with the environment.

Back to Agenda

Photos #3: Typical coping stones installed at accessible trail junctions

Photo #4: Typical granite bench at kiosk site

Back to Agenda

Photo #5: Detail of granite benches

Photo #6: Example of UTAP signage

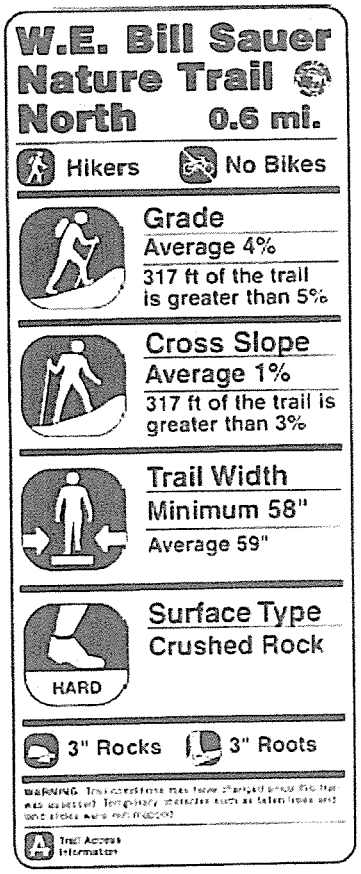
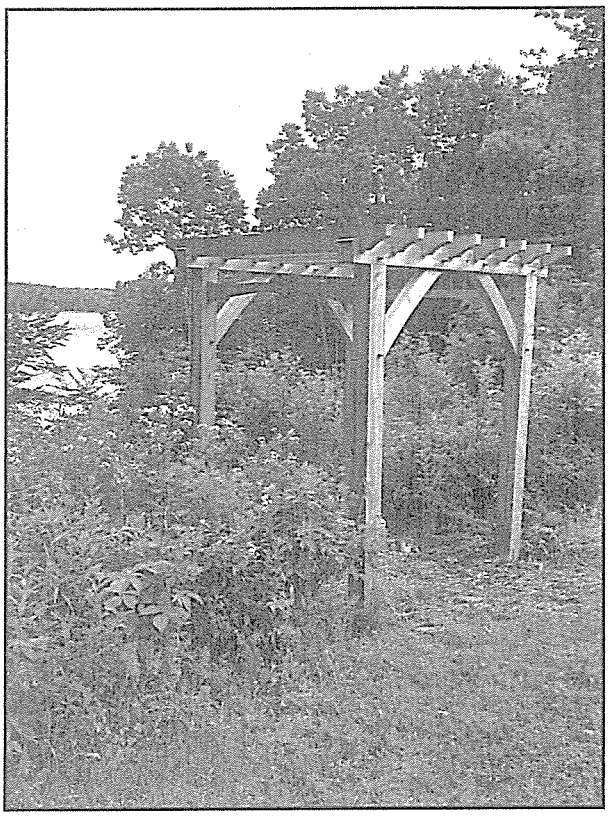
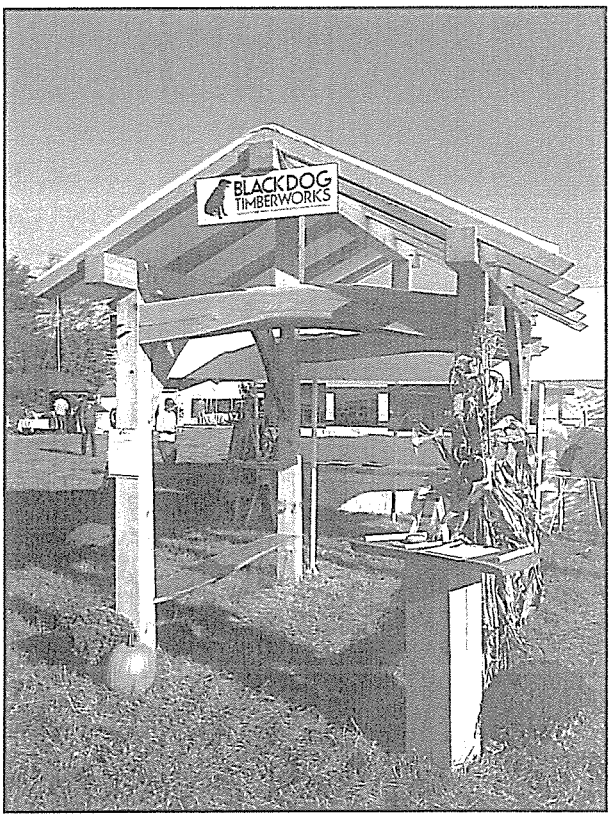
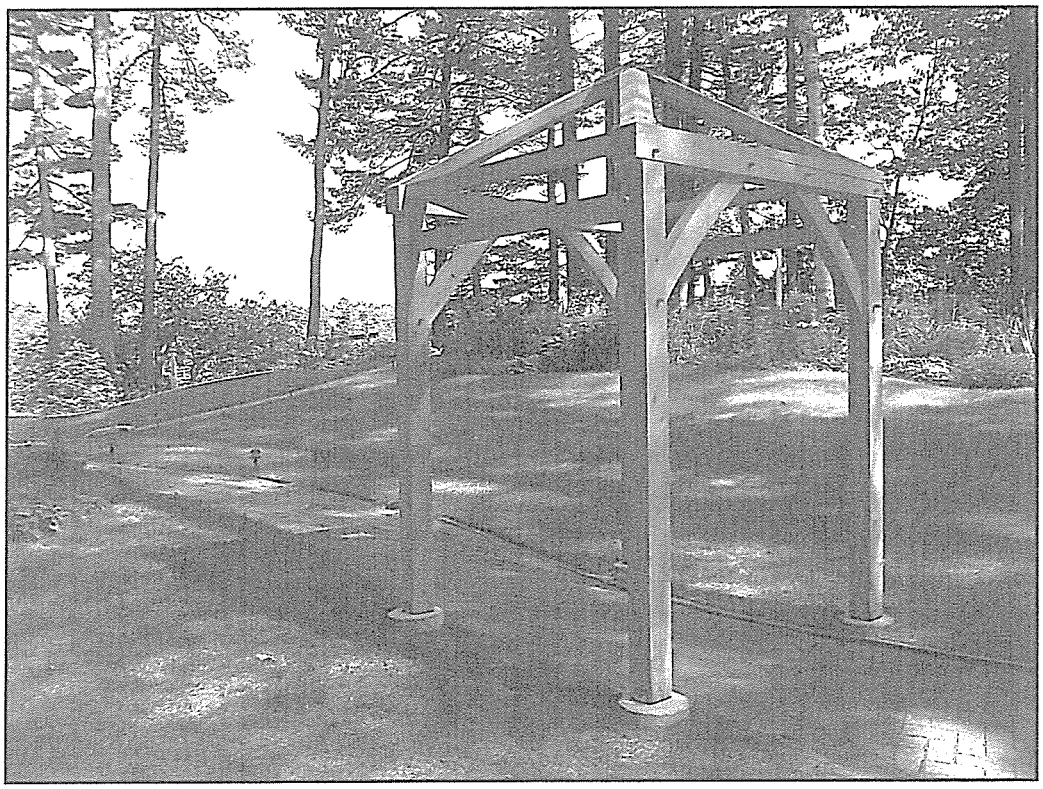


Photo #7, 8, and 9: Examples of Timber Frame Arbors







Managing Client Input and Assistance

One of the great draws of this project is envisioning the potential of an iconic trail system in a majestic location. By embracing a collaborative design/build format, the possibilities for the trail system is almost limitless. Off the Beaten Path and Timber and Stone, LLC cherish the relationships we develop with our clients and we seek input at every stage of a project to insure that we are providing the outcome that is desired by all. We thrive on challenges and thinking on our feet. Last minute alterations, change orders, and a continual evaluation of trail construction options are the norm, rather than the exception. Both Josh and I will make ourselves available by email or conference call, if not in person, within a day or two of any concerns. We would appreciate scheduling meetings at regular intervals with the York Parks and Recreation Department and the Mt. Agamenticus staff to discuss the project as it is happening. We will submit periodic work reports with photo documentation and budget updates. Both of our companies are accustomed to working with steering committees, boards of directors, and trail advocacy groups that have a spectrum of perspectives and ideas. We are always able to find that commonality that appeases most everybody while being mindful of finances and producing a sustainable, extremely well constructed product.

One indicator of our approach to working with any client is evidenced by the efforts we have taken thus far to demonstrate the potential options for the Big A trail tread aggregate matrix. We have researched numerous types of gravel and crushed rock from different suppliers, visited the quarries first hand, requested sieve analysis data from suppliers, and conducted field tests with various custom made matrixes. We are now presenting the information to the steering committee so that, if selected, we can make a well educated decision together on how to proceed based on a balance of aesthetics and functionality.

Projected Timetable

- October 6-10, 2014: Contract is awarded and signed
- October 13- 31, 2014: Conversations continue to determine exact trail layout and design changes, Phase 1 change orders, details of accessible ramp project, etc.
- November 3-7, 2014: Mobilization of equipment begins, materials are stockpiled, final trail alignment trail is physically laid out
- November 10-14: Excavation and soil stabilization of Phase 1 begins, footers are excavated and poured for accessible ramp, deconstruction of platform decking and rails begins
- November 17-21: Excavation, soil stabilization, and finishing of Phase 1 continues, accessible ramp construction begins
- November 24- December 5, 2014: All Phase 1 work is finished pending review and inspection by steering committee

Back to Agenda

OFF THE BEATEN PATH

Trail Work and Training ❁ Low Impact Backcountry Construction

Fee Proposal for Phase One: Big A Universal Trail Project, York, ME

	Number of Units	Unit of Measure	Total Cost	
PHASE 1- 1140' x 5'				
MATERIALS				
1 1/2" minus crushed rock base	25	cu. yd.	$875.00	
3/4" minus base matrix	110	cu. yd.	$3,300.00	
Stone dust surfacing matrix	110	cu. yd.	$3,190.00	
Geotextile fabric, non-woven	4750	sq. ft.	$1,287.50	
Coping/cribbing stones	25	each	0	
Mulch (straw mat)	3400	sq. ft.	$510.00	
Seed (conservation mix)	3400	sq. ft.	$340.00	
			$9,502.50	
EQUIPMENT				
Hitachi Crawler Carrier	2	weeks	$1,800.00	
Skid Steer Loader	2	weeks	$1,800.00	
Mini Excavator	2	weeks	$2,300.00	
Ditch Witch	2	weeks	$1,400.00	
Plate Compactor	1	week	$275.00	
			$7,575.00	
LABOR				
Supervisor/Administrative	160	hours	$8,800.00	
Equipment Operator	80	hours	$4,400.00	
Grounds Worker	40	hours	$1,400.00	
			$14,600.00	
OTHER				
Mobilization/Demobilization	2	total	$1,000.00	
Lodging	4	weeks	$6,000.00	
Fuel/ Misc.	1	total	$600.00	
			$7,600.00	
			$39,277.50	SUBTOTAL
			$3,927.75	10% Contingency
			$43,205.25	**TOTAL**

Contingencies:

- Materials costs are based on utilizing the Town of York's tax exempt status.
- Lodging costs will be subtracted if housing is provided by the client.
- Bid is for work specified in the RFP and clarified in the pre-bid meeting only.
- This bid is binding until July 15, 2015.
- This quote is design/build based and subject to change based on the following:
  - Change in trail design before the start of construction.
  - Change order of trail design after the start of construction.

Phase #2 Description:

Specifications:
- Constructed in accordance to principles of universal design
- 1,165' total distance
- 60" wide compacted stone dust surface with a ⅜-¾" crushed ledge pack base and 1 ½" crushed rock sub-base as needed

Structures needed:
- 175' of elevated boardwalk in four locations. Includes the construction of a 40', 20', 50' and replacement of an existing 65' structure (See photos #10 and #11).
- Culvert in one location (see photo #12).
- Approximately 35' of stone cribbing, found on site (see photo #13).

Materials Needed:
- ⅜"- surfacing matrix: 105 cubic yards
- ¾"- crushed gravel base: 105 cubic yards
- 1 ½"- crushed and washed drainage rock: 20 cubic yards
- Coping (barrier) stones: 35
- Edging (cribbing) stones: 75 lineal ft.
- ADS culvert, 14": 1 total
- 4 oz. non woven geotextile fabric: 5825 sq. ft.
- Native/ conservation seed mix: 3495 sq. ft.
- Erosion control matting: 3495 sq. ft.

Equipment Needed:
- ASV RC-60 rubber tracked skid steer with attachments
- Kubota KX 018-4 rubber tracked mini-excavator
- Hitachi CG-30 rubber tracked crawler carrier
- Ditch Witch mini-skid steer loader
- Vibratory plate compactor

Description:
This universally designed trail consists of three separate sections. One section starts at a junction with Phase 1 near the restrooms and winds southeast down the hill to the barn and the junction of the Phase 4 trail. Another section leaves the Phase 1 trail about 60' southwest of the northern overlook and picnic area where Phase 1 contours up the hill past the Summit Learning Lodge. Phase 2 turns rather sharply back to the northwest until it switches back to the northeast. The trail crossing numerous wet areas and turns to the southeast. The alignment passes below a beautiful vertical rock outcrop, through a 50' long drainage, and connects with Phase 3 near the junction of the Sweet Fern hike/bike trail. Phase 2 also covers a short section between Phase 1 and Phase 3 on the northeast side on the Summit Learning Lodge along the edge of the field. This phase would be very challenging to construct to accessibility standards (ABAAS) along the

Back to Agenda

current proposed alignment. Grades of 18% were surveyed. In order to maintain accessibility compliance, the length of certain trail sections would need to be lengthened considerably.

Construction Sequence and Techniques:

- Excavated sections would be similar to Phase 1 construction techniques.
- Areas needing culverts would require boulders along the trail's edge to hold in the crushed rock and surfacing (see photo #12).
- Rock cribbing would be needed in areas to build across slopes and ledge (see photo #13).

Guiding Design/Construction Principles:

- Recommended boardwalk frame and decking materials include black locust, eastern white cedar, or a combination of pressure treated and composite material. Recommended sills are cedar or locust placed on stone abutments, crushed rock pads, or concrete diamond piers.

Additional Recommenced Features:

- I scouted a potential major realignment from the switchback above the jct. with Fisher Trail, below the tower guy lines to the switchback on Phase 2 (see photo #14). Although challenging to construct, it certainly would be feasible. This alignment would create a larger loop trail system without having to climb the hill back to the parking lot, giving the user an entirely different experience. The largest issue that I see with this realignment is accommodating bikers who are trying to access Fisher Trail as quickly as possible. I think the option is worth investigating further.
- There is a great potential in realigning one section of Phase 2 to pull it farther downhill closer to an existing concrete pillar. A ramp could be built to the top of a cantilevered observation platform that is constructed on top of the pillar.

Back to Agenda

Photos #10: Rustic cedar boardwalk on cedar sills

Photo #11: Diamond pier foundation with pressure treated frame and composite decking

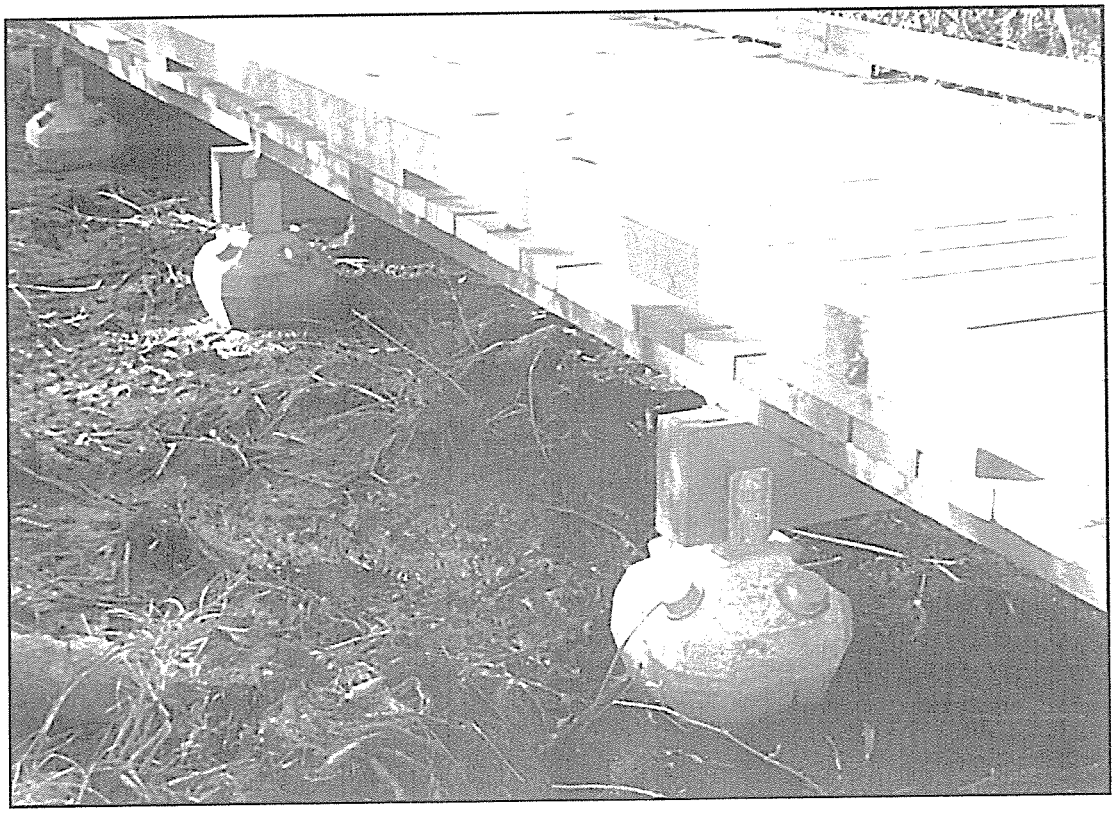


Photo #12: ADS Culverts with stone cribbing

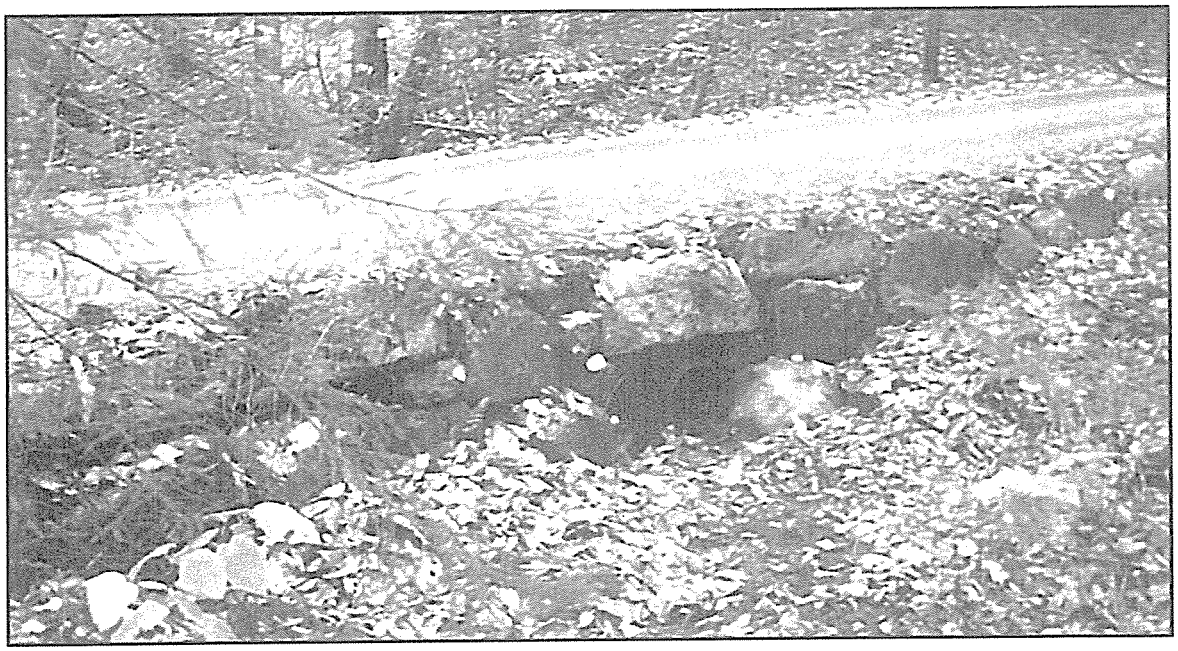
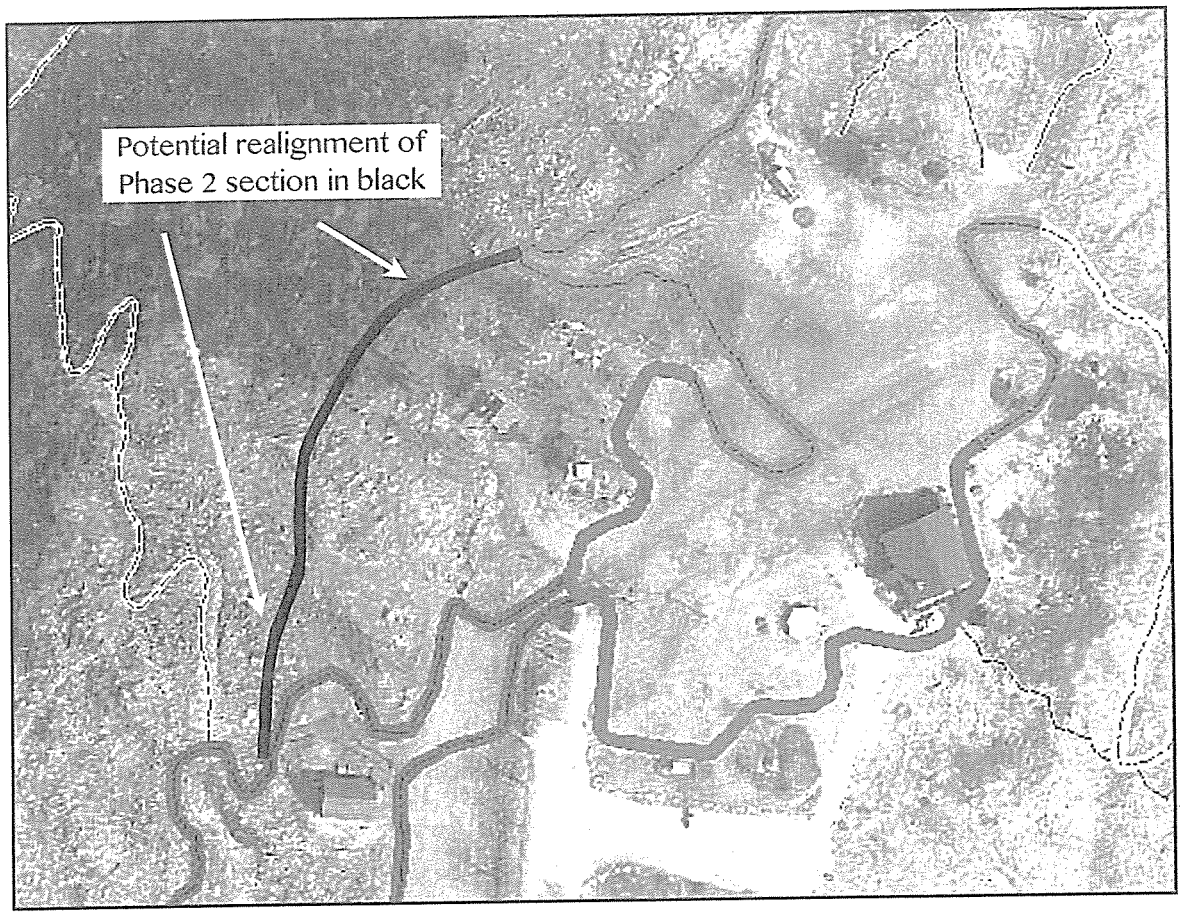


