



Town of York

186 York Street
York, Maine 03909-1314

BOARD OF SELECTMEN'S MEETING AGENDA

6:45/7:00PM MONDAY, JANUARY 27, 2014
YORK LIBRARY

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

6:45PM: Planning Board Interview

Call to Order

Opening Ceremonies

A. Minutes

B. Chairman's Report

C. Manager's Report

D. Awards

1. Bid for Long Beach Avenue/Long Sands Beach Survey
2. Bid for Police Interceptor Utility Vehicle

E. Reports

1. Municipal Social Services Review Board Recommendations
2. Proposed Ordinance Amendments for May, 2014 Referendum
3. Status Report – Paras Properties in York Beach

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.

G. Approval of Warrant #30

H. Public Hearings

1. New Business: Lighthouse Inn

I. Endorsements

Business Licenses:

1. Global Motello Group Corporation DBA: Mr. Mike's; Located at 519 US Route One (Victualers)
2. The York Harbor Reading Room; Located at 491 York Street (Victualers, Liquor, Special Amusement)
3. Cliff Realty Corporation DBA: Cape Neddick Country Club; Located at 650 Shore Road (Victualers, Liquor, Special Amusement)
4. Norma Clark DBA: Norma's Restaurant Inc.; Located at 529 US Route One (Victualers)
5. Diane Pace DBA: Lighthouse Inn; Located at 20 Nubble Road (Victualers)

J. Old Business

K. New Business

1. Discussion and Possible Action on FY15 Operating Budget
2. Discussion and Possible Action on FY15-FY19 Capital Plan
3. Discussion and Possible Action on Agreement with Kittery Water District
4. Discussion and Possible Action on Appointment of a Town Attorney
5. Planning Board Appointment
6. Special Event Permit: Ellis Park 4th of July Fireworks
7. Special Event Permit: Walk to End Alzheimer's
8. Special Event Permit: Seacoast Bike Tour

L. Other Business

M. Citizens' Forum

Adjourn



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: January 23, 2014	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: January 27, 2014	
Regular <input checked="" type="checkbox"/> Work Session <input type="checkbox"/>	
Subject: Long Beach Avenue Existing Conditions Survey Bid Award	

TO: BOARD OF SELECTMEN
FROM: Dean Lessard, Director of Public Works
RECOMMENDATION: Award the Long Beach Avenue Existing Conditions Survey bid to North Easterly Surveying, Inc.
PROPOSED MOTION: I move to award the Long Beach Avenue Existing Conditions Survey bid to North Easterly Surveying, Inc. in the amount of \$19,465

Discussion:

In order to take advantage of economies of scale and improve coordination the survey needs for three capital projects were combined in this request for proposals. The voters of York had also approved two drainage projects on Long Beach Avenue in close proximity to the Long Sands Bathhouse project. The drainage project just north of the Anchorage Hotel was approved by the voters on May 19, 2012. The drainage project just north of the Long Sands Bath House was approved by the voters on May 18, 2013. Attached with this action form is the request for proposal packet that was sent to six Maine survey companies. Included in the packet was a map of the survey area, an invitation to bid letter, bid details document and bid form.

The Long Sands Bath House project history is as follows:

- On May 18, 2013 the voters approved \$687,000 for replacement and expansion of the Long Sands Bathhouse.
- On August 22, 2013 Mike Sullivan and Steve Burns both made presentations to the York Board of Selectmen on the condition of the existing bathhouse and the proposed project scope, project budget, project goals, project permitting and project management frame work.
- On September 23, 2013 the Board of Selectmen authorized town staff to put out a Request for Proposal for survey work.
- On December 20, 2013 the Town of York solicited bids from Six Surveying companies. (LinePro Land Surveying, Inc.; North Easterly Surveying, Inc.; CLD Consulting Engineers, Inc.; Dow & Coulombe, Inc.; Jones Associates Inc. and Falla & Sons Land Surveys).
- On Wednesday January 8, 2014 at 3:00 pm the Town opened bids for the Long Beach Avenue Survey. Six responsive bid proposals were received by the Town of York:

- North Easterly Surveying, Inc - \$19,465;
- Jones Associates Inc. - \$22,900;
- LinePro Land Survey, LLC - \$26,500;
- Dow & Coulombe, Inc - \$28,500;
- Falla & Sons Land Surveys Inc. - \$36,000;
- CLD Consulting Engineers, Inc - \$53,500.

FISCAL IMPACT: \$19,465

DEPARTMENT LINE ITEM ACCOUNT: 231.0000.3000, 231.2014.4950, 240.0000.1003

BALANCE IN LINE ITEM IF APPROVED:

Prepared By: _____

Reviewed By: Robert B. Gandon

INVITATION TO BID DETAILS

LONG BEACH AVENUE EXISTING CONDITIONS SURVEY

Bid for an existing conditions survey of Long Sands Beach Area in conjunction with the Long Sands Bath House Project and Long Sands Beach Drainage projects.