Photo #13: Downhill stone cribbing

Photo #14: Potential realignment of Phase 2



Estimate for Phase Two Trail Construction

	Number of Units	Unit of Measure	Total Cost	
PHASE 2- 1165' x 5'				
MATERIALS				
1 1/2" crushed rock base	20	cu. yd.	$700.00	
3/4" minus base	105	cu. yd.	$3,150.00	
Crusher fines matrix	105	cu. yd.	$3,045.00	
Coping/cribbing stones	10	each	0	
Boardwalk materials	175	lin. ft.	$14,000.00	
ADS culvert	1	each	$175.00	
Geotextile fabric	5825	sq. ft.	$1,456.25	
Mulch (straw mat)	3495	sq. ft.	$524.25	
Seed (conservation mix)	3495	sq. ft.	$524.25	
			$23,574.75	
EQUIPMENT				
Hitachi Crawler Carrier	3	week	$2,600.00	
Skid Steer Loader	3	week	$2,600.00	
Mini Excavator	2	week	$2,300.00	
Ditch Witch	3	week	$2,600.00	
Plate Compactor	2	week	$475.00	
CanyCom Toter	2	week	$475.00	
			$11,050.00	
LABOR				
Supervisor/Admin	200	hour	$11,000.00	
Equipment Operator	120	hour	$6,600.00	
Grounds Worker	40	hour	$1,400.00	
			$19,000.00	
OTHER				
Mobilization/Demobilization	2	total	$1,000.00	
Lodging	4	week	$6,000.00	
Fuel/Misc.	1	total	$600.00	
			$7,600.00	
			$61,224.75	SUBTOTAL
			$6,122.48	10% Contingency
			$67,347.23	**TOTAL**
Alternate trail segment	480	lin. ft.	$14,400.00	

Phase 3 Description:

Specifications:
- Constructed in accordance to principles of universal design
- 1,745' total distance
- 60" wide compacted stone dust surface with a ⅜-¾" crushed ledge pack base and 1 ½" crushed rock sub-base as needed

Structures needed:
- 120' of elevated boardwalk in four locations. Includes the construction of 80', 15', 25' structures (See photos #10 and #11 above).
- Approximately 125' of stone cribbing, found on site (see photo #13 above)
- Surface box culvert in four locations (see photo #14)

Materials Needed:
- ⅜"- surfacing matrix: 140 cubic yards
- ¾"- crushed gravel base: 140 cubic yards
- 1 ½"- crushed and washed drainage rock: 45 cubic yards
- Coping (barrier) stones: 5
- Edging (cribbing) stones: 125 lineal ft.
- Cedar or locust box culvert: 3 total
- 4 oz. non woven geotextile fabric: 8725 sq. ft.
- Native/ conservation seed mix: 5235 sq. ft.
- Erosion control matting: 5235 sq. ft.

Equipment Needed:
- ASV RC-60 rubber tracked skid steer with attachments
- Kubota KX 018-4 rubber tracked mini-excavator
- Hitachi CG-30 rubber tracked crawler carrier
- Ditch Witch mini-skid steer loader
- Vibratory plate compactor

Description:
This universally designed trail extends from the northeastern terminus of Phase 2 and curls around southward skirting the edge of the cleared summit and the forested landscape lower on the mountain. At the intersection of the Stone Steps hiking trail, it switches back northward and climbs back toward the Summit Learning Center, connecting with the southern section of Phase 2 near the mowed summit area. Most of this phase could be constructed to accessibility standards (ABAAS) along the current proposed alignment. The exception is the grade running from the proposed 25" elevated boardwalk location to the mowed area near the summit. In order to maintain accessibility, the length of this trail section would need to be lengthened by a few hundred feet.

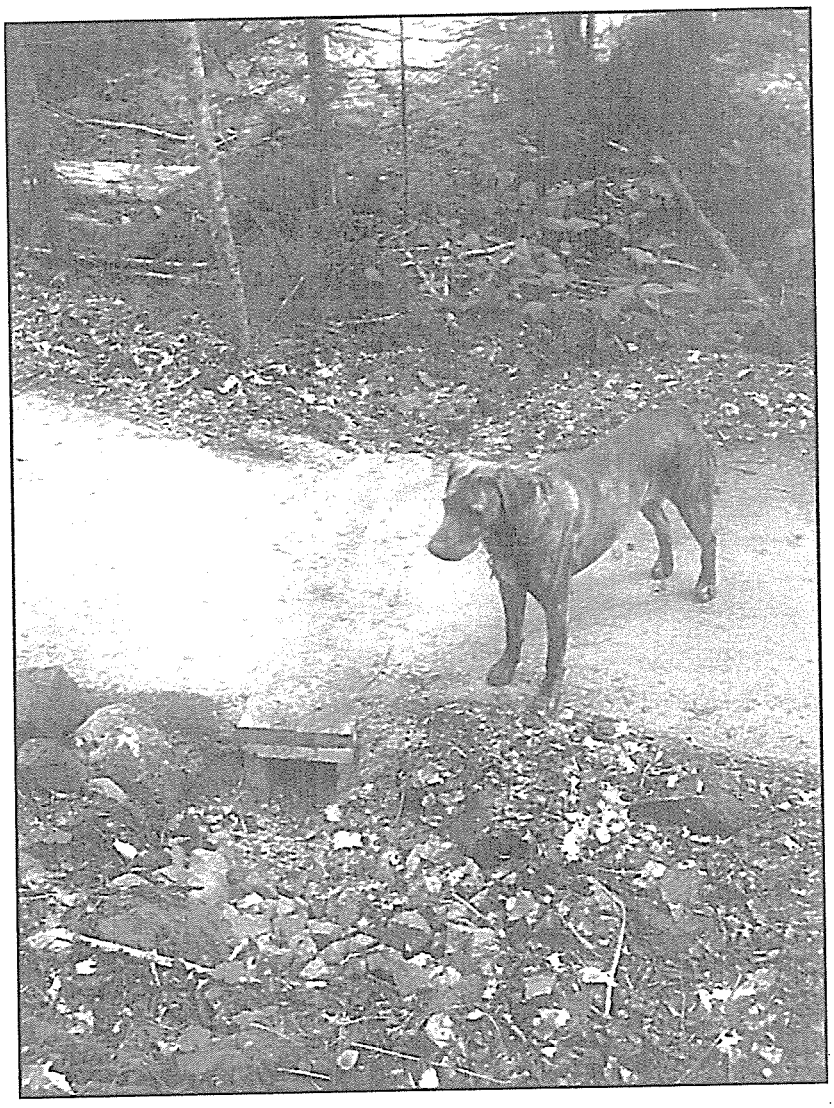
Construction Sequence and Techniques:

- Excavated sections would be similar to Phase 1 and 2 construction techniques.
- Box surface culverts made of cedar or locust would be installed in four locations
- Downhill stone cribbing is needed in numerous locations (see photo # 13 above)

Additional Recommenced Features:

- Construct a short spur trail to the rock amphitheater and enhance the existing structures that make up the amphitheater

Photo #14: Cedar surface box culvert



Estimate for Phase Three Trail Construction

	Number of Units	Unit of Measure	Total Cost
PHASE 3- 1745' x 5'			
MATERIALS			
1 1/2" crushed rock base	45	cu. yd.	$1,575.00
3/4" minus base	140	cu. yd.	$4,200.00
Crusher fines matrix	140	cu. yd.	$4,060.00
Coping/cribbing stones	125	each	0
Boardwalk materials	120	lin. ft.	$9,600.00
Geotextile fabric	8725	sq. ft.	$2,181.25
Culvert, box style	4	each	$935.00
Mulch (straw mat)	5235	sq. ft.	$785.25
Seed (conservation mix)	5235	sq. ft.	$785.25
			$24,121.75
EQUIPMENT			
Hitachi Crawler Carrier	4	week	$3,400.00
Skid Steer Loader	4	week	$3,400.00
Mini Excavator	3	week	$3,400.00
Ditch Witch	4	week	$3,400.00
Plate Compactor	4	week	$875.00
CanyCom Toter	4	week	$875.00
			$15,350.00
LABOR			
Supervisor/Admin	240	hour	$13,200.00
Equipment Operator	200	hour	$11,000.00
Grounds Worker	160	hour	$5,600.00
			$29,800.00
OTHER			
Mobilization/Demobilization	2	total	$1,000.00
Lodging	4	week	$6,000.00
Fuel/Misc.	1	total	$800.00
			$7,800.00
			$77,071.75 SUBTOTAL
			$7,707.18 10% Contingency
			$84,778.93 TOTAL

Phase 4 Description:

Specifications:

- Constructed in accordance to principles of universal design
- 1400' total distance
- 60" wide compacted stone dust surface with a ⅜-¾" crushed ledge pack base and 1 ½" crushed rock sub-base as needed

Structures needed:

- 60' of elevated boardwalk in two locations. Includes the construction of one 45' structure (See photos #10 and #11 above) and the replacement of one 15" structure (see photos #15- 17 below).
- Approximately 150' of stone cribbing (see photo #13 above)

Materials Needed:

- ⅜"- surfacing matrix: 120 cubic yards
- ¾"- crushed gravel base: 120 cubic yards
- 1 ½"- crushed and washed drainage rock: 40 cubic yards
- Coping (barrier) stones: 5
- Edging (cribbing) stones: 150 lineal ft.
- 4 oz. non woven geotextile fabric: 7000 sq. ft.
- Native/ conservation seed mix: 4200 sq. ft.
- Erosion control matting: 4200 sq. ft.

Equipment Needed:

- ASV RC-60 rubber tracked skid steer with attachments
- Kubota KX 018-4 rubber tracked mini-excavator
- Hitachi CG-30 rubber tracked crawler carrier
- Ditch Witch mini-skid steer loader
- Vibratory plate compactor

Description:

This universally designed trail creates a southern loop that begins near the barn. Moving counterclockwise, the trail contours down the slope and switches back to the junction with the Fisher hike/bike trail. The trail then leads south over a 12' bridge and winds through a ledgy, recently harvested field and past a short spur trail to an overlook. The trail swings gently back east, then north, crossing a wet area that merits a 50' boardwalk and back onto the western edge of the field/overflow parking area. The trail passes the barn and reconnects with the with itself near the start of the trail.

Most of this phase could be constructed to accessibility standards (ABAAS) along the current proposed alignment; however, removal of slab rock and ledge would be necessary in multiple places, as would pinning crib stones to ledge in order to build over the exposed rock. In order to maintain compliance with ABAAS grades, a minor realignment leading from the jct. with the Fisher hike/bike trail to the top of the hill would be necessary.

Back to Agenda

Construction Sequence and Techniques:

- Excavated sections would be similar to Phases 1-3 construction techniques
- Removal of ledge and/or building over ledge is necessary in multiple locations

Additional Recommenced Features:

- Construct a short spur to an overlook and benches on the western side of the trail.
- Construct a spur trail from near the barn, across the field to the base of the existing stone steps.
- Reconstruct the cedar bridge with native rails, fitted and notched (see photos # 16 and 17)

Photo #15: Typical rustic cedar bridge

Photo #16: Rustic cedar bridge with notched native railings

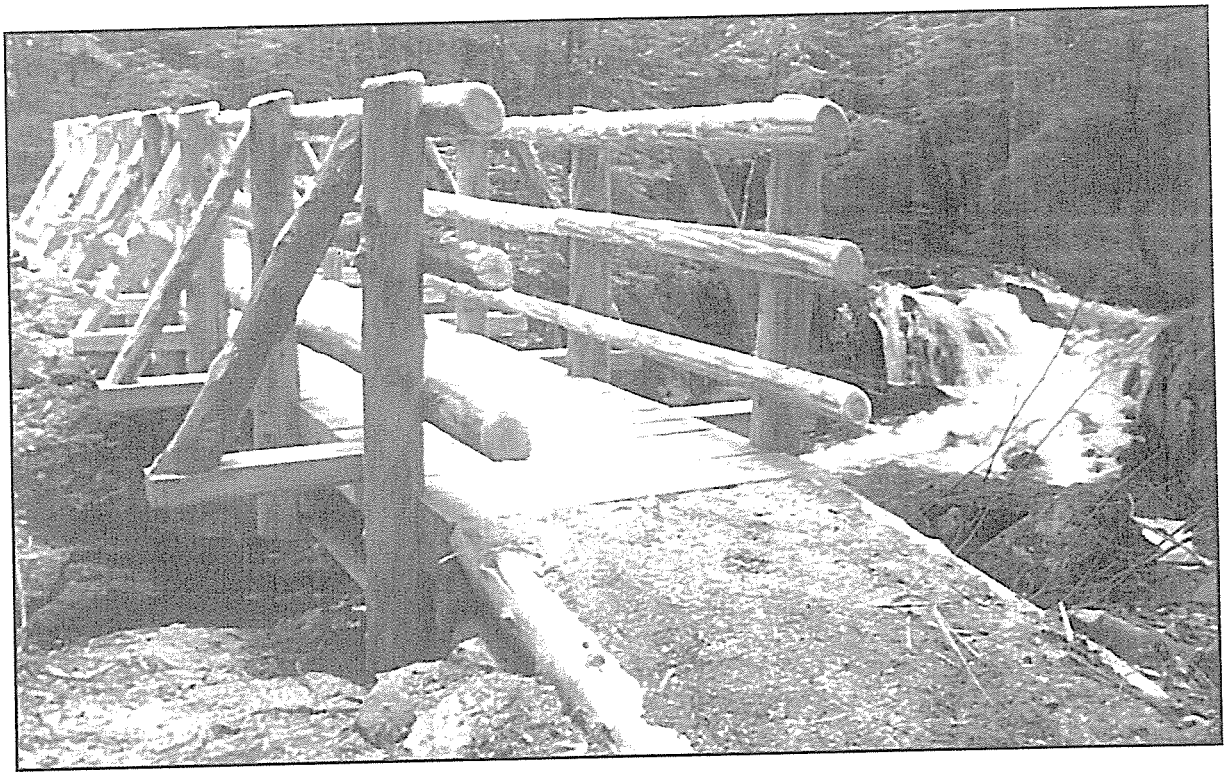
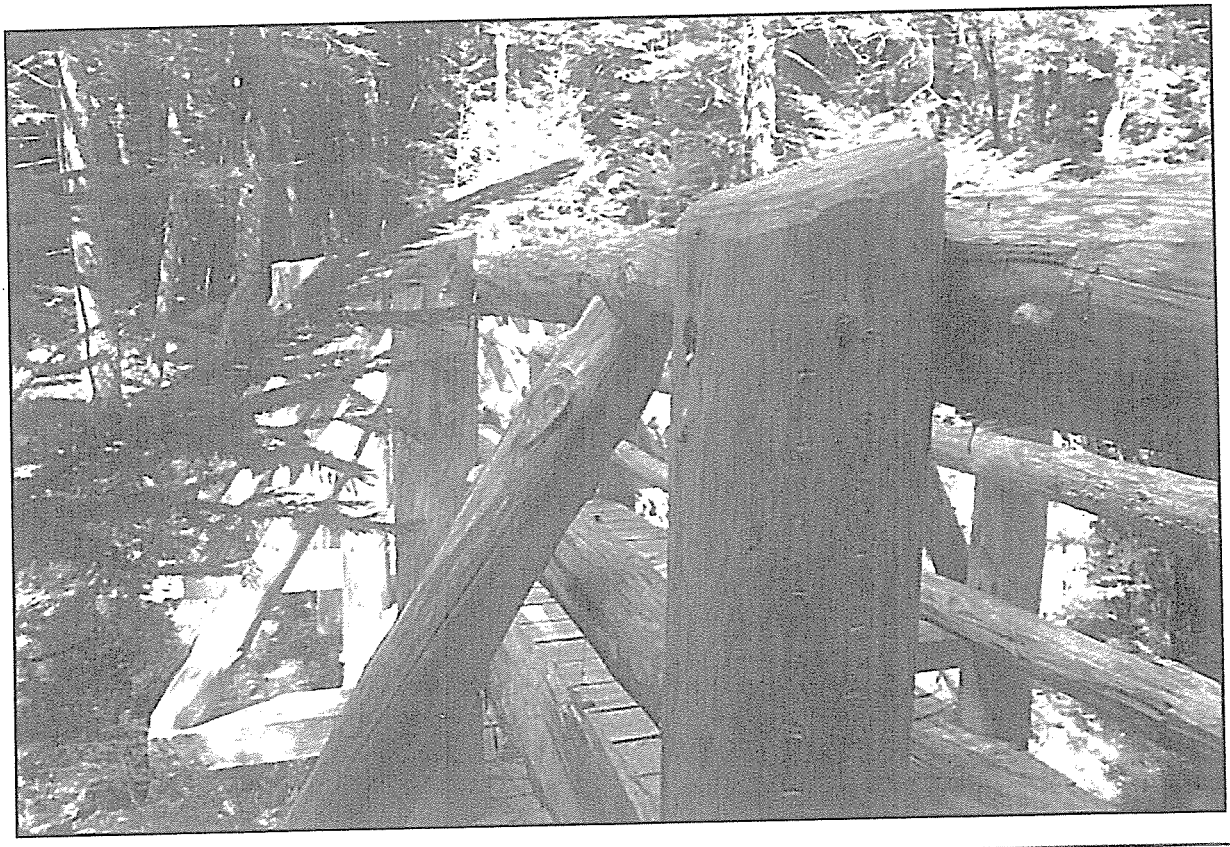


Photo #17: Detail of notching



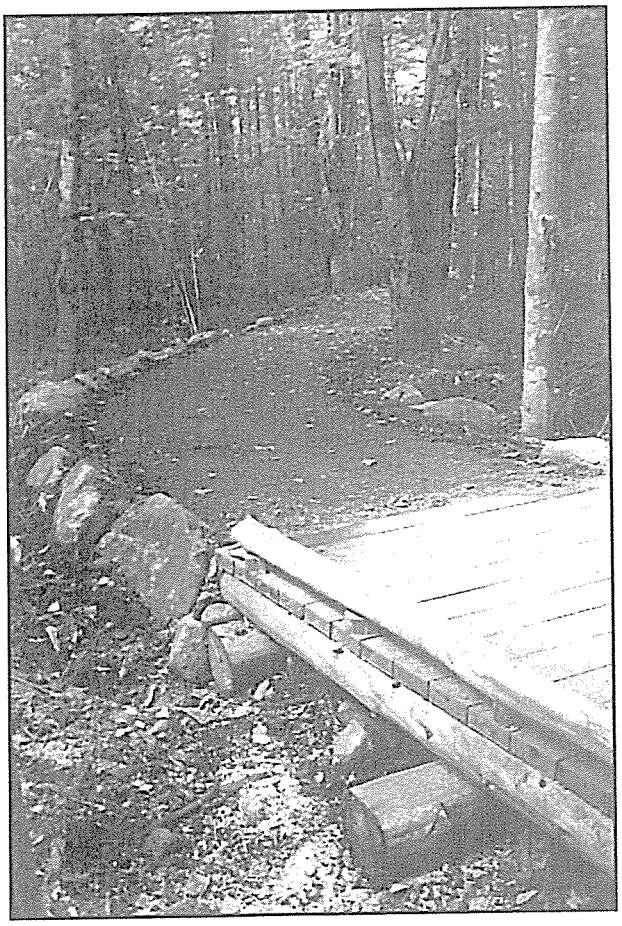
Estimate for Phase Four Trail Construction

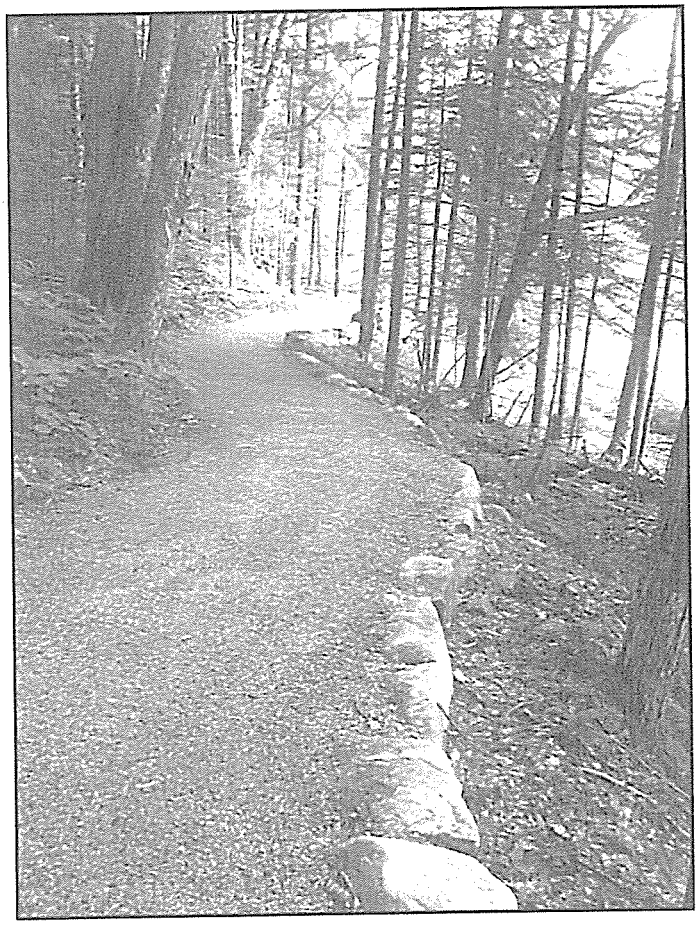
	Number of Units	Unit of Measure	Total Cost
PHASE 4- 1400' x 5'			
MATERIALS			
1 1/2" crushed rock base	40	cu. yd.	$1,400.00
3/4" minus base	120	cu. yd.	$3,600.00
Crusher fines matrix	120	cu. yd.	$3,480.00
Boardwalk materials	60	lin. ft.	$4,800.00
Geotextile fabric	7000	sq. ft.	$1,750.00
Coping/cribbing stones	85	each	0
Culvert	4	each	$935.00
Mulch (straw mat)	4200	sq. ft.	$630.00
Seed (conservation mix)	4200	sq. ft.	$630.00
			$17,225.00
EQUIPMENT			
Hitachi Crawler Carrier	4	week	$3,400.00
Skid Steer Loader	4	week	$3,400.00
Mini Excavator	3	week	$3,400.00
Ditch Witch	4	week	$3,400.00
Plate Compactor	4	week	$875.00
CanyCom Toter	4	week	$875.00
			$15,350.00
LABOR			
Supervisor/Admin	220	hour	$12,100.00
Equipment Operator	180	hour	$9,900.00
Grounds Worker	140	hour	$4,900.00
			$26,900.00
OTHER			
Mobilization/Demobilization	2	total	$1,000.00
Lodging	4	week	$6,000.00
Fuel/Misc.	1	total	$650.00
			$7,650.00
			$67,125.00 SUBTOTAL
			$6,712.50 10% Contingency
			$73,837.50 TOTAL

Company Background and Qualifications:
Off the Beaten Path (OBP) is unique business that encompasses many aspects of trail design, maintenance, and construction, with a focus on education and training. Technical stone work, accessible trails and backcountry rigging systems are strengths of the company. Recently OBP has expanded to encompass low impact logging and timber stand improvement operations. Off the Beaten Path is a member company in the Professional TrailBuilders Association and a Certified Logging Professional company. Jed has also taken the Maine Department of Conservation Non-Point Source Pollution Course to become a Certified Erosion Control Specialist and the Universal Trails Assessment Process (UTAP) Course to become a certified UTAP evaluator.

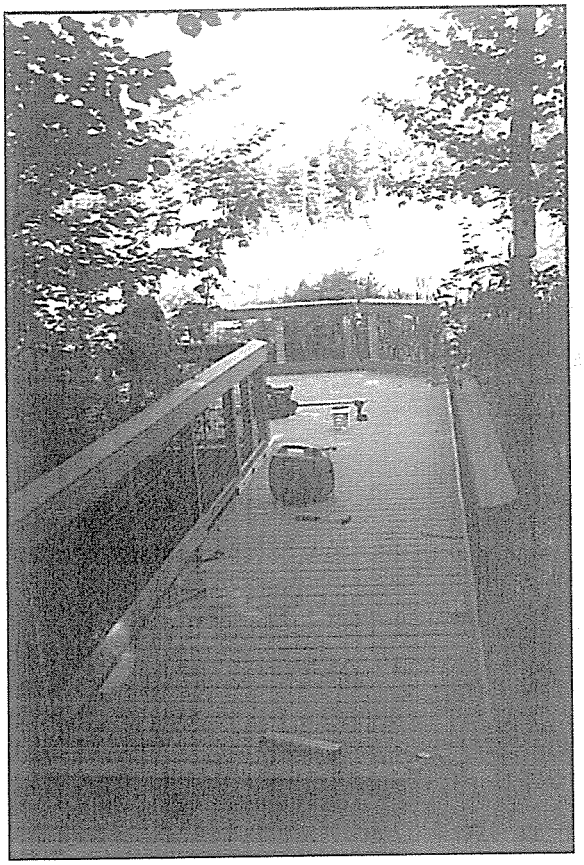
Jed has worked on accessible trails all over the northeast with Off the Beaten Path and as a founding partner in Peter S. Jensen and Associates, LLC.

The following photos depict a sampling of work that Jed has done on a few of the many accessible trail projects that he helped design and construct while with Peter S. Jensen and Associates, LLC:

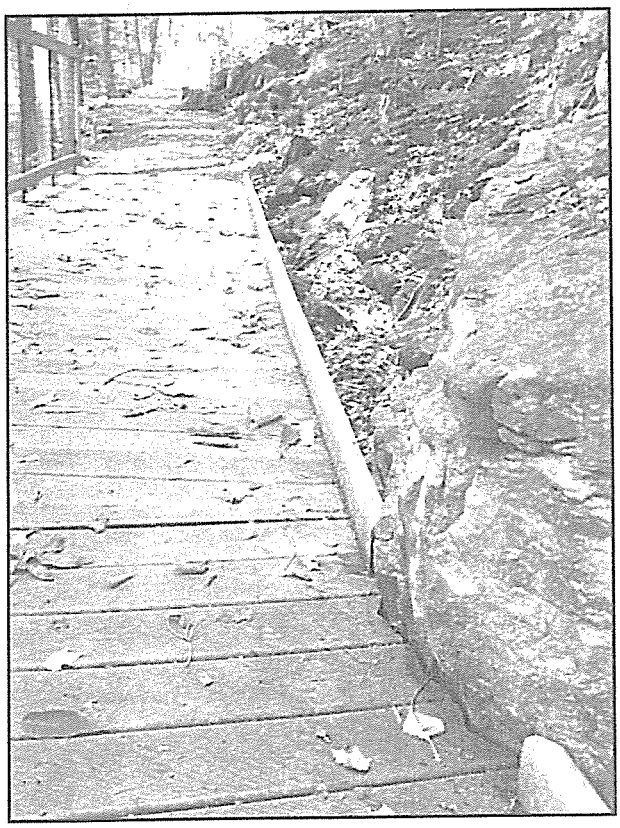




John Dillon Park, Long Lake, NY



Crotched Mountain, Greenfield, NH

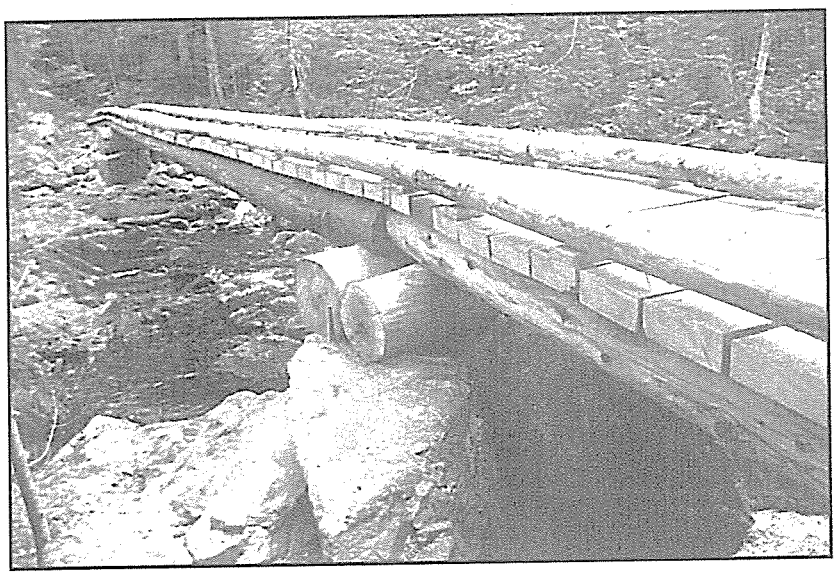


Mt. Independence State Historic Site, Orwell, VT

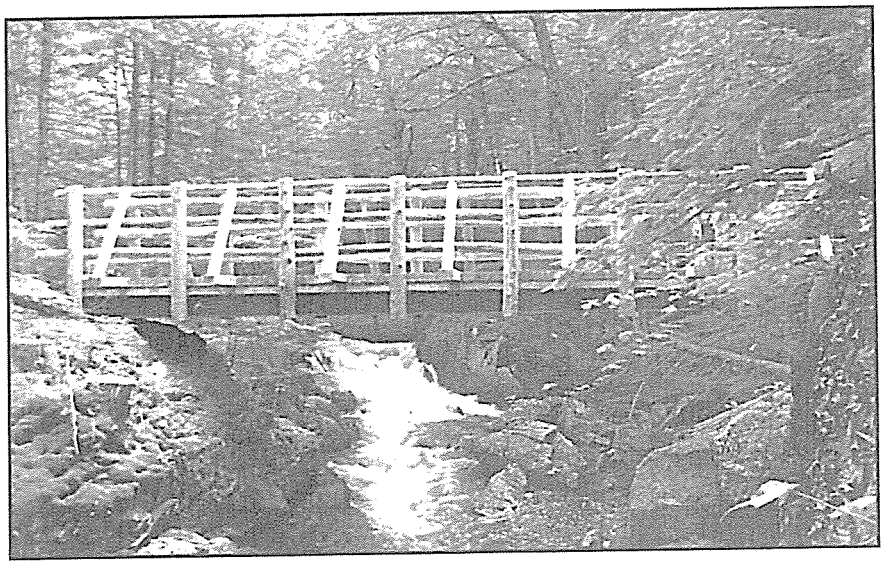
The following accessible projects have been designed by Off the Beaten Path and are currently pending funding:

- Jones-Bonney Village Park, Turner, ME: This 2,500+ foot long accessible trail system includes a loop trail with spur trail access to the Nezinscot River and accessible picnic sites.
- Bill Rae Conservation Area, Wolfeboro, NH: This mile+ long trail system includes accessible and universally designed multi use trails, a boat launch, observation platforms, parking and picnicking areas.

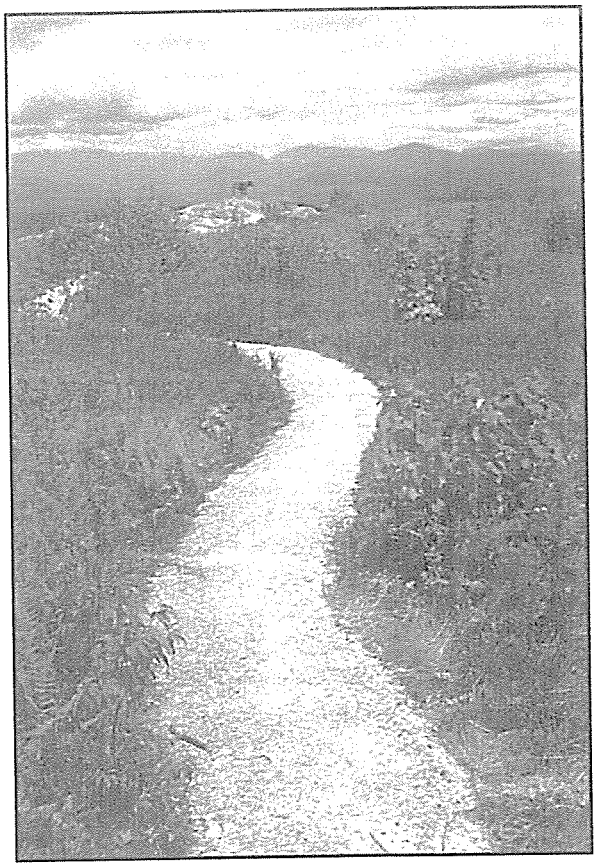
The following photos represent projects that Off the Beaten Path has contracted with similar construction techniques to those required at Mt. Agamenticus



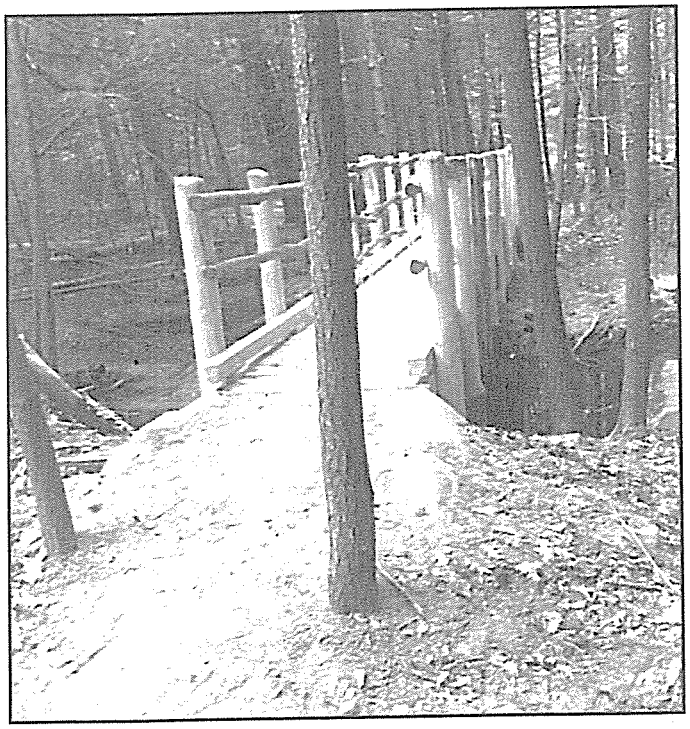
65' cedar, hemlock, and utility pole bridge, Nahmakanta, ME

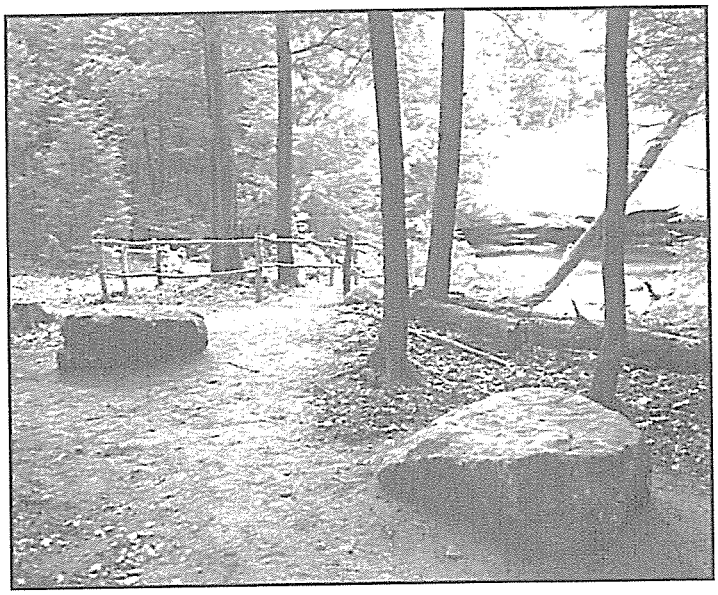


35' steel and cedar bridge, North Sandwich, NH

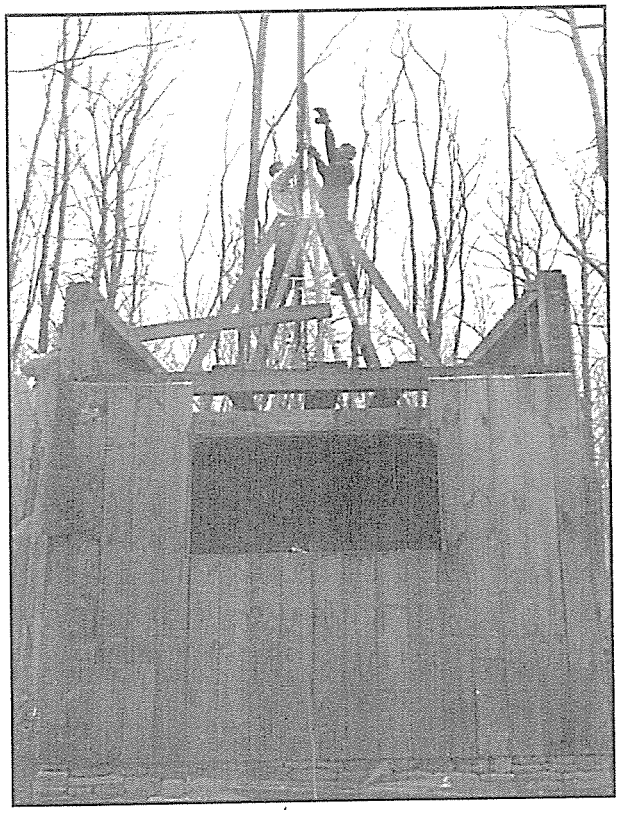


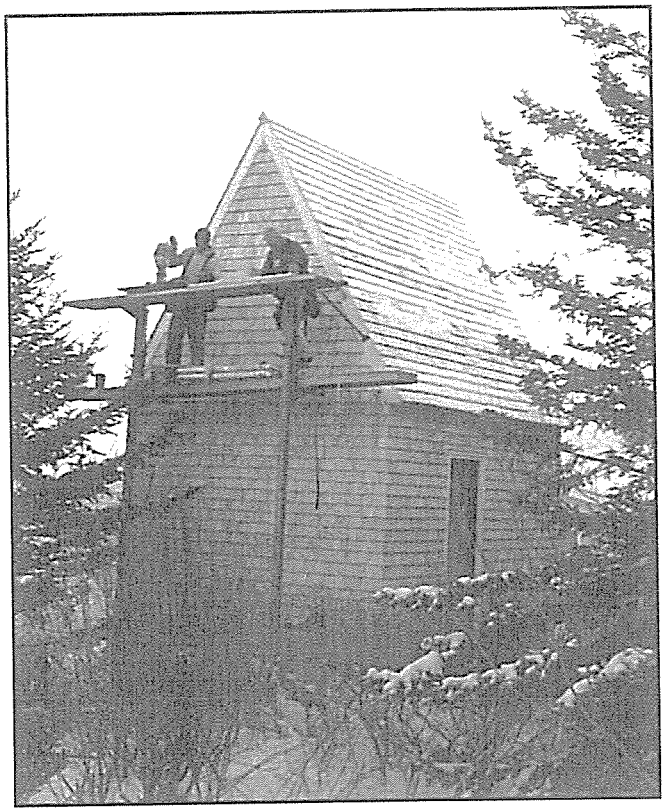
Machine built excavated trail, Eaton, NH





Town Park reconstruction including stone benches, steel and cedar bridge, rustic fencing, stone steps and stream bank restoration, Center Sandwich, NH





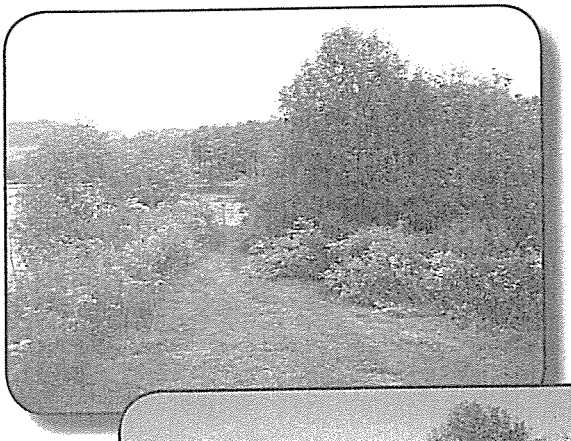
Timber frame deconstruction, transportation, and reconstruction project, NY and ME

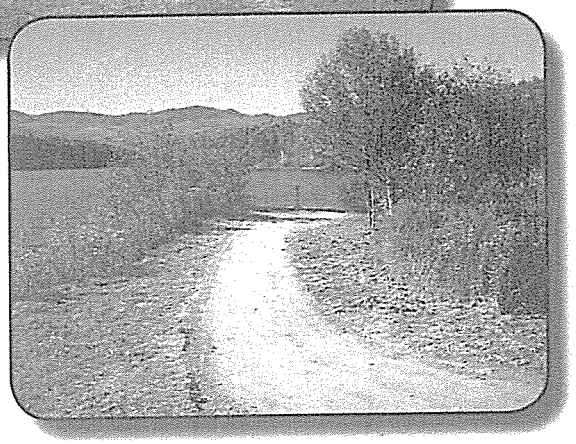
Bridge building instruction, Professional Trail Builders Conference, WV

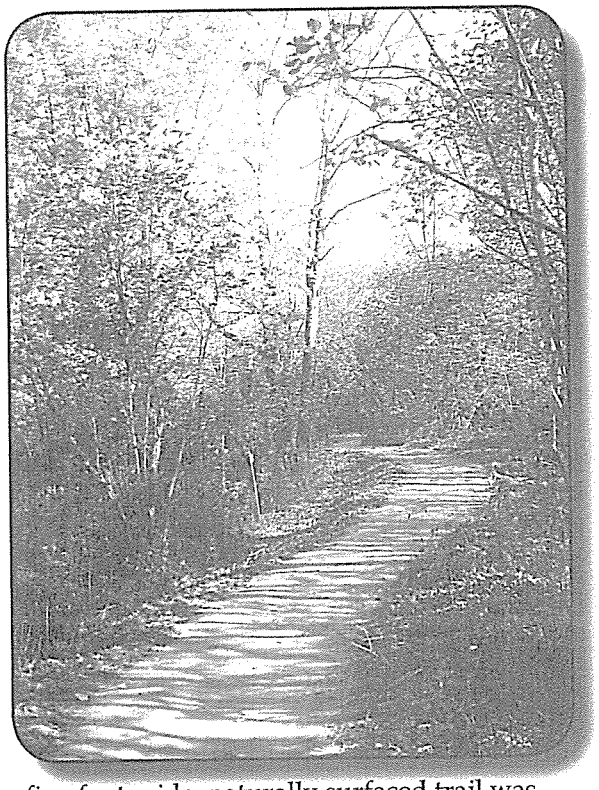
Universally Accessible Trail

WATERBURY CENTER STATE PARK
VERMONT

Timber & Stone, LLC was hired by the State of Vermont to design and build an ADA trail in the heavily used Waterbury Center State Park. The existing trail was rerouted and reconstructed, stone work was completed to bolster existing bridges, and a set of culverts were installed to improve drainage.

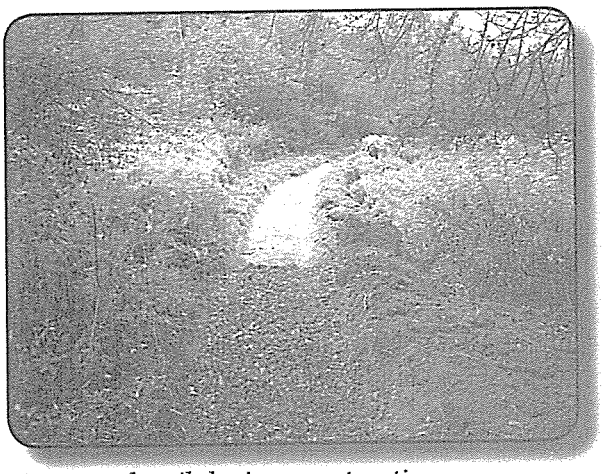






The five-foot-wide, naturally surfaced trail was designed and built with high foot traffic in mind. A sub-grade of crushed stone was layed down to increase drainage and ensure that the tread would remain stable and intact well into the future.