Sealed Bids will be received at the Town Manager's Office, York Town Hall, at 186 York Street, York, Maine, until 3:00 PM, local time, on Wednesday, January 8, 2014. Bids submitted after this time will not be accepted.

All bid documents shall be sealed in an envelope which shall be clearly marked with the words "Bid Documents – Long Beach Avenue Survey" and the Bidder's name. No faxed, emailed or late bids will be accepted. Bids will be publicly opened at the time of the bid. Award will be at a subsequent Board of Selectmen's meeting.

The successful Bidder shall comply with all applicable federal, state, and local laws, ordinances, rules, regulations, and codes in the performance of this Contract.

All qualified Bidders will receive consideration without regard to race, color, religion, creed, age, sex, or national origin.

The OWNER reserves the right to waive any informality, to award projects in any combination, to negotiate with any Bidder and to reject any or all Bids. No Bidder may withdraw his Bid within 30 days after the actual date of the opening thereof.

Long Beach Avenue Existing Conditions Survey

Description of Work

Perform a survey of the existing conditions showing all elevations (2ft contours), observable landmarks and utilities to 75-feet from roadway centerline on both sides. A more detailed list of survey needs is listed below. The survey and datum will be tied into the Maine State plane coordinate system (West NAD 83). The surveyor shall investigate and determine the existing limits of right of way (ROW) of all public roads in the survey area defined by the attached map and show it on the plan. The surveyor shall locate enough property pins to accurately delineate the existing ROW in which the work will be performed. The Town will coordinate to have subsurface utilities marked out prior to field survey.

The surveyor shall submit one original existing conditions survey plans and one set of reproducible polyester film plans stamped by a Professional Land Surveyor licensed in the State of Maine. The surveyor shall also provide the Town of York with a compact disk (CD) or digital versatile disk (DVD) or external hard drive that includes all of the survey data including digital line work, topographic surface, survey control, and point files. Media shall be in a format compatible with AutoCAD or ESRI software (that is, DWG, DXF, file geodatabase). Files shall be geo-referenced to the Maine State Plane Coordinates (West NAD 83) and shall be expressed in feet. The Town of York shall be granted permission to use the survey data for future design and engineering.

Public & Private Road ROW – Long Beach Avenue and Oceanside Ave (between Long Beach Ave and Reserve St. only):

- Limits of the ROWs
- Ownership
- All physical improvements in the ROW, including at a minimum:
 - Paved or Gravel
 - Edge of Road
 - Driveways
 - Door stoop elevations
 - Parking meters
 - Sidewalks
 - Curbs
 - Pavement markings (Center, edge & parking lines, Arrows, Crosswalks)
 - Street signs
 - Underground utilities (Public water mains, Public sewer mains, Telephone Communications facilities)
 - Utility poles
 - Stormwater structures with invert elevations
 - Drainage Ditches
 - Contours (2 versions required: 2' contours in NGVD and 2' contours in NAVD88)
 - Trees
 - ROW monuments & property pins

Public & Private Properties:

- Front and side Boundaries of the lots
- All structures, buildings, utilities, improvements and impervious surfaces on the lot
- Identify any easements, deed restrictions, or other relevant restrictions
- Ownership
- Contours (2 versions required: 2' contours in NGVD29 and 2' contours in NAVD88)

Bathhouse Lot:

- Boundaries of the lot
- All structures, buildings, utilities, improvements and impervious surfaces on the lot
- Identify any easements, deed restrictions, or other relevant restrictions
- Ownership
- Calculation of building setbacks from lot lines
- Calculation of Impervious Surface Ratio and Lot Coverage (each per York Zoning, Article 2)
- Contours (2 versions required: 2' contours in NGVD29 and 2' contours in NAVD88)

Other Properties

- Identify boundaries (approximate) and owners of all lots within 200' of the bathhouse lot
- Identify property boundaries and ownership of Long Sands Beach itself (only that portion of the beach within 200' of the bathhouse lot)

Key Regulatory Boundaries

- Identify the dune and any applicable boundaries (as defined by State)
- Coastal wetlands (per York Zoning, Article 2)
- Upland edge of coastal wetland (per York Zoning, Article 2)
- Shoreland Overlay District boundaries
 - RP includes the coastal wetland and VE floodplain
 - LR extends 250' inland from the upland edge of the coastal wetland
- Floodplain, with boundaries between applicable sub-districts (VE, AO, etc.)

BID FORM

BIDS DUE: Wednesday, January 8, 2014, 3:00 pm, Town Manager's Office

PUBLIC BID OPENING: Wednesday, January 8, 2014, 3:00 pm, Town Manager's Office

PROJECT IDENTIFICATION:

TOWN OF YORK, MAINE

**LONG BEACH AVENUE PROJECT
EXISTING CONDITIONS SURVEY**

THIS BID IS SUBMITTED TO:

Town of York
Town Hall
186 York Street
York, Maine 03909

THIS BID IS SUBMITTED BY: PETER L. AGRODNIA / KENNETH D. MARKLEY

Contractor Name: NORTH EASTERLY SURVEYING, INC.