The trail ends at a once overgrown peninsula with spectacular views of the Green Mountains to the west and the Worcester Range to the east. The trail is a quarter of a mile long, and allows a wide range of users to explore the Park and its many natural features.



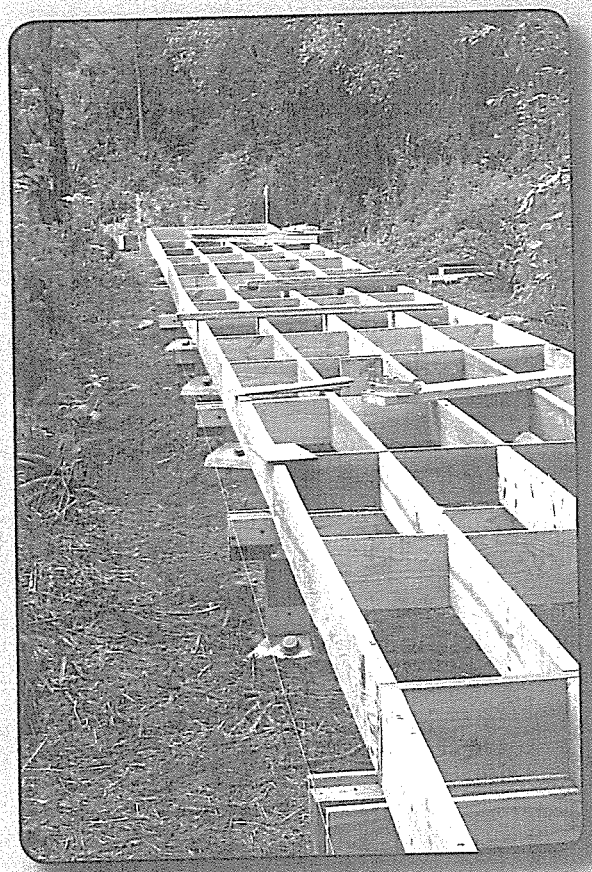
Excavated trail during construction.

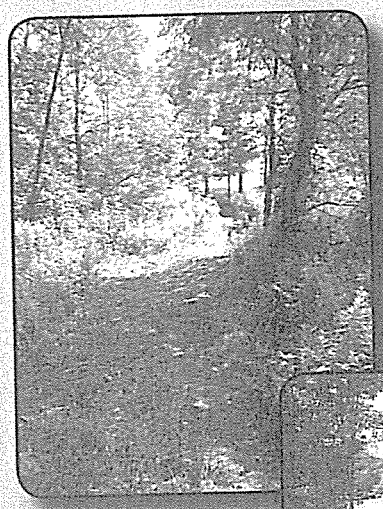
Timber & Stone LLC
Conservation Minded Construction

Universally Accessible Trail

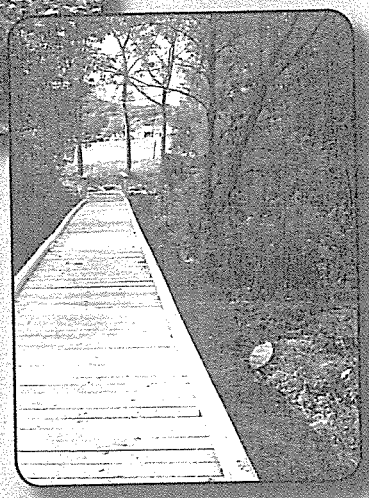
MT. MANSFIELD UNION HIGH SCHOOL
JERICHO, VERMONT

In the summer of 2010 Timber & Stone, LLC designed and constructed an ADA compliant trail connecting Mt. Mansfield Union High School to a new baseball field on adjoining land. The project included 500 feet of trail, a sixteen-foot bridge, and 200 feet of boardwalk.



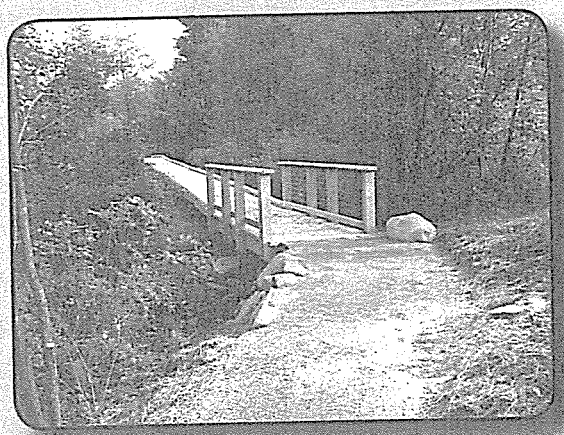


Before boardwalk construction



After boardwalk construction

The five-foot-wide, naturally surfaced trail winds through a small stand of poplar trees before crossing a brook and continuing over the boardwalk to a newly constructed parking area.



Thick brush and understory vegetation was cleared to build the 200-foot boardwalk. Low-impact Diamond Pier foundations were used to minimize disturbance to wetland and riparian habitat. The boardwalk decking and railing system was constructed with locally harvested white oak.

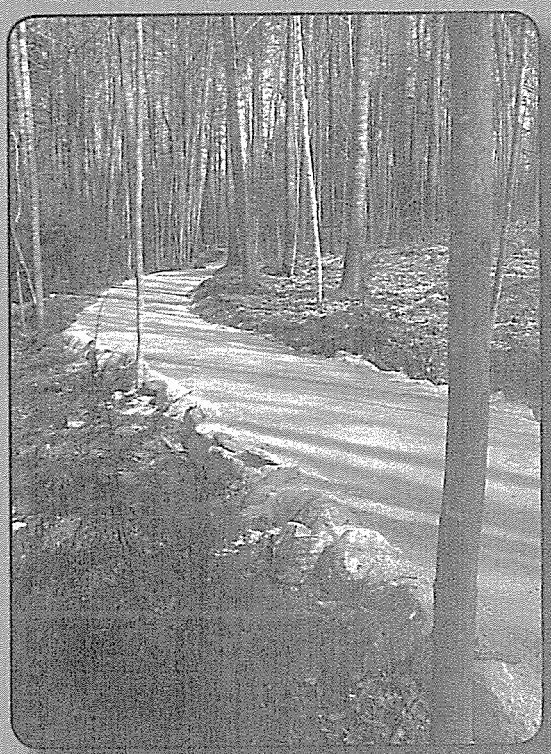
The trail and boardwalk not only provide safe pedestrian access to the newly constructed baseball fields, but also offer teachers and students an outdoor classroom.

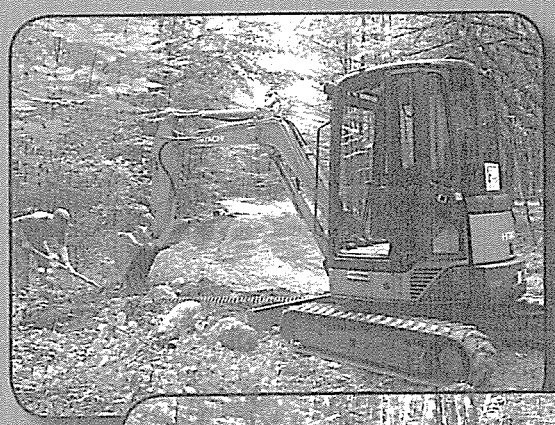
Timber & Stone LLC
Conservation Minded Construction

Multi-Use Trail

TOWN OF WOLFEBORO
NEW HAMPSHIRE

The town of Wolfeboro, New Hampshire chose Timber & Stone, LLC to design and construct three miles of multi-use trail on two conserved parcels of land. A combination of new trail construction along with the rehabilitation of an existing trail system will provide an active community with easy access to the outdoors during all four seasons.





The eight-foot-wide, naturally surfaced trail was designed and built with a range of users in mind. During the warmer months, bikers and hikers will frequent the trail. In winter, cross country skiers will enjoy miles of groomed terrain.

Timber & Stone's expertise with specialized trail construction machinery allows for a highly technical project to be completed in a timely and efficient manner.

Over sixteen culverts were installed, 500' of stone turnpike constructed, and three miles of trail built using mini excavotors, skid steers, and tracked material haulers. These machines not only offer a high level of productivity but provide a low impact solution while working in ecologically sensitive areas.

Trail being surfaced using tracked material hauler

Timber & Stone LLC
Conservation Minded Construction

OFF THE BEATEN PATH

Trail Work and Training ❋ Low Impact Backcountry Construction

Samples of Custom Mixed Aggregate Trail Matrices

The capacity of a surfacing matrix to compact well and hold together is paramount to the durability, longevity, and hence success, of any accessible trail. Two samples of base and surfacing matrices are enclosed with this bid. The base layer of each consists of 3 parts ⅜" minus crushed gravel base and 1 part stone dust surfacing matrix. The top layer is approximately 1-2" of hand compacted stone dust surfacing matrix. The samples utilize two different locally sourced surfacing matrices.

-Sample number one is lighter in color and initial test indicate that is has a higher compaction rate.

- Sample number two is darker and seems to displace at a lower compaction rate.

In terms of compaction performance, the lighter, granitic aggregate contains irregular, angular particles that compact very well when pushed together. The darker aggregate appears to be comprised of a significant percentage of shale or slate which fractures along more smooth parallel planes. When pushed together these smooth planes slide off each other, resulting in displacement instead of compaction. The darker sample also does not appear to contain as much fine stone dust, although they are considered to be have the same or similar sieve analyses.

I look forward to working with the project steering committee to continue testing these aggregate matrices and balancing the results with people's aesthetic persuasions. The goal is to achieve a product that is both sustainable and visually appealing.

Back to Agenda

Back to Agenda

BOARD OF SELECTMEN'S
MEETING MINUTES
7:00PM MONDAY, JANUARY 13, 2014
YORK LIBRARY

Present: Chairman Ronald Nowell, Vice Chairman Kinley Gregg, Scott Fiorentino, Mary Andrews, Torbert Macdonald, Town Manager Robert G. Yandow, Recorder Melissa M. Avery and members of the press and public.

Call to Order

Chairman Ronald Nowell called the meeting to order at 7:00PM.

Opening Ceremonies

A. Minutes

1. December 2, 2013 Meeting Minutes

Moved by Ms. Gregg, seconded by Mr. Fiorentino to approve the December 2, 2013 Meeting Minutes. Vote 5-0, motion passes.

2. December 16, 2013 Meeting Minutes

Moved by Ms. Gregg, seconded by Ms. Andrews to approve the December 16, 2013 Meeting Minutes, as amended. Vote 5-0, motion passes.

3. December 19, 2013 Meeting Minutes

Moved by Ms. Gregg, seconded by Ms. Andrews to approve the December 19, 2013 Meeting Minutes. Vote 5-0, motion passes.

4. January 8, 2014 Meeting Minutes

Moved by Ms. Gregg, seconded by Ms. Andrews to approve the January 8, 2014 Meeting Minutes, as amended. Vote 5-0, motion passes.

B. Chairman's Report

Back to Agenda

Chairman Ronald Nowell stated that he attended mediation with the Kittery Water District and that the agreement will restrict the referenced 60 acres to only 4 house lots. Mr. Nowell also noted that before the Board of Selectmen sign the agreement, they should obtain a plan of what KWD owns. In December's "Maine Townsman", there was an article which Mr. Nowell talked about, regarding a new law that will affect the Town of York regarding municipalities maintaining Veterans' graves.

C. **Manager's Report**

Town Manager Robert G. Yandow gave an update on Police Station Project: A meeting on December 19th with the third party reviewers resulted in the decision that the potential January 9th date for a sketch review was not practical due to Andrew Johnston needing more information. The necessary information will be submitted to the third party reviewers with the hopes of a February 13th Planning Board sketch review meeting. Mr. Yandow responded to a previous request of Selectmen Mary Andrews regarding an update on Paras property issues in the beach, stating that Community Development Director Stephen Burns is waiting to hear from the project engineer before they can give an accurate update. Mr. Yandow reminded the public that the current flu season is considered "wide spread" in Maine, and he strongly encouraged everyone to get a flu shot. Mr. Yandow announced that effective with a tentative date of October 3rd, 2014, he will be resigning from his position as Town Manager for the Town of York, and retiring after 42 years in local government.

D. **Awards**

None

E. **Reports**

None

F. **Citizens' Forum** – The Citizens' Forum is open to any member of the audience for comments on items listed on this meeting agenda. 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.

Public Comment: Carole Allen

G. **Approval of Warrant #28**

Back to Agenda

Moved by Ms. Gregg, seconded by Mr. Fiorentino to approve Warrant #28. Vote 5-0, motion passes.

H. Public Hearings

1. New Business License: Nancy's Catering, Inc.

2. New Business License: Morning Glory Inn

Moved by Ms. Gregg, seconded by Ms. Andrews to open the Public Hearing for the New Business License Applications for Nancy's Catering, Inc and Morning Glory Inn at 7:36PM. No objection, so moved.

Public Comment: None

Moved by Ms. Andrews, seconded by Ms. Gregg to close the Public Hearing at 7:37PM. Vote 5-0, motion passes.

I. Endorsements

Business Licenses:

1. Nancy Breen DBA: Nancy's Catering, Inc; Located at 1151 US Route One (Victualers, Liquor, and Special Amusement)
2. Patrick Cragin DBA: Ridge Road Inn; Located at 281 Ridge Road (Hotel/Motel with Cooking Facilities)
3. Douglas and Margery Mindell DBA: Morning Glory Inn; Located at 120 Seabury Road (Bed and Breakfast)
4. Stephen Dunne DBA: Brown's Old Fashion Ice Cream; Located at 232 Nubble Road (Victualers)
5. Mac's Convenience Stores LLC DBA: Circle K #7049; Located at 454 US Route One (Victualers)

Moved by Ms. Gregg, seconded by Ms. Andrews to approve the following licenses: Nancy Breen DBA: Nancy's Catering, Inc; Located at 1151 US Route One for Victualers, Liquor, and Special Amusement, Patrick Cragin DBA: Ridge Road Inn; Located at 281 Ridge Road for Hotel/Motel with Cooking Facilities, Douglas and Margery Mindell DBA: Morning Glory Inn; Located at 120 Seabury Road for Bed and Breakfast, Stephen Dunne DBA: Brown's Old Fashion Ice Cream; Located at 232 Nubble Road for Victualers, Mac's Convenience Stores LLC DBA: Circle K #7049; Located at 454 US Route One for Victualers subject to taxes, fees and inspections being current and compliant with the usual noise stipulations. Vote 5-0, motion passes.

J. Old Business

None

Back to Agenda

K. New Business

1. Discussion and Possible Action on the Big A Universal Trail and Summit Deck Projects on Mount A

Early last year, the Board of Selectmen approved fundraising for the development of a new one mile loop trail located at the Mt. Agamenticus summit park. This project was incorporated into the Mt. Agamenticus Summit Planning Workshop that took place on July 31, 2013 at the summit Lodge.

Conservation Coordinator Robin Kerr explained that the goal for the proposed trail, pending available funding, is to make the entire trail universally accessible, develop a comprehensive way-finding/signage system, and implement key recommendations of a landscape plan such as enhancing early successional vegetation and shrubland habitat by planting native species, a venture that could cost up to $193,000. Ms. Kerr asked that the Board approve the necessary ground work to make the "Big A" trail and deck as it is defined today, universally accessible.

Moved by Mr. Macdonald, seconded by Mr. Fiorentino to approve the necessary groundwork to make the "Big A" trail and deck universally accessible. Vote 4-1, Ms. Gregg against, motion passes.

2. Discussion and Possible Action on a Confined Space Rescue Agreement between the York Village Fire Department, the York Water District, the York Sewer District and the York Beach Fire Department

The "Confined Space Rescue Agreement" between the York Village Fire Department, the York Beach Fire Department, the York Water District, the York Sewer District and the Kittery Water District constitutes an interlocal agreement and, therefore must be approved by governing bodies pursuant to MRSA 30-A, Section 2203. The purpose of the agreement is to provide a suitable confined space rescue service for the mentioned parties to share the costs, equipment, and manpower of such a service.

Moved by Mr. Macdonald, seconded by Mr. Fiorentino to approve the Confined Space Rescue Interlocal Agreement between the York Village Fire Department, the York Beach Fire Department, the York Water District, the York Sewer District and the Kittery Water District. Vote 5-0, motion passes.

3. Discussion and Possible Action on a Request from the Cape Neddick River Association to Fund a Proposal from Dr. Jones at UNH for a Beach Water Quality Monitoring Program

Back to Agenda

Linda Scotland of the Cape Neddick River Association requested an agenda item to discuss funding for a water quality monitoring program proposal by Dr. Stephen Jones of the University of New Hampshire.

Moved by Mr. Macdonald, seconded by Ms. Andrews to support a budget request through the Budget Committee for $63,000 for a water quality monitoring plan. Vote 5-0, motion passes.

4. Discussion and Possible Action on Placing the Potential Purchase of the Davis Property on the May Budget Referendum

On December 16, 2013 Community Development Director Stephen Burns and Village Study Committee Chair Ron McAllister discussed the report from the York Community Dialogue Steering Committee concerning the issues surrounding the Town's possible purchase of land from the Davis family on York Street. After that discussion it was determined that the issue would be placed on a future agenda for action by the Board of Selectmen.

After discussion, the Board determined that they would need to schedule a work-session regarding the Davis property before taking any action.

Chairman Nowell chose to take New Business Item 6 out of order.

5. "6. Discussion and Possible Action Concerning the Town's Possible Purchase of the Hodgin Parking Lot"

The Board of Selectmen has had a number of previous discussions regarding the possible purchase of a parking lot owned by the Hodgin family at 190 York Street. The lot has been offered to the Town for $325,000 but suitable public access to the lot has not yet been finalized.

The Board is going to seek an estimate from the Director of Public Works on the cost to put in a road for access to the lot, as that would be necessary for access. Ms. Andrews volunteered to have discussions with the First Parish Church Trustees and another abutter, Mr. Palmer regarding what land they own and possible easements to the parking lot.

Chairman Nowell called for a break at 9:04PM.

Chairman Nowell chose to take New Business Items 7, 8, 9, 10, 11 and 12 out of order.

6. "7. Discussion and Possible Action on a Three Year Collective Bargaining Agreement with the York DPW Association"

Moved by Ms. Andrews, seconded by Ms. Gregg to approve a three year collective bargaining agreement with the York DPW Association representing the

Back to Agenda

York Public Works Department, the duration of the agreement being July 1, 2013 through June 30, 2016. Vote 5-0, motion passes.

7. "8. School Committee Appointment"

The York School Committee has requested that the Board of Selectmen appoint Laurie Coffenberry, a former School Committee member, to temporarily fill the vacancy created by the death of School Committee member, Mary Jane Merrill.

Moved by Ms. Andrews, seconded by Ms. Gregg to approve the appointment of Laurie Coffenberry to the York School Committee pursuant to Article V, Section 3(D) of the York Home Rule Charter, with said appointment to be in effect only until the May 17, 2014 Budget Referendum election. Vote 5-0, motion passes.

8. "9. York Housing Authority Appointment"

Moved by Ms. Andrews, seconded by Mr. Fiorentino to appoint Larry Harr as the Deerfield Place Resident Member of the York Housing Authority, with a term expiring June 30, 2017. Vote 5-0, motion passes.

9. "10. Municipal Social Services Review Board Resignation"

Chairman Nowell read the resignation letter of Katy Henderson into the record.

10. "12. Pole Location Permit: Mountain Road"

Moved by Ms. Andrews, seconded by Mr. Fiorentino to approve the Pole Location Permit for 1 pole on Mountain Road in a Southwesterly direction, 78 feet from pole #78. Vote 5-0, motion passes.

11. Pole Location Permit: Brave Boat Harbor Road"

Moved by Ms. Andrews, seconded by Ms. Gregg to approve the Pole Location Permit for 1 pole on Brave Boat Harbor Road, in a Southeasterly direction, 50 feet from pole #16. Vote 5-0, motion passes.

12. "5. Discussion of FY15 Operating and Capital Budgets"

Town Manager Robert G. Yandow gave a presentation of the draft FY15 Operating and Capital Budget. Mr. Macdonald stated that in light of the new State laws regarding Veterans' graves maintenance by municipalities, he feels the allotted amount in the draft budget wouldn't be adequate to deal with the town's new obligations. Mr. Macdonald also asked about possibly funding the new Public Access Channel equipment through a grant of sorts with Time Warner – Mr. Yandow responded that Time Warner would be willing to do that, but that they would in turn pass those costs on to their subscribers' bills in town.

Back to Agenda

L. **Other Business**

M. **Citizens' Forum**

Public Comment: None

Adjourn

Moved by Ms. Andrews, seconded by Ms. Gregg to adjourn the meeting at 10:00PM.

Respectfully Submitted,

_____

Back to Agenda

Back to Agenda

BOARD OF SELECTMEN'S
MEETING MINUTES
7:00PM MONDAY, AUGUST 25, 2014
YORK LIBRARY

Present: Chairman Mary Andrews, Vice Chairman Robert E. Palmer Jr., Jonathan O. Speers, Torbert Macdonald, Ronald Nowell, Recorder Melissa M. Avery and members of the press and public.

Call to Order

Chairman Mary Andrews called the meeting to order at 7:00PM.

Opening Ceremonies

A. **Minutes**

1. August 5, 2014 Meeting Minutes
2. August 11, 2014 Meeting Minutes
3. August 13, 2014 Meeting Minutes
4. August 18, 2014 Meeting Minutes

Moved by Mr. Macdonald, seconded by Mr. Nowell to accept the August 5, 11, 13 and 18, 2014 Meeting Minutes as amended. No objection, so ordered.

B. **Chairman's Report**

Chairman Mary Andrews stated that in her most recent report from Town Manager Yandow the current total cost for the Micro-Burst cleanup is $36,914.36, included in that cost is the bills from two of the three private contractors hired to assist with clean up. The Town is still waiting on one invoice from the last private contractor and also the cost of cleaning up the hanging branches throughout the damage area. Ms. Andrews started that years ago the Board of Selectmen carried forward funds for Maine Turnpike Authority legal issue costs regarding the relocation of the toll plaza. Ms. Andrews stated that there is currently $10,738.40 left in that fund to aid in any additional upcoming reports and/or peer reviews necessary on that topic.

C. **Manager's Report**

No Manager's Report.

Back to Agenda

D. **Awards**

1. Police Cruiser Bid

The Police Department is replacing a 2010 Chevrolet Tahoe SUV cruiser with a 2015 Cheverolet Tahoe SUV. The department put out a bid request for (1) Chervrolet Tahoe Special Service 4x4 vehicle and received the following bid:

1. Quirk Ford; Augusta $24,173.00

Police Chief Doug Bracy recommended that the board award the bid for the 2015 Chevrolet Tahoe to Quick Ford of Augusta.

Moved by Mr. Macdonald, seconded by Mr. Nowell to award the bid for the purchase of a 2015 Cheverolet Tahoe Special service Police Package to Quick Ford of Augusta in the amount of $24,173.00. Vote 5-0, motion passes.

E. **Reports**

F. **Citizens' Forum** – The Citizens' Forum is open to any member of the audience for comments on items listed on this meeting agenda. 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.

Public Comment:
Judy Romano
Crawford Yorke
Joan Jarvis
Mike Dabiere
Helen Rollins
Mike Sullivan
Marshal Jarvis
Sarah Sanford

G. **Approval of Warrant #8**

Moved by Mr. Macdonald, seconded by Mr. Speers to approve Warrant #8. Vote 5-0, motion passes.

H. **Public Hearings**

1. Amendments to be Considered at the November 2014 General Referendum:

Back to Agenda

1) MS4 Post-Construction Stormwater Management Ordinance
2) MS4 Non-Stormwater Discharge Ordinance
3) Require Septic System Inspections at Time of Property Transfers
4) Application Procedures for Piers, Wharfs, Docks and Floats
5) Standards for Piers, Wharfs, Docks and Floats
6) Medical Marijuana
7) Enabling Ordinance for Special Events Regulations
8) Artisanal Food and Drink Amendment

Moved by Mr. Macdonald, seconded by Mr. Palmer to open the public hearing. Vote 5-0, motion passes.

Public Comment: Lew Stowe
Mike Dabiere
Peter Smith
Helen Rollins
Greg Gosselin for Lori Barrett
Sally Mannahan
Mike Dabiere
Helen Rollins

Moved by Mr. Macdonald, seconded by Mr. Nowell to close the public hearing. No objection, so ordered.

I. Endorsements

Business Licenses:

1. Hannaford Bros. Co. Inc. DBA: Hannaford Food and Drug #8384 (Food Service); Located at 5 Hannaford Drive
2. Hong Ji, Inc. DBA: Bamboo Garden (Food Service, Liquor, Special Amusement); Located at 8 Market Place Drive

Moved by Mr. Macdonald, seconded by Mr. Nowell to approve the following licenses: Hannaford Bros. Co. Inc. DBA Hannaford Food and Drug #8384 for Food Service and Hong Ji Inc. DBA Bamboo Garden for Food Service, Liquor and Special Amusement, subject to taxes, fees and inspections being current and compliant with the usual noise stipulations. Vote 5-0, motion passes.

J. Old Business

K. New Business

Chairman Andrews chose to take Item #6 out of order, as there are many citizen's present for that topic.

1. "6. Discussion and Possible Action on the Purchase of Property in York by the Maine Turnpike Authority"

Back to Agenda

Moved by Mr. Macdonald, seconded by Mr. Nowell to appropriate for the purpose of having the Jacobs Engineering Study evaluated for Peer Review that $10,738.40 be brought forward from the account it was previously carried forward to, for those purposes; and also add to the account $4,261.00 from Selectmen's Contingency for the same purposes. Vote 5-0, motion passes.

Chairman Mary Andrews called a 10 minute recess.

2. "1. Discussion and Possible Action on Moving Ordinance Amendments to the November 4, 2014 Referendum"

Moved by Mr. Macdonald, seconded by Mr. Nowell to send the *MS4 Post Construction Stormwater Management Ordinance* amendment to public vote at the November General Referendum. Vote 5-0, motion passes.

Moved by Mr. Palmer, seconded by Mr. Speers to send the *MS4 Non-Stormwater Discharge Ordinance* amendment to public vote at the November General Referendum. Vote 5-0, motion passes.

Moved by Mr. Speers, seconded by Mr. Palmer to table the *Require Septic System Inspection at Time of Property Transfer* ordinance amendment. Vote 5-0, motion passes.

Moved by Mr. Nowell, seconded by Mr. Macdonald to send the *Application Procedures for Piers, Wharfs, Docks and Floats* ordinance amendment to public vote at the November General Referendum. Vote 5-0, motion passes.

Moved by Mr. Nowell, seconded by Mr. Palmer to send the *Standards for Piers, Wharfs, Docks and Floats* ordinance amendment to public vote at the November General Referendum. Vote 5-0, motion passes.

Moved by Mr. Macdonald, seconded by Mr. Palmer to send the *Medical Marijuana* ordinance amendment to public vote at the November General Referendum. Vote 5-0

Moved by Mr. Palmer, seconded by Mr. Macdonald to send the *Enabling Ordinance for Special Event Regulations* amendment to public vote at the November General Referendum. Vote 5-0

Moved and withdrawn by Mr. Macdonald to send the *Artisanal Food and Drink Amendment* to public vote at the November General Referendum.

3. "2. Discussion and Possible Action on Enforcement Request from CEO Regarding Notice of Violation at 69 Long Beach Avenue"

Back to Agenda

Code Enforcement Officer Amber Harrison asked that the Board of Selectmen take enforcement action on the lack of action on the property owner and order an immediate Cease and Desist of what she found to be the illegal commercial parking lot at 69 Long Beach Avenue. The Board stated that they consider the use a grandfathered uses and asked Ms. Harrison to continue attempting to communicate with the property owner to come to a resolution regarding a Parking Plan.

4. "3. Discussion and Possible Action on the Issuance of a Request for Qualifications for the Mount A Universal Trail Project"

In January of 2014 the Board of Selectmen voted to approve the necessary ground work to make the Big A trail and deck universally accessible. The Parks and Recreation Department asked for approval from the Board to move forward with selecting a design-build firm thru an initial Request for Qualification and subsequent Request for Proposal bid process.

Moved by Mr. Macdonald, seconded by Mr. Palmer to approve the RFQ and RFP process as proposed for selecting a Design/Build Firm(s) to design and construct the four phases of the 1-mile Big A Universal Access Trail. Vote 5-0, motion passes.

5. "4. Discussion and Possible Action on a Request From the Police Chief Regarding Statewide Arrest Powers"

Police Chief Doug Bracy asked that the board approve the authorization for York Police Officers to have statewide arrest powers pursuant to MRSA Title 30-A Section 2671.2.A who have met the requirements of MRSA Title 30-A, Section 2804.C.

Moved by Mr. Nowell, seconded by Mr. Macdonald to approve the resolution by this Board to hereby authorize the police officers of the Town who have met the requirements of MRSA Title 30, Section 2804.C, the authority to exercise statewide arrest powers pursuant to, and authorized by MRSA, Title 30-A, Section 2671.2.A. Vote 5-0, motion passes.

6. "5. Replacement of Coin Machine at Police Department"

A motion was moved and withdrawn by Mr. Macdonald to approve the purchase of a Jetsort 4601 coin counter/sorter machine by the Police Department from Contingency not to exceed $6,040.

After discussion, Police Chief Bracy agreed to absorb the cost through carry-forwards of the proposed coin counter rather than using funds from the Contingency fund.

7. Discussion and Possible Action on the Appointment of an Interim Town

Back to Agenda

Moved by Mr. Macdonald, seconded by Mr. Palmer to appoint Stephen H. Burns as the Interim Town Manager for an undetermined period of time. Vote 5-0, motion passes.

8. Abatement of Building Permit Application Fees: 2 Raydon Road

Moved by Mr. Macdonald, seconded by Mr. Palmer to approve the request for Abatement of Building Permit Application Fees at 2 Raydon Road for damage caused in the July micro-burst per the Selectmen's Policy Concerning Abatement of Building Permit Application Fees. Vote 5-0, motion passes.

9. Pole Location Permit: Cider Hill Road

Moved by Mr. Nowell, seconded by Mr. Macdonald to approve the Pole Location Permit for 1 pole on Cider Hill Road, in an easterly direction, 50 feet from pole #9. Vote 5-0, motion passes.

10. Special Event Permit: Marketfest

Moved by Mr. Macdonald, seconded by Mr. Speers to approve the Special Event Permit for the York Village Association's *Marketfest – York Village* event on Friday and Saturday, October 17 and 18, 2014 subject to any attached conditions given by Department Heads. Vote 5-0, motion passes.

11. Special Event Permit: Halloween Hop

Moved by Mr. Macdonald, seconded by Mr. Speers to approve the Special Event Permit for the York Parks and Recreation's *Halloween Hop* event on Friday, October 31, 2014 subject to any attached conditions given by Department Heads. Vote 5-0, motion passes.

L. Other Business

M. Citizens' Forum

Public Comment: None

Adjourn

Chairman Andrews adjourned the meeting at 9:55PM.

Back to Agenda

AGENDA ITEM NUMBER: ____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: October 17, 2014	**Type of Action:**
Date Action Requested: October 20, 2014	☐ **Procedural** ☒ **Formal Action**
Regular X **Work Session** __	☐ **Other:** _____
Subject: Business License Applications (3)	

TO: **BOARD OF SELECTMEN**

FROM: Melissa M. Avery; Assistant to the Town Manager

RECOMMENDATION:

PROPOSED MOTION: I move to approve the following licenses:

1. TCF Corp. DBA: Clay Hill Farm Restaurant (Food Service, Liquor and Special Amusement); Located at 220 Clay Hill Road
2. Joe Hogan DBA: Sentry Hill at York Harbor, LLC (Food Service); Located at 2 Victoria Court
3. Mary Jane Merritt DBA: The Union Bluff Hotel (Food Service, Liquor, Special Amusement, Coin Operated Amusement); Located at 8 Beach Street

… subject to taxes, fees and inspections being current and compliant with the usual noise stipulations

Discussion: All appropriate Departments have given approval; See "Department Approvals" on page 2 of Application.

Back to Agenda

FISCAL IMPACT: N/A
DEPARTMENT LINE ITEM ACCOUNT: N/A
BALANCE IN LINE ITEM IF APPROVED: N/A

Prepared By: Melina M Avery Reviewed By: [signature]

Back to Agenda

THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

NOTE: Business Licenses are not transferable to another person, business or location.

Business Name: Clay Hill Farm Restaurant

Street Address: 220 Clay Hill Road

Business Owner: TCF Corp. Business Manager: Heather Higgins

Mailing Address: PO Box 2202 Mailing Address: same

Ogunquit ME 03907

Phone Number: 207 361 ~~1700~~ 1771 Phone Number:

E-mail Address: Clayhillrestaurant@gmail.com E-mail Address:

Please indicate who is to be the Primary Contact with the Town: ☐ OWNER or ☒ MANAGER

Is the Business Owner same as the prior year? ☒ YES ☐ NO

Please indicate which Licenses or Local Approvals you seek:

Lodging:

___ Bed and Breakfast License (C/F)
___ Innkeeper License (C/F)
Number of Rooms: ____

Food and Beverage:

✓ Food Service License (C/F)
✓ Liquor License (F/P)
___ Bottle Club License (F/P)
Number of Seats: ____

Entertainment:

✓ Special Amusement License (F/P)
___ Dance Hall License (F/P)
___ Bowling Alley License (F)
___ Coin-Operated Amusement License (P)
___ Bingo, Beano and Games of Chance

Miscellaneous:

___ Transient Seller's License
___ Flea Market License
___ Junkyard, Auto Graveyard/Recycling License
___ Other: _____

C – Code Enforcement Inspection Required F – Fire Department Inspection Required P – Police Department Inspection Required

Code Enforcement: (207) 363-1002 Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015 Beach Fire Department: (207) 363-1014

FEES: Each application will incur a $60 fee, plus $30 for each license after the first. All NEW applications will have an additional $50 fee, and all license amendments will have a $25 fee. All fees are to be paid at time of submittal and shall be non-refundable. Cash or Check only; Please make check payable to Town of York.

Back to Agenda

Provide the following information about any relevant State licenses:

STATE LICENSE INFORMATION			
ID Number(s):	10949	5004	
Expiration Date(s):	11/17/14	12/28/14	
Classification(s):	Restaurant	Eatery + Caterer	

Please read the following and sign to complete your application:

I understand that a license is required before operating or conducting any business or activity governed by the Town's Business Licensing Ordinance and that ongoing compliance with the provisions of the Town's Business Licensing Ordinance and other applicable Town codes is required throughout the entire license period.

I understand that this Business License Application must be filled out completely, all fees must be paid, and all necessary department inspections must be completed and passed before the license(s) will be considered by the Board of Selectmen.

Business Owner: _____ Have you ever been convicted of a Felony? YES / NO
Signature

Business Manager: _____ Have you ever been convicted of a Felony? YES / NO
Signature

(If either person has a Felony conviction, please attach an explanation of the circumstances)

FOR OFFICE USE ONLY

FEES	Amount	**Map – Lot:** 0099 - 0070
Application and First License ($60)	60.00	Processed By: mmavery
Subsequent Licenses ($30 each)	60.00	Received Date: 9/16/2014
New License Fee ($50)	—	Amount Received: $ 120.00
License Amendment ($25)	—	Check # 18195 or Cash ☐
Other: _____	—	**LICENSE #:** _____ - _____
TOTAL DUE	$ 120.00	

Department Approvals		**Date of Approval**	**Special Conditions** *(Attached if Necessary)*
Code Enforcement	__ N/A	9/30/2014 Newell	YES NO
Fire	__ N/A	9/23/2014 Bridges	YES NO
Police	__ N/A	9/23/2014 Davis	YES NO
Tax Collector	__ N/A	10/3/2014 Burns	YES NO
Board of Selectmen	_____ *Town Manager for the Board of Selectmen*	_____ *Date*	**YES NO**

Back to Agenda

THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

NOTE: Business Licenses are not transferable to another person, business or location.

Business Name: Sentry Hill YH LLC

Street Address: 2 Victoria Court

Business Owner: Joe Hogan

Mailing Address: 250 Goddard Rd
Lewiston, ME 04240

Phone Number: 782-4797

E-mail Address:

Business Manager: Ellen Hall

Mailing Address: 2 Victoria Ct
York ME 03909

Phone Number: 363-5116

E-mail Address: ellen.hall@sentryhill
yorkharbor.com

Please indicate who is to be the Primary Contact with the Town: ☐ OWNER or ☒ MANAGER

Is the Business Owner same as the prior year? ☒ YES ☐ NO

Please indicate which Licenses or Local Approvals you seek:

Lodging:

___ Bed and Breakfast License (C/F)
___ Innkeeper License (C/F)
Number of Rooms: ____

Food and Beverage:

X Food Service License (C/F)
___ Liquor License (F/P)
___ Bottle Club License (F/P)
Number of Seats: ____

Entertainment:

___ Special Amusement License (F/P)
___ Dance Hall License (F/P)
___ Bowling Alley License (F)
___ Coin-Operated Amusement License (P)
___ Bingo, Beano and Games of Chance

Miscellaneous:

___ Transient Seller's License
___ Flea Market License
___ Junkyard, Auto Graveyard/Recycling License
___ Other: _____

C – Code Enforcement Inspection Required F – Fire Department Inspection Required P – Police Department Inspection Required

Code Enforcement: (207) 363-1002
Police Department: (207) 363-1031
Village Fire Department: (207) 363-1015
Beach Fire Department: (207) 363-1014

FEES: Each application will incur a $60 fee, plus $30 for each license after the first. All NEW applications will have an additional $50 fee, and all license amendments will have a $25 fee. All fees are to be paid at time of submittal and shall be non-refundable. Cash or Check only; Please make check payable to Town of York.

Back to Agenda

Provide the following information about any relevant State licenses:

STATE LICENSE INFORMATION			
ID Number(s):	1039416		010510480
Expiration Date(s):	12/31/16		
Classification(s):	RESALE LEPT		F20 F10

Please read the following and sign to complete your application:

I understand that a license is required before operating or conducting any business or activity governed by the Town's Business Licensing Ordinance and that ongoing compliance with the provisions of the Town's Business Licensing Ordinance and other applicable Town codes is required throughout the entire license period.

I understand that this Business License Application must be filled out completely, all fees must be paid, and all necessary department inspections must be completed and passed before the license(s) will be considered by the Board of Selectmen.

Business Owner: CEO Have you ever been convicted of a Felony? YES (NO)
Signature

Business Manager: Have you ever been convicted of a Felony? YES (NO)
Signature

(If either person has a Felony conviction, please attach an explanation of the circumstances)

FOR OFFICE USE ONLY

FEES	Amount	Map – Lot: 0057 - 0079
Application and First License ($60)	60.00	Processed By: mmavery
Subsequent Licenses ($30 each)	—	Received Date: 9/29/2014
New License Fee ($50)	—	Amount Received: $ 60.00
License Amendment ($25)	—	Check # 85014 or Cash ☐
Other:	—	LICENSE #: _____ - _____
TOTAL DUE	$ 60.00	

Department Approvals		Date of Approval	Special Conditions (Attached if Necessary)
Code Enforcement	__ N/A	10/7/2014 Newell	YES (NO)
Fire	__ N/A	10/3/2014 Apgar	YES (NO)
Police	✓ N/A		YES NO
Tax Collector	__ N/A	09/29/2014 Szeniawski	YES (NO)
Board of Selectmen	*Town Manager for the Board of Selectmen*	*Date*	**YES NO**

Back to Agenda

THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

NOTE: Business Licenses are not transferable to another person, business or location.

Business Name: The Union Bluff Hotel

Street Address: 8 Beach St.

Business Owner: MARYJANE MERRITT

Mailing Address: 10 Kimball Farm Ln.
York, ME 03909

Phone Number: (207) 337-2277

E-mail Address: mj@unionbluff.com

Business Manager: BRENT MERRITT

Mailing Address: P.O. Box 1560
York Beach, ME 0391

Phone Number: (207) 363-1333

E-mail Address: brent@unionbluff.com

Please indicate who is to be the Primary Contact with the Town: ☐ OWNER or ☑ MANAGER

Is the Business Owner same as the prior year? ☑ YES ☐ NO

Please indicate which Licenses or Local Approvals you seek:

Lodging:

___ Bed and Breakfast License (C/F)
___ Innkeeper License (C/F)
Number of Rooms: ____

Food and Beverage:

✓ Food Service License (C/F)
✓ Liquor License (F/P)
___ Bottle Club License (F/P)
Number of Seats: ____

Entertainment:

✓ Special Amusement License (F/P)
___ Dance Hall License (F/P)
___ Bowling Alley License (F)
✓ Coin-Operated Amusement License (P)
___ Bingo, Beano and Games of Chance

Miscellaneous:

___ Transient Seller's License
___ Flea Market License
___ Junkyard, Auto Graveyard/Recycling License
___ Other: _____

C – Code Enforcement Inspection Required F – Fire Department Inspection Required P – Police Department Inspection Required

Code Enforcement: (207) 363-1002 Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015 Beach Fire Department: (207) 363-1014

FEES: Each application will incur a $60 fee, plus $30 for each license after the first. All NEW applications will have an additional $50 fee, and all license amendments will have a $25 fee. All fees are to be paid at time of submittal and shall be non-refundable. Cash or Check only; Please make check payable to Town of York.

Back to Agenda

Provide the following information about any relevant State licenses:

STATE LICENSE INFORMATION			
ID Number(s):	4023	(4025)	
Expiration Date(s):	10-30-2014		
Classification(s):	Class 1-A		

Please read the following and sign to complete your application:

I understand that a license is required before operating or conducting any business or activity governed by the Town's Business Licensing Ordinance and that ongoing compliance with the provisions of the Town's Business Licensing Ordinance and other applicable Town codes is required throughout the entire license period.

I understand that this Business License Application must be filled out completely, all fees must be paid, and all necessary department inspections must be completed and passed before the license(s) will be considered by the Board of Selectmen.

Business Owner: _____ Have you ever been convicted of a Felony? YES (NO)
Signature

Business Manager: _____ Have you ever been convicted of a Felony? YES (NO)
Signature

(If either person has a Felony conviction, please attach an explanation of the circumstances)

FOR OFFICE USE ONLY

FEES	Amount	**Map – Lot:** 0024 - 0037
Application and First License ($60)	60.00	Processed By: mmavery
Subsequent Licenses ($30 each)	90.00	Received Date: 9/12/2014
New License Fee ($50)	—	Amount Received: $ 150.00
License Amendment ($25)	—	Check # 21301 or Cash ☐
Other: _____	—	**LICENSE #:** _____ - _____
TOTAL DUE	$ 150.00	

Department Approvals		**Date of Approval**	**Special Conditions** *(Attached if Necessary)*
Code Enforcement	__ N/A	10/8/2014 Harrison	YES NO
Fire	__ N/A	10/8/2014 Bridges	YES NO
Police	__ N/A	9/1/2014 O. Davis	YES NO
Tax Collector	__ N/A	10/8/2014 Szeniawski	YES NO
Board of Selectmen	_____ *Town Manager for the Board of Selectmen*	_____ *Date*	**YES NO**

Back to Agenda

AGENDA ITEM NUMBER: ____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: October 17, 2014	**Type of Action:**
Date Action Requested: October 20, 2014	☐ **Procedural** ☒ **Formal Action**
Regular X **Work Session** __	☐ **Other:** _____
Subject: Order of Vacation – Undeveloped Paper Street off Pinecrest Drive	

TO: **BOARD OF SELECTMEN**

FROM: Stephen H. Burns, Town Manager

RECOMMENDATION: I recommend the Board issue the Order of Vacation and award no damages in this regard.

PROPOSED MOTION: I move to issue the Order of Vacation for an undeveloped paper street off Pinecrest Drive, located between the properties at 9 and 11 Pinecrest Drive, and to award no damages.

Discussion: Abandonment of the Town's interests in this paper street was made some months ago by the owners of the property at 11 Pinecrest Drive. On September 22nd the Board of Selectmen conducted a public hearing on this matter and directed me to take the necessary steps to pursue abandonment.

Staff has finalized the *Notice of Proposed Vacation* and *Order of Vacation* pursuant to direction of the Town Attorney. The Notice has been sent to each property owner identified on the Fahey subdivision plan of 1979, and all their mortgage holders as well. This Notice gives warning of the opportunity for any landowner possibly affected to challenge the Order of Vacation and/or the award of damages. Notices are being mailed today (October 17th). These notices provide property owners and their

Back to Agenda

mortgage holders of the possible vacation of the ROW and their purpose is to ensure potentially-affected parties are aware that the clock has started for possible legal challenges.

The Board must now decide whether or not to issue the Order to Vacation, and whether or not to award damages to any party. I have recommend the Board issue the Order because I see no possible municipal use of this short segment of right-of-way. If the adjacent land was undeveloped I would not support this request, but as things stand today there is no place for continuation of this road. I also recommend that no damages be awarded because I see no substantive harm to any property owner.

Prepared By: _____ Reviewed By: _____

Back to Agenda

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

Order of Vacation

TO: Residents of the Town of York, Maine and other interested persons

As of **October 27, 2014**, the Municipal Officers of the Town of York pursuant to 23 M.R.S.A. § 3027-A hereby order the vacation of the Undeveloped Paper Street located through and across **Tax Map 80, Lot 6F** and **Tax Map 80, Lot 6B**.

The Undeveloped Paper Street is approximately 53'- 56' feet wide and begins at Pinecrest Drive, as shown on a subdivision plan entitled "Re-Subdivision of Lots Scotland Bridge Road, York, Maine, for Louis P. Fahey," dated July, 1979 and prepared by Plato Houliares, (hereinafter, the "Plan"), which Plan is recorded in the York County Registry of Deeds in Plan Book 104, Page 3, and having given best practicable notice to all abutting property owners and the local Planning Board, we further order damages to the abutting property owners as follows:

Name: _____ $_____

Appended hereto and hereby incorporated as Exhibit A to this Order is a list of all the names of the owners of lots shown on said Plan together with their mortgagees of record.

Signed by the Municipal Officers of the Town of York;

_____
Chairman, Mary Andrews

_____ _____
Vice-Chairman, Robert E. Palmer Jr. Torbert Macdonald

_____ _____
Ronald Nowell Jonathan O. Speers

ACKOWLEDGEMENT

STATE OF MAINE
York, ss County October 27, 2014

Personally appeared the above-named, Mary Andrews, Robert E. Palmer Jr., Torbert Macdonald, Ronald Nowell and Jonathan O. Speers, and acknowledged the above instrument to be his/her free act and deed and the free act and deed of the Town of York, Maine.

Before me,

_____
Melissa M. Avery, Notary Public
My Commission Expires: 01/11/2017

Back to Agenda

AGENDA ITEM NUMBER: ____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: September 29, 2014	**Type of Action:**
Date Action Requested: Next regular meeting	☐ **Procedural** ☒ **Formal Action**
Regular X **Work Session** ___	☐ **Other:** _____
Subject: Appointment of Election Warden/Set Polling Hours	

TO: Board Of Selectmen

FROM: Mary-Anne Szeniawski, Town Clerk/Tax Collector

RECOMMENDATION: N/A

PROPOSED MOTION: A motion to appoint David N. Ott as the Warden for the State of Maine General Election to be held on November 4, 2014 and to set the polling hours for said election as 8:00 a.m. until 8:00 p.m.

Discussion:

FISCAL IMPACT: N/A

DEPARTMENT LINE ITEM ACCOUNT: N/A

BALANCE IN LINE ITEM IF APPROVED: N/A

Prepared By: Mary-Anne Szeniawski/Mary-Anne Szeniawski Reviewed By: _____

Back to Agenda

AGENDA ITEM NUMBER: ____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: October 17, 2014	**Type of Action:**
Date Action Requested: October 20, 2014	☐ **Procedural** ☒ **Formal Action**
Regular X **Work Session** __	☐ **Other:** _____
Subject: Completion of the York Beach Fire Station Solar Project	

TO: **BOARD OF SELECTMEN**

FROM: Stephen H. Burns, Town Manager

RECOMMENDATION: I recommend the Board of Selectmen authorize use of funds from the Energy Steering Committee in order to finish the solar energy project at the York Beach Fire Station.

PROPOSED MOTION: I move to authorize use of Energy Steering Committee funds of $3,241.88 to pay for CMP's final work in the York Beach Fire Station solar energy installation.

Discussion: The Town received a grant for $98,000, with no local match required, to install a solar electric system on the roof of the York Beach Fire Station. The catch was that the funds were available for an extremely short window of time, and all work was required to be completed no later than September 30th. All work except the changing out of a CMP pole and the building electrical service line were completed on time. This aspect of the work didn't get completed in time despite the pushing of the Committee. This leaves us with an expense of $3,241.88. Wayne Boardman has been trying to find alternative funding sources, but without success. The long and short of it is that the Committee has funds for energy efficiency projects and requests authorization from the Board to utilize that fund to resolve this matter and complete the project. Considering this is the only bill we'll pay out of pocket for this project, I think it's an amazing deal for the Town.

Back to Agenda

NOTE: The York Beach Fire Department covered this expense so that CMP would schedule the work, so this authorization would allow the Fire Department's account to be reimbursed from the Energy Steering Committee's work. If the Board votes to NOT authorize this payment then the Fire Department will end up short this much money. It's a risk the Chief agreed to take to get this project moving towards completion.

A fact sheet about the project is attached.

FISCAL IMPACT: $3,241.88
DEPARTMENT LINE ITEM ACCOUNT: 207.0000.8001
BALANCE IN LINE ITEM IF APPROVED: FY14: -$1,227.94, resulting in a balance of $0 FY15: -$2,013.94, resulting in a balance of $97,986.06

Prepared By: _____ Reviewed By: _____

Back to Agenda

CENTRAL MAINE POWER

Customer #:	507999
Invoice #:	000020070402
Work Order #:	1000541542
PO #:	301286749
Billed Date:	09/29/2014

YORK BCH FIRE STATION (BUSINESS)
PO BOX 70
YORK BEACH, ME 03910

Description: CHANGE OUT POLE/INSTALL 1/0 AAAC PRIMARY/SERVICE

Line Item	Description	Amount
10	Vehicle	482.79
20	Material	1,057.59
30	Contractors	1,329.36
40	Coordination Charges/Credits	- 741.00
50	Labor	1,113.14
	Total Amount Due:	**$ 3,241.88**

work to be done at: RAILROAD AVE, YORK
INSTALLING 25KVA DEDICATED TO YORK BEACH
FIRE DEPT

Work will not be scheduled until payment is received.
The estimate is valid for 90 days from the billed date.
Request for additional design changes may require a new estimate.
If you have any questions regarding this invoice please call 800 565-0121 EXT 5115

Please detach and return this stub with payment in enclosed envelope.

CENTRAL MAINE POWER

Invoice Number
000020070402
Customer Number
0000507999
Amount Due
$ 3,241.88
Amount Paid
$

Central Maine Power Company
205 Center Road
Fairfield, ME 04937

YORK BCH FIRE STATION (BUSINESS)
PO BOX 70
YORK BEACH, ME 03910

Do not write below this line

1202000020070402000000324188

Back to Agenda

York Beach Fire Station Solar PV System – Fact Sheet

System installed by ReVision Energy, Portland, ME in September 2014.

Overview of system:

- 28.35 KW grid-tied solar photovoltaic (PV) system.
- Consists of 105 American-made (ARRA compliant*) Suniva Optima 270 W mono-crystalline solar modules and 5 US-made SMA inverters.
- Cost of the system: $98,000, 97% of which was covered by a grant from SEI and Efficiency Maine.
- Consists of 3 sub-arrays: 35 modules on the lower south-facing roof, 22 modules on the upper south-facing roof, and 48 modules on the west-facing roof.

System Performance:

- Total production estimate: 31,304 KWH/year
    - This takes into consideration the capacity of the modules, the average solar insolation at this location**, the specific angles of each sub-array, and system losses in the wiring and equipment. This projection also accounts for a 5% loss due to snow cover for a few weeks during the winter.
- Projected Payback of $98,000 investment: Assuming an average 3% annual inflation of electrical utility rates, the solar array should generate a cumulative total of $100,304 worth of electricity over the first 19 years. (Suniva modules come with a 25-year performance warranty.)

Note: The York Beach Fire Station's FY 2012 to FY 2014 annual electrical consumption averaged 28,388 KWH. Any excess annual generation will offset the electrical bills of other town buildings.

* The ARRA requirement s, including the need to use all American-made equipment added between 5% and 10% to the total cost of the system (per ReVision Energy).

** According to NREL's PVWatts calculator and based on the Pease AFB weather data set.

Back to Agenda

AGENDA ITEM NUMBER: ____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: October 17, 2014	**Type of Action:**
Date Action Requested: October 20, 2014	☐ **Procedural** ☒ **Formal Action**
Regular X **Work Session** __	☐ **Other:** _____
Subject: Create a Cemetery Committee	

TO: BOARD OF SELECTMEN

FROM: Stephen H. Burns, Town Manager

RECOMMENDATIONS:

- First, I recommend the Board create a new Cemetery Committee by adopting a committee charter.
- Second, I recommend the Board initiate action to solicit volunteers for this Committee.
- Third, I recommend the Board elect one of its own to serve on this Committee.

PROPOSED MOTIONS:

- I move to adopt the Charter for a new standing committee to be known as the Cemetery Committee.
- I move to direct the Town Manager to initiate actions necessary to solicit volunteers and to arrange for interviews of applicants by the Board.
- *The Board needs to appoint one or two of its members to serve on this Committee. I leave the details of this motion to the Board.*

Discussion: This action follows up on a discussion at the September 22nd Board meeting. Attached to this Request for Action form are two documents. The first is the draft committee charter, which I have amended to show one or two members of the Board of Selectmen as ex-officio members. The second

Back to Agenda

is a compilation of a few sections of State law about municipal responsibilities for cemetery maintenance, primarily from Title 13 but also from Title 30-A.

Prepared By: _____ Reviewed By: _____

Back to Agenda

Cemetery Committee – Committee Charter

DRAFT – October 17, 2014

Standing Committee. The Cemetery Committee is a standing committee created by and answerable to the Board of Selectmen.

Membership. The Committee shall be comprised of 5 at-large voting members appointed by the Board of Selectmen, and one or two ex-officio (non-voting) members of the Board of Selectmen appointed by the Board of Selectmen. A quorum for purposes of voting shall require a minimum of 3 members present and voting, and decisions shall be by majority vote. Appointments shall be for 3 year terms, but the initial appointments shall be for staggered terms such that not more than 2 appointments expire in any given year.

Meetings. All meetings of the Committee shall be public meetings. A notice of the meeting, which may simply be the meeting agenda, shall be posted publicly in advance of each meeting.

Minutes. Minutes shall be taken at each meeting in accordance with Roberts Rules of Order. Approved minutes shall be provided to the Town Clerk for archiving.

Mission. The mission of the Committee is to supplement the Parks and Recreation Department's activities with respect to municipal maintenance of ancient burying grounds and veterans' graves. The Committee shall focus on publicity and public outreach with the intention of building a community-wide network of people and organizations to help fulfill the community's on-going obligations, supplementing the work of Town employees with volunteer efforts.

Modification of Committee Charter. Any time after the formation, the Committee may propose to the Board of Selectmen any modification of its Charter believed necessary to enhance the ability to achieve its mission. The Board of Selectmen may accept, modify or reject proposed changes.

Back to Agenda

Maine Revised Statutes

- CH. 83 PDF
- CH. 83 MS-WORD
- STATUTE SEARCH
- TITLE 13 CONTENTS
- LIST OF TITLES
- DISCLAIMER
- MAINE LAW
- REVISOR'S OFFICE
- MAINE LEGISLATURE

Title 13, Chapter 83: CEMETERY CORPORATIONS

Subchapter 1: GENERAL PROVISIONS

13 §1031. Unauthorized establishment; injunction
13 §1032. Disposal of bodies
13 §1033. Vested rights
13 §1034. Jurisdiction
13 §1035. Penalties
13 §1036. Recovery of fines or penalties

Subchapter 2: BURYING GROUNDS

Article 1: ORGANIZATION

13 §1071. Incorporation

Article 2: DUTIES OF TOWN OR COUNTY

13 §1101. Maintenance and repairs; municipality
13 §1101-A. Definition
13 §1101-B. Ancient burying grounds
13 §1101-C. Notice of responsibility
13 §1101-D. Unorganized townships
13 §1101-E. Graves on land owned by Federal Government
13 §1102. -- neglect
13 §1103. -- unincorporated places (REPEALED)

Article 3: EXEMPTION FROM ATTACHMENT

13 §1141. Grounds inalienable; description recorded
13 §1142. Family burying grounds
13 §1143. Lots

Article 4: ENLARGEMENT OF GROUNDS

13 §1181. Restrictions and conditions
13 §1182. Notice
13 §1183. Damages for land taken; town vote

Back to Agenda

13 §1184. Persons aggrieved; remedy

Article 5: CONVEYANCE TO TOWN

13 §1221. Proceedings
13 §1222. Acceptance; exemption from liability; trust funds for repairs
13 §1223. Investment of funds
13 §1224. Recording of acceptance

Article 6: TRUST FUNDS

13 §1261. Authority to hold
13 §1262. Bylaws and ordinances
13 §1263. Acceptance of deposits
13 §1264. Trust funds for services or property
13 §1265. Tangible personal property
13 §1266. Solicitation of cemetery or crematory services or property
13 §1267. Penalties

Subchapter 3: PUBLIC CEMETERIES

13 §1301. Incorporation; exemption from attachment and taxation
13 §1302. Recording of deeds
13 §1303. Ownership and operation
13 §1304. Sales for speculation or investment
13 §1305. Care and maintenance
13 §1306. Cemetery perpetual care fund

Subchapter 4: MAUSOLEUMS AND VAULTS

13 §1341. Location
13 §1342. Approval of health authority
13 §1343. Type of construction; examinations
13 §1344. Supervisory control of health authorities
13 §1345. No use before completion
13 §1346. No sale before completion
13 §1347. Improper conditions; removal of bodies
13 §1348. Permanent care and improvement fund
13 §1349. -- custodian

CH. 83 PDF
CH. 83 MS-WORD
STATUTE SEARCH
TITLE 13 CONTENTS
LIST OF TITLES
DISCLAIMER
MAINE LAW
REVISOR'S OFFICE
MAINE LEGISLATURE

Subchapter 5: PROTECTION AND PRESERVATION

13 §1371. Approval for repair, maintenance and removal
13 §1371-A. Limitations on construction and excavation near burial sites
13 §1372. Inventories of cemeteries or burial grounds
13 §1373. Authority to maintain

Subchapter 6: USE OF UNOCCUPIED INTERMENT SPACES

13 §1381. Use of unoccupied interment spaces
13 §1382. Notice of use
13 §1383. Form of notice
13 §1384. Service of notice
13 §1385. Resale of unoccupied interment spaces
13 §1386. Applicability

The Revisor's Office cannot provide legal advice or interpretation of Maine law to the public.
If you need legal advice, please consult a qualified attorney.

Office of the Revisor of Statutes
7 State House Station
State House Room 108
Augusta, Maine 04333-0007

Maine Revised Statutes

§1071 Title 13: §1101-A

§1101 PDF
§1101 MS-WORD
STATUTE SEARCH
CH. 83 CONTENTS
TITLE 13 CONTENTS
LIST OF TITLES
DISCLAIMER
MAINE LAW
REVISOR'S OFFICE
MAINE LEGISLATURE

CORPORATIONS

Part 2: CORPORATIONS WITHOUT CAPITAL
Chapter 83: CEMETERY CORPORATIONS
Subchapter 2: BURYING GROUNDS
Article 2: DUTIES OF TOWN OR COUNTY

§1101. Maintenance and repairs; municipality

1. Ancient burying grounds. In any ancient burying ground, as referenced in Title 30-A, section 5723, the municipality in which that burying ground is located shall keep in good condition all graves, headstones, monuments and markers and, to the best of its ability given the location and accessibility of the ancient burying ground, shall keep the grass, weeds and brush suitably cut and trimmed on those graves from May 1st to September 30th of each year. A municipality may designate a caretaker to whom it delegates for a specified period of time the municipality's responsibilities regarding an ancient burying ground.

[2013, c. 421, §1 (NEW) .]

2. Grave sites of veterans in public burying grounds. In any public burying ground in which a veteran of the Armed Forces of the United States is buried, the municipality in which that burying ground is located shall keep the grave, headstone, monument or marker designating the burial place of any veteran of the Armed Forces of the United States in good condition and repair from May 1st to September 30th of each year, including:

A. Regrading the grave site to make it level when the grave site has sunk 3 or more inches compared to the surrounding ground; [2013, c. 421, §1 (NEW).]

B. Maintaining the proper height and orientation, both vertical and horizontal, of the headstone, monument or marker; [2013, c. 421, §1 (NEW).]

C. Ensuring that inscriptions on the headstone, monument or marker are visible and legible; [2013, c. 421, §1 (NEW).]

D. Ensuring that the average height of grass at the grave site is between 1.5 to 2.5 inches but no more than 3 inches; [2013, c. 421, §1 (NEW).]

E. Keeping a flat grave marker free of grass and debris; and [2013, c. 421, §1 (NEW).]

F. Keeping the burial place free of fallen trees, branches, vines and weeds. [2013, c. 421, §1 (NEW).]

[2013, c. 421, §1 (NEW) .]

SECTION HISTORY
1977, c. 255, §1 (AMD). 1999, c. 700, §1 (AMD). 2013, c. 421, §1 (RPR).

§1101 PDF
§1101 MS-WORD
STATUTE SEARCH
CH. 83 CONTENTS
TITLE 13 CONTENTS
LIST OF TITLES
DISCLAIMER
MAINE LAW
REVISOR'S OFFICE
MAINE LEGISLATURE

Data for this page extracted on 12/03/2013 11:52:42.

The Revisor's Office cannot provide legal advice or interpretation of Maine law to the public.
If you need legal advice, please consult a qualified attorney.

Office of the Revisor of Statutes
7 State House Station
State House Room 108
Augusta, Maine 04333-0007

Maine Revised Statutes

§1101 Title 13: §1101-B

§1101-A PDF
§1101-A MS-WORD
STATUTE SEARCH
CH. 83 CONTENTS
TITLE 13 CONTENTS
LIST OF TITLES
DISCLAIMER
MAINE LAW
REVISOR'S OFFICE
MAINE LEGISLATURE

CORPORATIONS

Part 2: CORPORATIONS WITHOUT CAPITAL
Chapter 83: CEMETERY CORPORATIONS
Subchapter 2: BURYING GROUNDS
Article 2: DUTIES OF TOWN OR COUNTY

§1101-A. Definition

As used in this article, unless the context otherwise indicates, the following terms have the following meanings. [2003, c. 421, §1 (AMD).]

1. Ancient burying ground. "Ancient burying ground" means a private cemetery established before 1880.

[1999, c. 700, §2 (NEW) .]

2. Columbarium. "Columbarium" means a structure or room or space in a mausoleum or other building containing niches or recesses for disposition of cremated human remains.

[2003, c. 421, §1 (NEW) .]

3. Community mausoleum. "Community mausoleum" means an aboveground structure designed for entombment of human remains of the general public, as opposed to the entombment of the remains of family members in a privately owned, family mausoleum of no more than 6 crypts.

[2003, c. 421, §1 (NEW) .]

SECTION HISTORY
1999, c. 700, §2 (NEW). 2003, c. 421, §1 (AMD).

Data for this page extracted on 12/03/2013 11:52:42.

The Revisor's Office cannot provide legal advice or interpretation of Maine law to the public.
If you need legal advice, please consult a qualified attorney.

Office of the Revisor of Statutes
7 State House Station
State House Room 108
Augusta, Maine 04333-0007

Maine Revised Statutes

§1101-A

§1101-C

§1101-B PDF
§1101-B MS-WORD
STATUTE SEARCH
CH. 83 CONTENTS
TITLE 13 CONTENTS
LIST OF TITLES
DISCLAIMER
MAINE LAW
REVISOR'S OFFICE
MAINE LEGISLATURE

Title 13: CORPORATIONS

Part 2: CORPORATIONS WITHOUT CAPITAL
Chapter 83: CEMETERY CORPORATIONS
Subchapter 2: BURYING GROUNDS
Article 2: DUTIES OF TOWN OR COUNTY

§1101-B. Ancient burying grounds

1. Access to ancient burying grounds on privately owned land. The owner of an ancient burying ground shall provide a municipality or its caretaker designated pursuant to section 1101 access necessary to perform the duties pursuant to section 1101 and Title 30-A, section 2901. Any unreasonable denial to provide access may result in the owner being held responsible for any fines, court costs and attorney's fees incurred by municipalities in legally obtaining access or for failing to meet the requirements of section 1101.

[2013, c. 421, §2 (AMD) .]

2. Maintenance by landowner. A person who owns a parcel of land that contains an ancient burying ground and chooses to deny access to the municipality or its caretaker designated pursuant to section 1101 shall assume the duties as described in section 1101 and Title 30-A, section 2901, subsection 1. Maintenance of an ancient burying ground by the owner exempts the municipality from performing the duties as described in section 1101.

[2013, c. 421, §2 (AMD) .]

SECTION HISTORY
1999, c. 700, §2 (NEW). 2013, c. 421, §2 (AMD).

Data for this page extracted on 12/03/2013 11:52:42.

The Revisor's Office cannot provide legal advice or interpretation of Maine law to the public.
If you need legal advice, please consult a qualified attorney.

Office of the Revisor of Statutes
7 State House Station
State House Room 108
Augusta, Maine 04333-0007

Maine Revised Statutes

§1101-B

§1101-D

§1101-C PDF
§1101-C MS-WORD
STATUTE SEARCH
CH. 83 CONTENTS
TITLE 13 CONTENTS
LIST OF TITLES
DISCLAIMER
MAINE LAW
REVISOR'S OFFICE
MAINE LEGISLATURE

Title 13: CORPORATIONS

Part 2: CORPORATIONS WITHOUT CAPITAL
Chapter 83: CEMETERY CORPORATIONS
Subchapter 2: BURYING GROUNDS
Article 2: DUTIES OF TOWN OR COUNTY

§1101-C. Notice of responsibility

When a municipality fails without good reason to maintain the good condition and repair of a grave, headstone, monument or marker or fails to keep the grass suitably cut and trimmed on any such grave pursuant to section 1101 and at least one of the municipal officers has had 14 days' actual notice or knowledge of the neglected condition, a penalty of not more than $100 may be assessed on the municipality. [1999, c. 700, §2 (NEW).]

SECTION HISTORY
1999, c. 700, §2 (NEW).

Data for this page extracted on 12/03/2013 11:52:42.

The Revisor's Office cannot provide legal advice or interpretation of Maine law to the public.
If you need legal advice, please consult a qualified attorney.

Office of the Revisor of Statutes
7 State House Station
State House Room 108
Augusta, Maine 04333-0007

Maine Revised Statutes

§5722 Title 30-A: §5724

§5723 PDF
§5723 MS-WORD
STATUTE SEARCH
CH. 223 CONTENTS
TITLE 30-A CONTENTS
LIST OF TITLES
DISCLAIMER
MAINE LAW
REVISOR'S OFFICE
MAINE LEGISLATURE

MUNICIPALITIES AND COUNTIES

HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

Part 2: MUNICIPALITIES HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

Subpart 9: FISCAL MATTERS HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

Chapter 223: MUNICIPAL FINANCES HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

Subchapter 4: EXPENDITURES HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

§5723. Public works

A municipality may raise or appropriate money to: [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

1. Parks and construction projects. Provide for public buildings, ways, bridges, parks, parking places, sewers and drains;

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

2. Dumps. Provide for public dumps either within or outside its boundaries;

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

3. Cemeteries. Provide for public cemeteries; maintain private cemeteries established before 1880; care for graves of veterans and maintain fences around cemeteries in which veterans are buried;

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

4. Flood control. Provide for projects which have been approved by the Governor for improving navigation or preventing property damage by erosion or flood;

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

5. Fuel yard. Provide a fuel yard for the purpose of selling fuel to its residents without financial profit to itself; and

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

§5723 PDF
§5723 MS-WORD
STATUTE SEARCH
CH. 223 CONTENTS
TITLE 30-A CONTENTS
LIST OF TITLES
DISCLAIMER
MAINE LAW
REVISOR'S OFFICE
MAINE LEGISLATURE

6. Water or sewer districts. Provide financial assistance to a water or sewer district which is a quasi-municipal corporation, within or outside, or partly within or outside, the corporate limits of the municipality to the extent that the assisted district serves the municipality providing assistance.

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

SECTION HISTORY
1987, c. 737, §§A2,C106 (NEW). 1989, c. 6, (AMD). 1989, c. 9, §2 (AMD). 1989, c. 104, §§C8,10 (AMD).

Data for this page extracted on 12/03/2013 12:01:24.

The Revisor's Office cannot provide legal advice or interpretation of Maine law to the public.
If you need legal advice, please consult a qualified attorney.

Office of the Revisor of Statutes
7 State House Station
State House Room 108
Augusta, Maine 04333-0007

AGENDA ITEM NUMBER: ____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: October 17, 2014	**Type of Action:**
Date Action Requested: October 20, 2014	☐ **Procedural** ☒ **Formal Action**
Regular X **Work Session** __	☐ **Other:** _____
Subject: Removal of excess street lights in York Beach	

TO: **BOARD OF SELECTMEN**

FROM: Stephen H. Burns, Town Manager

RECOMMENDATION: I recommend the Board direct the Town Manager to request from CMP a cost estimate for the removal of excess street lights in the village area of York Beach.

PROPOSED MOTION: I move to direct the Town Manager to request from CMP a cost estimate for the removal of excess street lights in the village area of York Beach.

Discussion: The Town installed period-style street lights in York Beach, but there are still overhead street lights mounted on utility poles. These older lights should now be removed. I will identify the specific lights we think should be removed. CMP will remove them if the Town has paid the monthly utility bill for each for 20 years or more. If the lease is less than 20 years there will be a charge for removal, essentially to pay the remaining cost of the fixture. There will be a cost savings to the Town. Standard overhead lights cost approximately $30/month each. For comparison, the LED fixtures installed by the Town cost approximately $20/month for 8 lamps. This will also eliminate excess nighttime lighting and will stop wasting energy.

The reason I ask for this authorization is because the Board of Selectmen has jurisdiction over street lights and it makes sense to ensure there is support for this proposal before we start.

Back to Agenda

FISCAL IMPACT: none at this time
DEPARTMENT LINE ITEM ACCOUNT:
BALANCE IN LINE ITEM IF APPROVED:

Prepared By: _____ Reviewed By: _____

Back to Agenda

MEMO

TO: **Board of Selectmen**

FROM: **Stephen H. Burns, Town Manager** SHB

DATE: **October 3, 2014**

RE: **FY16 Capital Budgeting**

I have started on the FY16 capital budgeting process. On the Town Manager's web page I have added a new section for Capital Budgeting. Here I have posted 4 key documents: the Comprehensive Plan's Capital Investment Plan; the FY15 Capital Program; the FY15 Capital Budget; and the Selectmen's Policy on the Capital Program. Though not posted on this page on the web, the Town Charter also has policies relating to capital budgeting – see Article II, Town Meetings, §5.C.2 (Submission of School Budget and Message), §7.A.2 (Municipal Budget) and §9 (Capital Program). These documents collectively constitute the underlying framework for our upcoming FY16 efforts.

Process

The process we'll follow will be similar to recent past years. I will convene a Capital Planning Committee, which will help vet capital requests and formulate a rational, fiscally constrained Capital Program and Capital Budget.

I will also work with the Planning Board to update the Capital Investment Plan, with an anticipated target date of November 2015. This is grossly out of date.

Capital Planning Committee

Practice has been for the Town Manager to convene an informal Capital Planning Committee that meets for a couple months in the late fall and early winter to develop the Capital Program and Capital Budget. Membership on this Committee has included 2 members of the Board of Selectmen, 2 members of the School Committee, 2 members of the Budget Committee, and 1 member of the Tax Task Force, with support from Town and School staff. The Committee has met during the daytime at the Superintendent's office.

I will make 2 changes in moving forward.

- First, I will have the Committee move its meeting location to the Library so all its meetings can be televised and streamed on the web. This Committee is developing recommendations for high-cost, long-lasting investments in property, infrastructure and equipment. This will improve public transparency.
- Second, I will eliminate representation from the Tax Task Force and add representation from the Planning Board. I have requested to meet with the Tax Task

Back to Agenda

Force next Wednesday to discuss this, and I've made the request of the Planning Board to appoint a member.

Capital Program Changes

I will introduce two big changes I believe are needed to improve the Capital Program.

- Create a more comprehensive overview of municipal capital, and fit the proposed projects and acquisitions into an overall context so none are evaluated in isolation.
    - The key piece of the Capital Program is a table that lists project to be funded, and allocates each to a given year. This summary table is fine, but it should be complimented by a far more complete inventory of capital. For instance, vehicles should be assessed as a fleet, listing all vehicles, their date of acquisition, anticipated year of replacement, cost, and so forth. This is pretty simple with police cruisers that we cycle through every 2 years, but fire trucks can last 30 years and are far more expensive. There should be an inventory of all vehicles and it should be looking out at least 10 years to ensure there are no surprises just over the horizon. Ideally this should be done with land, buildings, road, and all other capital. Given our timeframe, I'll get this started this year but it will be an incomplete effort at best.
    - The Planning Board member will be asked to ensure the proposals are consistent with the Comprehensive Plan.
- Add specificity to the document with regard to projects and with respect to timing of actions.
    - There is a range of detail to be expected in a multi-year plan. The starting point is year one, which requires very specific proposals. The ending point is year 5, where more dreamy concepts belong. As they move closer to the front over time, the proposals need to be become more refined and concrete.
    - We need to recognize the mandates on spending of bonded funds, in particular the need to complete projects in a timely manner. We need to use the 5-year picture of pending projects to ensure we are getting all the preparatory work (public input, design, permitting) completed ahead of time so that a capital project is ready to construct right out of the gate. This is one of the true values of a multi-year plan. It may well complicate matters in that much of the up-front work may become operating expenses, but it's necessary to keep our house in order.
    - We need to develop the expectation that big new capital projects should appear first in year 5 and work their way up to the front of the list over time. There shouldn't be a mad dash for year one funding. This can't happen at once, but we should state this as a goal.

Schedule

I have drafted a schedule for the Capital Planning Committee, and will share that at the meeting because I haven't yet received feedback from the folks with whom I've shared it.

Back to Agenda

MEMO

TO: **Board of Selectmen**

FROM: **Stephen H. Burns, Community Development Director** SHB

DATE: **August 16, 2014**

RE: **FY16 Operating Budget Request**

Today I am contacting all boards and committees that traditionally make operating budget requests, and this includes the Board of Selectmen. The Board needs to have a discussion about its own FY16 Operating Budget request. There are two budget lines on which the Board will need to weigh in at this point: Board of Selectmen, and Veterans' Graves. I will schedule discussion and action for both at the November 10th meeting. I will also be introducing a few Selectmen's policy items that would be stand-alone budget requests at this same time. We will have a couple months to nail down those other issues, but we need to start the discussion soon to ensure we have adequate time to vet the proposals.

Attached is the policy guidance I'm providing to all the other boards and committees, and to the Department Heads as well. I simply want to ensure you are aware of the guidance I'm providing in advance of their budget preparations.

Back to Agenda

MEMO

TO: **Department Heads and Committees with Budgets**

FROM: **Stephen H. Burns, Interim Town Manager** SHB

DATE: **October 16, 2014**

RE: **FY16 Operating Budget Requests – Guidance**

Operating budget requests are due to the Finance Office by October 31st, except for a couple of the bigger departments, so now is the time to be thinking about what we want to accomplish in FY16 and beyond. You're in luck! I'm here to help! At least with the big-picture concepts. Here are 4 concepts I'd like you to keep in mind as your work on your requests:

First, the Board of Selectmen provided some high-level policy guidance back a few weeks ago. If you didn't catch it as part of my capital budgeting process (or if you don't have any capital budget requests) I'm attaching a copy for your use. There's a formula you can apply to summarize this:

Showing how your budget promotes the Selectmen's guidance = really good idea

Second, if your overall department or committee budget request is more than 2% higher than FY15, then you will get some attention from me. If your proposed increase is over 5% you'll get far more attention from me. To be clear, more attention is not a good thing. That said, there is no cap on increases at this point. Let's talk about what you need and want. Just recognize that somewhere along the line in this process we need to anticipate a push from either the Selectmen or Budget Committee to limit the increase in spending. Be prepared.

Third, I expect each Department and Committee making a request to be proposing ways to be smarter about our spending. Control net expenses (limit costs and/or increase revenues). Improve cross-function and cross-department coordination. Figure ways to share duties, functions or staff in some way to reduce costs. Identify functions and duties to eliminate. This is about being smarter in our collective management of a $17M operation.

Fourth, when you sit with me to explain your request for the first time, please explain to me in overall terms how things work and how things are changing from FY15 to FY16. This is my first time looking at most of your budgets so please help me understand what I need to know.

Thank you! And please let me know how I can help you!

Back to Agenda

MEMO

TO: **Everyone Requesting Town Money in FY16**

FROM: **Stephen H. Burns, Interim Town Manager** SHB

DATE: **October 7, 2014**

RE: **Selectmen's Policy Priorities for the FY16 Budgets**

At their meeting of September 22nd, I asked the Board of Selectmen about policy priorities they would like to see reflected in the upcoming year's budgets. I asked broadly about changes they'd like to see. Anything they'd like increased, decreased or eliminated. Anything new. Here's my read on their response. I will use this information to help me evaluate and adjust all FY16 capital and operating budget requests. Please use this information wisely.

There were 4 general goals expressed by the Board:

1. Customer Service. Still a high priority for the Town.
2. Transparency. Promote openness in our processes and with our information.
3. Comprehensive Plan. Two things here. First, implement the policies of the plan, starting initially with the immediate priority tasks. Second, link our capital spending directly to the Comp Plan policies.
4. Expand Utility Services Within the Growth Area. Take a leadership role working with the water and sewer utilities to help facilitate expansion of their service areas within the Town's growth area, particularly behind Long Sands Beach and in the lower Cape Neddick River watershed.

There were a few specific requests I heard at this and prior meeting. These include:

1. Veterans Graves and Ancient Burial Grounds. Ensure we budget enough to fulfill our maintenance responsibilities and do the job well.
2. Historic Markers. There are about 28 historic markers around Town that were created and installed by the Historic Markers Committee many years ago. These need maintenance badly.
3. Septic Replacement Fund. Create a revolving loan fund that people can use to help fund replacement of failed septic systems.
4. Grantor/Grantee Index. Research to identify all Town-owned properties.
5. Town Rights-of-Way and Landings. Research to prepare a complete list.

The Board also discussed being conservative with the budgets, so please don't assume these goals are a ticket to radical spending increases. This is about setting relative priorities.

Back to Agenda

AGENDA ITEM NUMBER: ____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: October 17, 2014	**Type of Action:**
Date Action Requested: October 20, 2014	☐ **Procedural** ☒ **Formal Action**
Regular X **Work Session** __	☐ **Other:** _____
Subject: Appointment of members to serve on the Capital Planning Committee	

TO: BOARD OF SELECTMEN

FROM: Stephen H. Burns, Town Manager

RECOMMENDATION: I request two members of the Board be appointed to serve on the Capital Planning Committee for preparation of the FY16-20 Capital Program.

PROPOSED MOTION: I move to appoint _____ and _____ to serve on the Capital Planning Committee for preparation of the FY16-20 Capital Program.

Discussion: The Capital Planning Committee is an informal committee, created by the Town Manager each year, to develop the 5-year Capital Program. I have asked for 2 members each from the Board of Selectmen, School Committee and Budget Committee, and one member from the Planning Board. There will be 7 meetings held from November through January. The schedule is attached.

Prepared By: _____ Reviewed By: _____

Back to Agenda

FY16-20 Capital Planning Schedule

Steve Burns, October 7, 2014

SHB

Capital Budget Request Due by the End of October

To anyone requesting Capital Funds in any future year, please submit completed requests (using the form provided) no later than October 31st. School requests are to be delivered to Debra Dunn, and municipal and outside requests are to be delivered to Steve Burns.

Compilation of Initial FY16-20 Capital Program

Between October 31st and November 7th, Debra and Steve review and assess the requests they have received and go through their own internal screening process. On the 7th or thereabouts, Debra and Steve will compile and distribute to the Capital Planning Committee a single draft that contains all the requests that survive each of our internal processes. That will be the starting point for the Capital Planning Committee's work.

Meetings of the Capital Planning Committee

- November 6th: organizing meeting
- November 13th: first look at requests
- November 20th: presentations relating to requests
- December 4th: presentations relating to requests
- December 11th: presentations relating to requests
- December 18th: review of materials & decisions to complete a draft FY16-20 Capital Program
- January 8th: finalize the FY16-20 Capital Program for delivery to the Budget Committee

We will have 3 meetings in November and 3 in December to do the bulk of our work, and one last meeting a couple weeks later to finalize the document after we've had some time to look it over and think about it. This would get the document to the Budget Committee in mid-January, before they get deep into their review of the operating budgets.

All meetings will begin at 8:00 AM

All meetings will be held in the TV room at the York Public Library

Back to Agenda

AGENDA ITEM NUMBER: ____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: October 17, 2014	**Type of Action:**
Date Action Requested: October 20, 2014	☐ **Procedural** ☒ **Formal Action**
Regular X **Work Session** __	☐ **Other:** _____
Subject: Decision by the Board to move the Police Station and Connector Road projects forward.	

TO: **BOARD OF SELECTMEN**

FROM: Stephen H. Burns, Town Manager

RECOMMENDATION: I recommend the Board vote to continue moving forward with the Police Station and Connector Road projects.

PROPOSED MOTION: I move to continue moving forward with the Police Station and Connector Road projects.

Discussion: Follow-up on discussions at the October 16th workshop.

Prepared By: _____ Reviewed By: _____

Back to Agenda

AGENDA ITEM NUMBER: ____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: October 17, 2014	**Type of Action:**
Date Action Requested: October 20, 2014	☐ **Procedural** ☒ **Formal Action**
Regular X **Work Session** __	☐ **Other:** _____
Subject: Formation of Municipal Building Committee by approval of a committee charter	

TO: BOARD OF SELECTMEN

FROM: Stephen H. Burns, Town Manager

RECOMMENDATION: I recommend the Board of Selectmen adopt the charter and thereby create the ad hoc Municipal Building Committee for the Police Station and Connector Road projects.

PROPOSED MOTION: I move to adopt the Committee Charter for the Municipal Building Committee, thereby creating the ad hoc Committee for the Police Station and Connector Road projects. *(If you want to change the number of at-large members, please include this in your motion.)*

Discussion: Follow-up on discussions at the October 16th workshop. A copy of the proposed Committee Charter is attached. It has been amended to change the representative of the Board of Selectmen from a voting member to an ex-officio member. The Board may still want to adjust the total number of at-large members, as was discussed at the workshop.

Prepared By: _____ Reviewed By: _____

Back to Agenda

Municipal Building Committee – Committee Charter

DRAFT – October 17, 2014

Ad Hoc Committee. The Municipal Building Committee is an ad hoc committee created by and answerable to the Board of Selectmen. It shall operate until completion of the new Police Station and Connector Road between Ridge Road and Route One, or until terminated by vote of the Board of Selectmen.

Membership. The Committee shall be comprised of 5 voting members, which shall include 4 at-large members appointed by the Board of Selectmen, one member of the Budget Committee appointed by the Budget Committee, and one ex-officio (non-voting) member of the Board of Selectmen appointed by the Board of Selectmen. A quorum for purposes of voting shall require a minimum of 3 members present and voting, and decisions shall be by majority vote.

Meetings. All meetings of the Committee shall be broadcast on Channel 3, and minutes shall be taken in accordance with Roberts Rules of Order. Minutes shall be provided to the Town Clerk upon approval by the Committee.

Scope of Responsibilities. The Committee shall advise the Board of Selectmen with respect to completion of two construction projects, the Police Station Project and the Connector Road Project, and with respect to related matters (such as implementation of work associated with the agreement with Mr. Cragin) as are required to complete these two projects. Further, the Committee shall supervise construction of the Police Station as required by the Town of York Home Rule Charter.

Project Goal. It is the goal of the Town to complete the Police Station and Connector Road projects successfully, within approved budgets, in a manner that results in full compliance with all applicable laws. Within this overall goal, there are two objectives listed in the order of importance:

> **Objective #1.** The first goal of the Committee is to help ensure completion of a new Police Station, communications tower, and the connector road to Ridge Road. Success will be determined by receipt of an Occupancy Permit for the building, establishment of a new communications system, satisfaction of the Maine DEP and US Army Corps of Engineers with regard to correction of past violations, and completion of all related matters located easterly of road station 33+50 (just past the end of the sewer line), including the property exchange with Mr. Cragin.
>
> **Objective #2.** The second goal of the Committee is to help ensure completion of a new connector road from the Police Station westerly to Route One. Success will be determined by the opening of a

Back to Agenda

road to the public between Ridge Road and Route One, and completion of all related matters located westerly of road station 33+50.

Duties. The Committee shall:

1. Become familiar with the plans, permits, approvals and past violations associated with this project.
2. Develop an understanding of the project budgets and project costs.
3. Advise the Board of Selectmen through the process of getting the projects under contract, and as necessary, recommend to the Board of Selectmen modifications necessary to complete the projects within the limits of approved budgets.
4. Serve as the Town's liaison with the design consultants.
5. Solicit any decisions of the Board necessary to successfully complete the projects. At a minimum, the Board of Selectmen shall be required to approve in advance:
    a. Submittal of an application for a building permit for the Police Station and accessory buildings.
    b. Submittal of an application for a building permit for the Police Station Communications Tower, and for any subsequent telecommunications co-locations on this tower.
    c. Submittal to any local, state or federal entity for a permit or approval, or modification of a permit or approval.
6. Implement the decisions of the Board of Selectmen with regard to these projects.
7. Supervise the clerk of the works with regard to construction of the Police Station buildings and site.
8. Supervise the person or firm that monitors construction of the connector road.
9. At least once a month, report to the Board of Selectmen about the physical and budget status of each project.

Modification of Committee Charter. Any time after the formation, the Committee may propose to the Board of Selectmen any modification of its Charter believed necessary to enhance the ability to achieve the above-stated project goal. The Board of Selectmen may accept, modify or reject proposed changes.

DRAFT

Back to Agenda

AGENDA ITEM NUMBER: ____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: October 17, 2014	**Type of Action:**
Date Action Requested: October 20, 2014	☐ **Procedural** ☒ **Formal Action**
Regular X **Work Session** __	☐ **Other:** _____
Subject: Municipal Building Committee Appointment	

TO: **BOARD OF SELECTMEN**

FROM: Melissa M. Avery; Assistant to the Town Manager

RECOMMENDATION:

PROPOSED MOTION: I move to appoint _____ as a member(s) to the Ad Hoc Municipal Building Committee.

Discussion: Applicants: Judith Romano, Christopher Ring, William Masterson, Howard Koeppel, James Towle, Wayne Martin, Dick Bachelder

FISCAL IMPACT: N/A

DEPARTMENT LINE ITEM ACCOUNT: N/A

BALANCE IN LINE ITEM IF APPROVED: N/A

Prepared By: _____ Reviewed By: _____

Back to Agenda

AGENDA ITEM NUMBER: ____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: October 3, 2014	**Type of Action:**
Date Action Requested: October 6, 2014	☐ **Procedural** ☒ **Formal Action**
Regular X **Work Session** __	☐ **Other:** _____
Subject: Authorization for discussions with the owner of York's Wild Kingdom	

TO: **BOARD OF SELECTMEN**

FROM: Stephen H. Burns, Town Manager

RECOMMENDATION: I recommend the Board vote to authorize the Chair and Vice Chair to meet with the owner of York's Wild Kingdom.

PROPOSED MOTION: I move to authorize the Chair and Vice Chair to meet with the owner of York's Wild Kingdom to discuss issues of mutual concern.

Discussion: The property owned by York's Wild Kingdom is located along the northern edge of the Police Station and Connector Road properties owned by the Town. There are issues of mutual concern, such as the differing surveyed boundary lines, the manure pile, the access road, and so forth. A discussion with this neighbor could help identify actions that would be mutually beneficial.

Prepared By: _____ Reviewed By: _____

Back to Agenda

AGENDA ITEM NUMBER: ____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: October 17, 2014	**Type of Action:**
Date Action Requested: October 20, 2014	☐ **Procedural** ☒ **Formal Action**
Regular X **Work Session** __	☐ **Other:** _____
Subject: Authorization for SMRT to obtain a construction cost estimate	

TO: **BOARD OF SELECTMEN**

FROM: Stephen H. Burns, Town Manager

RECOMMENDATION: I recommend the Board authorize SMRT to obtain a construction cost estimate for the Police Station project.

PROPOSED MOTION: I move to authorize SMRT to obtain a construction cost estimate for the Police Station project, with a cost not to exceed $7,500.

Discussion: This is the recommended next step for the Town to move this project forward. Arthur Thompson of SMRT believes we will face a budget shortfall and we need this estimate so we can figure out what compromises need to be made to bring the project in within budget. SMRT would sub-contract this work to a construction cost specialist. The exact price should be a bit under $7,500, but because I delayed my response to SMRT I would appreciate this small amount of discretion in case my delay affects the price of the sub-consultant.

I had originally thought this would be an estimate for both the police station and the connector road, but upon review of the e-mails with David Lay of SMRT, this will apply only to the Police Station. I will ask Dean Lessard to generate an estimate of the cost of the road construction.

Back to Agenda

FISCAL IMPACT: $6,900
DEPARTMENT LINE ITEM ACCOUNT: Police Station construction budget
BALANCE IN LINE ITEM IF APPROVED: about $4.8M

Prepared By: _____ Reviewed By: _____

Back to Agenda

AGENDA ITEM NUMBER: ____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: September 30, 2014	**Type of Action:**
Date Action Requested: October 6, 2014	☐ **Procedural** ☒ **Formal Action**
Regular X **Work Session** __	☐ **Other:** _____
Subject: Cable TV Franchise Agreement Extension	

TO: **BOARD OF SELECTMEN**

FROM: Stephen H. Burns, Town Manager

RECOMMENDATION: I recommend the Board extend the franchise agreement for two additional years.

PROPOSED MOTION: I move to approve the Extension of Franchise Agreement, which extends the Town's agreement with Time Warner Cable Northeast LLC for an additional 2 years, and direct the Town Manager to sign the Agreement on behalf of the Town.

Discussion: This extension was requested by Rob Yandow before he retired, but it was not prepared in time for him to bring this forward to the Board for execution. This agreement simply extends the current agreement for two additional years. If approved, the agreement will extend to November 27, 2016.

Prepared By: _____ Reviewed By: _____

Back to Agenda

EXTENSION OF FRANCHISE AGREEMENT

THIS EXTENSION OF FRANCHISE AGREEMENT entered into by and between York, Maine (herein called "the Community"), and Time Warner Cable Northeast LLC, (hereinafter referred to as "Time Warner Cable") as of the 15 day of August, 2014.

WITNESSETH:

WHEREAS, Time Warner Cable was granted a Franchise to own and operate a cable television system within the Community, and

WHEREAS, The Community and Time Warner Cable each desire to enter into an agreement extending the term of the franchise as set forth herein,

NOW, THEREFORE, The Community and Time Warner Cable agree as follows:

1) That the term of the Franchise is hereby extended until November 27, 2016, subject to the same terms and conditions of the original agreement between the parties contained in the York Franchise Agreement dated November 27, 2007, which shall remain in full force and effect, and

2) The extension shall be without prejudice to the rights of either party under the Cable Act, including Title 47, Sections 546 and 555. For example, and by way of illustration and not limitation, any rights Franchisee has already asserted properly under 47 U.S.C §546(a) need not be asserted again, and are not affected by the amendment. Additionally, notice under §626(a) of the Cable Communications Policy Act of 1984 having been given, the extension of the term of the existing franchise agreed to herein shall in no way affect the rights of the Community or of Time Warner Cable with regard to renewal of the cable television franchise under the provisions of §626 of the Cable Communications Policy Act of 1984 as amended and under the terms of the existing franchise.

IN WITNESS WHEREOF, the parties hereto have caused this Extension of Franchise Term to be executed for the uses and purposes therein expressed on the day and year first written above.

_____	_____
(Time Warner Cable)	(Town of York)
BY:_____	BY:_____

Back to Agenda

AGENDA ITEM NUMBER: ____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: October 15, 2014	**Type of Action:**
Date Action Requested: October 20, 2014	☐ **Procedural** ☒ **Formal Action**
Regular X **Work Session** __	☐ **Other:** _____
Subject: Redemption Request: Tax Map 0093-0027; 238 Chases Pond Road	

TO: **BOARD OF SELECTMEN**

FROM: Melissa M. Avery, Assistant to the Town Manager

RECOMMENDATION:

PROPOSED MOTION: I move to approve the property redemption of Tax Map 0093-0027; located at 238 Chases Pond Road, as requested, subject to the attached conditions being met and that all taxes, interest and administrative costs are paid in full by no later than January 9, 2015.

Discussion: Please see attached Memo and documents for details.

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared By: Melissa M Avery

Reviewed By: _____

Back to Agenda

TO: Board of Selectmen
FROM: Melissa M. Avery, Assistant to the Town Manager
DATE: October 15, 2014
RE: Tax Foreclosure Redemption: Map 0093-Lot 0027; 238 Chases Pond Road

Margaret W. Dixon, former property owner of property identified as Tax Map 0093, Lot 0027, located at 238 Chases Pond Road in York, Maine, request to redeem this property for which the Town has a tax lien for Fiscal Years 2012, 2013 and 2014. The Town foreclosed on this property as of January 18, 2013 for non-payment of the FY2012 tax lien.

We are recommending to the Selectmen, that Margaret W. Dixon be allowed to redeem this property providing the following conditions are met:

Condition #1 – Margaret W. Dixon pay the past due taxes, interest and lien costs owed, which totals $628.88.

Condition #2 – Margaret W. Dixon pay Town Administrative costs involved with the processing of the foreclosure disposition, a total of $200.00. This amount covers the cost of issuing a Quit Claim Deed and the administrative costs in processing this redemption.

Condition #3 – Margaret W. Dixon shall pay in full, to the Town of York, all past year(s) and current years taxes, interest, administrative costs and lien costs, which total **$2,183.50** by no later than **January 9, 2015**.

Back to Agenda

Parcel Information

Map-Lot
0093-0027

Owner(s)
Margaret W. Dixon

Party Requesting Redemption
Margaret W. Dixon

Size of Lot
1.9 Acres

Assessed Value
$143,300

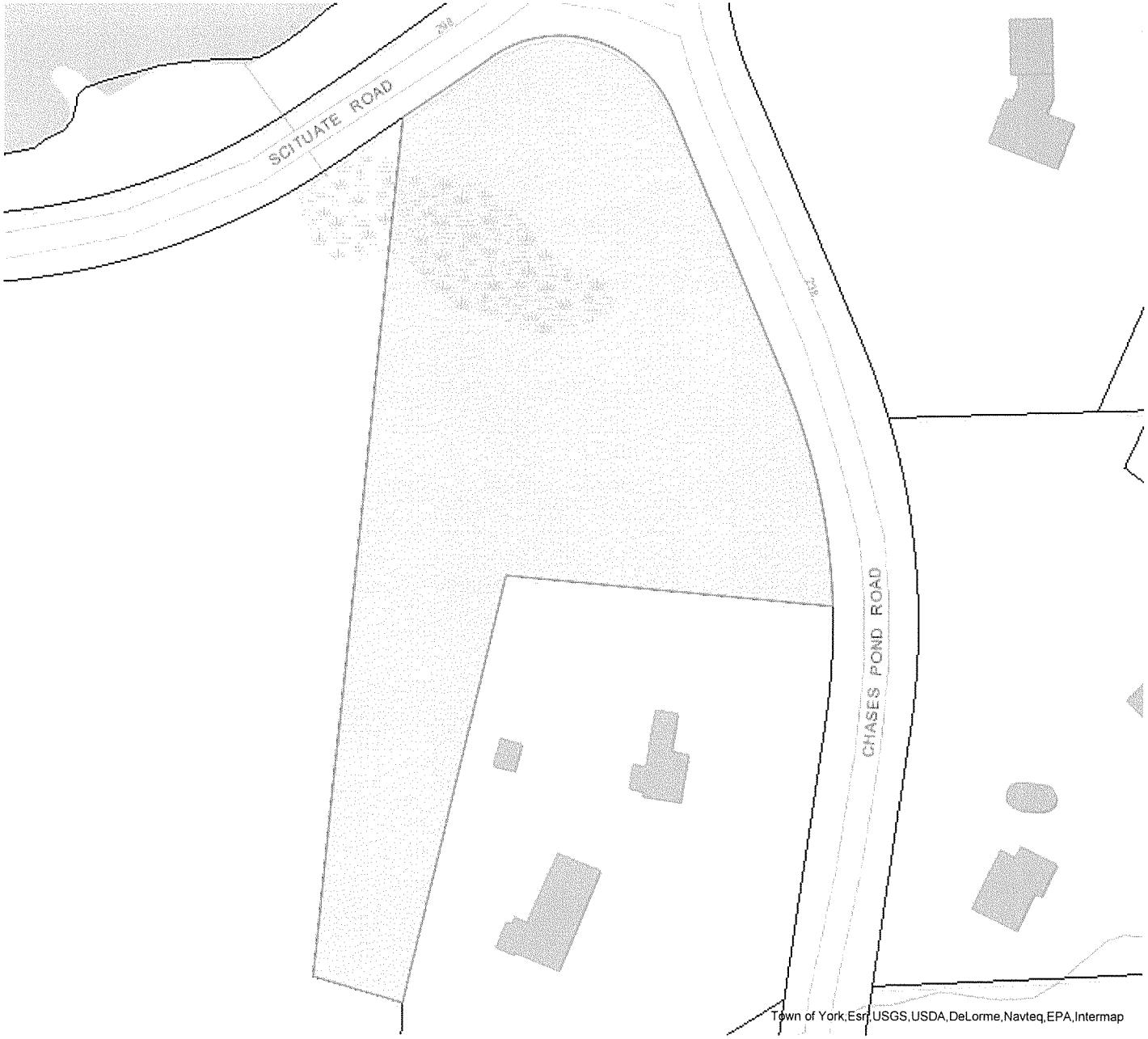
Description of Foreclosure Action
The Town has filed a tax lien on this property for the Fiscal Years 2012, 2013 and 2014. The FY12 lien matured and was foreclosed on January 18, 2013.

Taxes Owed
The total amount of taxes, interest and lien costs owed is $2,183.50 as of January 9, 2015; which breaks down as follows:

FY2012	$177.14
FY2013	$224.29
FY2014	$227.45
FY2015	$1,354.62

Please note that starting in FY2015, the Town Tax Assessor Richard Mace began assessing the above mentioned lot as a "buildable lot" and will continue to do so until proven otherwise.

Back to Agenda



GIS Map Print

Subject Property Data

Parcel ID:	0093-0027
Assessing ID:	223-007
Owner Name:	YORK TOWN OF
Co-Owner:	
Property Location:	238 CHASES POND ROAD
Owner Addr:	186 YORK STREET
Owner CSZ:	YORK, ME 03909
Area (Acres):	1.90
Land Value:	$143,300.00
Building Value:	$0.00
Total Value:	$143,300.00
Book/Page:	1/ 1

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.

Back to Agenda

Office of Selectman

York, Maine 03909

Dear Madam/Sirs,

I am writing to ask you if I may " buy back" my property at 238 Chases Pond Road.

I had placed this lot in my ex-husbands name (Clyde N. Dixon) for estate planning purposes, and was

Awarded it to be put back in my name as part of my divorce agreement.

Without my knowledge, Clyde has failed to pay property taxes for three (3) years.

This property was returned to me by quitclaim deed on June 2, 2014. (Copy enclosed)

On June 28,2014 Clyde mailed me 30 day notice (copy enclosed).

When I went to pay taxes I was informed that it was too late and the town now owned 238 Chases Pond Road.

I would be most grateful if you would allow me to pay the back taxes and other charges so that I may

Have this property, which has been in my family for many generations, once again back in my name.

Thank you for this consideration.

Sincerely,

Margaret W. Dixon

P.O. Box 584

York, Maine 03909

207-703-8542

Rec'd 10/2/2014

Back to Agenda

30-DAY NOTICE

Town of York
186 York Street
York, Maine 03909

June 24, 2014

DIXON CLYDE N JR
PO BOX 342
YORK ME 03909

Title 36, M.R.S.A, Sections 942 and 943 as amended

I, Mary-Anne Szeniawski, Tax Collector of the municipality of York, Maine, in the County of York, said taxes having been duly and legally committed to me on July 30, 2013, for collection, hereby notify you that a tax of $149.15 assessed to the Real Estate described below against DIXON CLYDE N JR owner/s thereof, remains unpaid:

Tax Map No. 0093 0027 Location: 238 CHASES POND ROAD

(These maps are on file at the York Town Hall, 186 York Street, York, Maine)

A LIEN will be filed against the above described Real Estate to secure payment of the tax. Payment of the said tax, together with interest of $6.02 which has been added to and become part of the said tax, a fee of $3.00 for making the demand and certified mail fees of $6.11 for the total of $164.28 should be paid WITHIN 30 DAYS FROM THE DATE OF THIS NOTICE

If you cannot pay the taxes that have been assessed because of poverty or infirmity, you may apply to the Board of Selectmen for an abatement of taxes.

Dated in York, Maine June 24, 2014

Mary-Anne Szeniawski

Mary-Anne Szeniawski
Tax Collector
Town of York
207-363-1003

Back to Agenda

BK 16831 PGS 341 - 342
INSTR # 2014020006
RECEIVED YORK SS

06/06/2014 09:23:43 AM
DEBRA ANDERSON
REGISTER OF DEEDS

QUITCLAIM DEED

KNOW ALL PERSONS BY THESE PRESENTS, THAT I, CLYDE N. DIXON, JR. a resident of PO Box 342, York, County of York, and State of Maine, for consideration paid, GRANT to Margaret W. Dixon of PO Box 584, York, County of York and State of Maine, with Quitclaim Covenants, the land in York, County of York, and State of Maine, described as follows:

A certain lot or parcel of land situated in said York on the westerly side of the highway leading from York Corner to said Chase's Pond Road, and on the South side of the highway known as Scituate Road, and bounded and described as follows, to wit:
Beginning at the southeasterly corner of the lot or parcel of land hereby conveyed and at the southwesterly corner of land conveyed to Muriel W. Witham by her grandfather, William N. Chase; thence running westerly on a line formed by the projection in a westerly direction upon the same course of the southerly sideline of said land of Muriel W. Witham and by other land formerly of Maurice c. Chase seventy five (75) feet; thence running northerly by other land formerly of Maurice C. Chase two hundred twenty five (225) feet to a point which is seventy five (75) feet westerly from the northwesterly corner of said land of Muriel W. Witham; thence running easterly by other land formerly of Maurice C. Chase two hundred (200) feet, more or less, to the Northwesterly corner of other land of Annie H. Waugh, hereafter described and conveyed, at the Southerly side line of said Scituate Road; thence running southerly by said other land of Annie H. Waugh two hundred (200)feet, more or less, to the Northwesterly corner of said land of Muriel W. Witham,, thence running southerly by said land of Muriel W. Witham two hundred twenty five (225) feet to the point of beginning. Also, another certain lot or parcel of land in said York and adjoining the above-described lot and bounded southwesterly by said land conveyed to Muriel W. Witham by her grandfather, William N. Chase; Northwesterly by the above described premises; northeasterly by the highway leading from Scituate to Chase's Pond and known as Scituate Road, and southeasterly by the highway leading from York Corner to Chase's Pond and known as the Chase's Pond Road. Being the same premises conveyed by Annie H. Waugh to Clarence F. Witham and Muriel W. Witham by deed dated March 7, 1974 and recorded in the York County Registry of Deeds in Book 2028, Page 283. Being also the same premises described as Town of York Tax Map 93, Lot 27.

No R E Transfer Tax Paid

P.O. Box 584
York, ME. 03909

Back to Agenda

Being the same premises conveyed by Margaret W. Dixon to Clyde N. Dixon, Jr. by deed dated May 8, 2000 and recorded in the York County Registry of Deeds at Book 10013, Page 028.

This conveyance is pursuant to the parties' divorce agreement at York District Court, Docket YORDC-Fm-12-173. Witness my hand this 2nd day of June, 2014.

Clyde N. Dixon, Jr.

Clyde N. Dixon, Jr.

STATE OF MAINE
YORK, SS.

June 2, 2014

Then personally appeared the above named Clyde N. Dixon, Jr. and acknowledged the foregoing instrument to be her free act and deed, before me.

Notary Public/Attorney-at-Law
Patrick S. Bedard, Esq.

Summary | Detail | Notes | Payment Plan

Access

- (•) Tax Map # 0093 0027
- ( ) Linked to Tax Map # 0093 0027
- ( ) Parcels Linked to Tax Map # 0093 0027
- ( ) YORK TOWN OF
- ( ) Linked to YORK TOWN OF

Filters

Year

Sub System

[x] Active A/R

[ ] Hide zero balance

Late Charges

As of Date 1/9/2015

[x] Display

[ ] Keep Setting

Daily Interest Amount $0.09

Year id	Sub System	Bill Number	Billed	Interest	Fee	Paid	Balance Due	Late Charges	Total Due	1st Due	2nd Due	Up To 1st D
2014	Tax Title	RE2572	$222.59				$222.59	$4.86	$227.45	$222.59		$22
2013	Tax Title	RE2577	$209.04				$209.04	$15.25	$224.29	$209.04		$22
2012	Tax Title	RE2599	$215.56	$11.58	$9.11	$74.21	$162.04	$15.10	$177.14	$162.04		$17
2011	Real Property Tax	RE2601	$151.06	$5.04		$156.10	$0.00	$0.00	$0.00	$0.00	$0.00	
2010	Tax Title	TT126988	$169.88	$57.48		$227.36	$0.00	$0.00	$0.00	$0.00		
2009	Tax Title	TT116083	$168.50	$86.58	$8.54	$263.62	$0.00	$0.00	$0.00	$0.00		
2008	Tax Title	TT104946	$165.24	$67.21		$232.45	$0.00	$0.00	$0.00	$0.00		
2007	Tax Title	TT93386	$175.82	$39.34		$215.16	$0.00	$0.00	$0.00	$0.00		
			$1,477.69	$267.23	$17.65	$1,168.90	$593.67	$35.21	$628.88	$593.67	$0.00	

Refresh | Search

0093-0027

1.9A

$143,300

Back to Agenda

Melissa M. Avery

From: Stephen H. Burns
Sent: Thursday, October 02, 2014 2:51 PM
To: Melissa M. Avery
Subject: RE: Redemption: 238 Chases Pond Road

Missy,

I have no code concerns with this property redemption.

Steve

Stephen H. Burns
Interim Town Manager, and Community Development Director
Town of York, Maine
186 York Street, York, ME 03909
e: sburns@yorkmaine.org
p: (207) 363-1000

From: Melissa M. Avery
Sent: Thursday, October 2, 2014 2:28 PM
To: Mary-Anne Szeniawski; Richard C. Mace; Stephen H. Burns; Wendy Anderson
Subject: Redemption: 238 Chases Pond Road

Attached is a Property Redemption Request for 238 Chases Pond Road.

Mary-Anne, may I have the taxes and interest through 12/26/2014 and 1/9/2015? Thank you!

Missy

Melissa M. Avery
Assistant to the Town Manager

Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 - Fax: (207) 363-1019

Please consider the environment before printing this email.

CONFIDENTIALITY: The information contained in this electronic mail message and any electronic files attached to it may be confidential information, and may also be the subject of legal professional privilege and/or public interest immunity. If you are not the intended recipient you are required to delete it. Any use, disclosure or copying of this message and any attachments is unauthorized. If you have received this electronic message in error, please inform the sender or contact town@yorkmaine.org. This footnote also confirms that this email message has been checked for the presence of computer viruses.

CONFIDENTIALITY: The information contained in this electronic mail message and any electronic files attached to it may be confidential information, and may also be the subject of legal professional privilege and/or public interest immunity. If you are not the intended recipient you are required to delete it. Any use, disclosure or copying of this message and any attachments is unauthorized. If you have received this electronic message in error, please inform the sender or contact town@yorkmaine.org. This footnote also confirms that this email message has been checked for the presence of computer viruses.

Back to Agenda

Melissa M. Avery

From: Richard C. Mace
Sent: Thursday, October 02, 2014 4:02 PM
To: Melissa M. Avery; Mary-Anne Szeniawski; Stephen H. Burns; Wendy Anderson
Subject: RE: Redemption: 238 Chases Pond Road

The 2014 taxes (FY15) would be $1,354.62 not including interest

Rick Mace, CMA
Tax Assessor
Town of York, Maine
186 York Street, York, ME 03909-1314
i: www.yorkmaine.org
e: rmace@yorkmaine.org
p: (207) 363-1005, Ext. 261
f: (207) 363-1009

From: Melissa M. Avery
Sent: Thursday, October 02, 2014 2:28 PM
To: Mary-Anne Szeniawski; Richard C. Mace; Stephen H. Burns; Wendy Anderson
Subject: Redemption: 238 Chases Pond Road

Attached is a Property Redemption Request for 238 Chases Pond Road.

Mary-Anne, may I have the taxes and interest through 12/26/2014 and 1/9/2015? Thank you!

Missy

Melissa M. Avery
Assistant to the Town Manager

Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 - Fax: (207) 363-1019

Please consider the environment before printing this email.

CONFIDENTIALITY: The information contained in this electronic mail message and any electronic files attached to it may be confidential information, and may also be the subject of legal professional privilege and/or public interest immunity. If you are not the intended recipient you are required to delete it. Any use, disclosure or copying of this message and any attachments is unauthorized. If you have received this electronic message in error, please inform the sender or contact town@yorkmaine.org. This footnote also confirms that this email message has been checked for the presence of computer viruses.

CONFIDENTIALITY: The information contained in this electronic mail message and any electronic files attached to it may be confidential information, and may also be the subject of legal professional privilege and/or public interest immunity. If you are not the intended recipient you are required to delete it. Any use, disclosure or copying of this message and any attachments is unauthorized. If you have received this electronic message in error, please inform the sender or contact town@yorkmaine.org. This footnote also confirms that this email message has been checked for the presence of computer viruses.

Melissa M. Avery

From: Kelly Wilsey <kellywilsey@gmail.com>
Sent: Saturday, September 27, 2014 5:14 PM
To: Melissa M. Avery; Michael Modern
Subject: York Conservation Commission

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Hi Mike and Missy,

I wanted to let you know that I have had a few things come up and I unfortunately will need to resign from the conservation commission. I apologize, as I know my commitment was brief.

I wish you both the best.

Regards,
Kelly

Back to Agenda

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

October 6, 2014

Kelly Wilsey
61 Long Sands Road
York, Maine 03909

Dear Kelly:

On behalf of the Town of York Board of Selectmen, I want to express our great appreciation for your efforts and time spent serving on the Conservation Commission.

It is a pleasure to have members of the community who are willing to extend meaningful input, their personal time, and support to our various Boards and Committees. Giving citizen's a voice means a great deal to us and we are so gracious that you generously contributed your time to help aid us in that effort.

Thank you sincerely for your commitment and we hope to have you join Town Boards and Committees again in the future.

Sincerely,

Mary Andrews
Chairman, Board of Selectmen

Back to Agenda