- A. The undersigned Bidder proposes and agrees, if this Bid is accepted, to perform and furnish all Work as specified or indicated in the Contract Documents for the Bid Price. This bid will remain subject to acceptance for thirty (30) days after the day of Bid opening.
- B. The Bidder certifies to have examined and carefully studied the Bidding Documents and the following Addenda, if any, receipt of which is hereby acknowledged (list Addenda by Addendum Number and Date):

Peter L. Agrodnia

C. Bid and Contract Format

1. Bid Preparation and Submission

- a. Bidders are expected to examine the drawings, all instructions, and the site. Failure to do so will be at the Bidder's risk.
- b. All bids must be submitted on the forms provided by the municipality, included herein. All bid documents shall be sealed in an envelope which shall be clearly

marked with the words "Bid Documents – Long Beach Avenue Survey," and the Bidder's name.

- c. Unless expressly authorized elsewhere in this solicitation, bids submitted by facsimile (fax) or email will not be considered.

2. Contract Format

Contract Documents include this Bid Form and the survey area map.

This Project will be administered as a Lump Sum Contract. The Lump Sum Bid Price shall include all work indicated in the Contract Documents or reasonably inferred as required to complete the existing conditions survey.

D. Bid Price and Signature

LUMP SUM BID PRICE	
NINETEEN THOUSAND FOUR HUNDRED SIXTY-TWO dollars	
ZERO cents	\$ 19,465.00
(Price written in words)	(Price in numbers)
<i>(in the event of a discrepancy between the prices in words and numbers above, the price in words shall govern)</i>	

BIDDER offers the following schedule for work: * ± 8 Weeks
(Subsequent to utilities marking their facilities)

SUBMITTED on JANUARY 3, 2014.

*(WEATHER PERMITTING)

Bidder's Signature

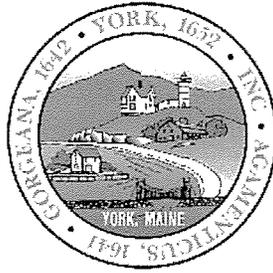
By PETER L. AGRODZIA Peter L. Agrodzia
(Authorized Individual's Printed Name) (Signature)

Doing business as NORTH EASTERLY SURVEYING, INC.

Business address: 191 STATE ROAD
KITTERY, ME 03904

Phone No.: 207-439-6333

TEL. 207-363-1010
207-363-1011
FAX. 207-363-1012



Dean A. Lessard, P.E.

*Director of Public Works
Town of York
York, Maine 03909
dlessard@yorkmaine.org*

December 20, 2013

Ken Markley, PLS
North Easterly Surveying, Inc.
191 State Road
Kittery, Maine 03904

Re: Invitation to Bid – Long Beach Avenue Survey

Dear: Mr. Markley

I am writing to invite your company to submit a bid for survey work in the Long Sands Beach Area of York Beach. The Department of Public Works and the Department of Parks and Recreation have been working on a combined project to replace the aging Long Sands Beach Bath House and at the same time make improvements to State Route 1a and the Town's drainage systems that outlet on Long Sands Beach. The ultimate goal is to create an attractive and functional place for residents and visitors alike. Recently the York Board of Selectmen approved our request to have an existing conditions survey of Long Beach Avenue completed. This is the first step in the process of generating a series of possible options for the center of Long Sands Beach.

In the weeks and months ahead, people in Town will be asked to evaluate proposed options so that workable recommendations can be made to the Board of Selectmen. Before making any recommendation to the Board of Selectmen both Departments must determine precise property boundaries and limits of any established rights of way. If you have any questions about the project, please contact me at (363-1011) or York Parks and Recreation Director Mike Sullivan at (363-1040).

Sincerely,

Dean Lessard, P.E.
Director of Public Works

BID FORM

BIDS DUE: Wednesday, January 8, 2014, 3:00 pm, Town Manager's Office

PUBLIC BID OPENING: Wednesday, January 8, 2014, 3:00 pm, Town Manager's Office

PROJECT IDENTIFICATION:

TOWN OF YORK, MAINE

**LONG BEACH AVENUE PROJECT
EXISTING CONDITIONS SURVEY**

THIS BID IS SUBMITTED TO:

Town of York
Town Hall
186 York Street
York, Maine 03909

THIS BID IS SUBMITTED BY:

Contractor Name: Line Pro Land Surveying, LLC

- A. The undersigned Bidder proposes and agrees, if this Bid is accepted, to perform and furnish all Work as specified or indicated in the Contract Documents for the Bid Price. This bid will remain subject to acceptance for thirty (30) days after the day of Bid opening.
- B. The Bidder certifies to have examined and carefully studied the Bidding Documents and the following Addenda, if any, receipt of which is hereby acknowledged (list Addenda by Addendum Number and Date):

C. Bid and Contract Format

1. Bid Preparation and Submission

- a. Bidders are expected to examine the drawings, all instructions, and the site. Failure to do so will be at the Bidder's risk.
- b. All bids must be submitted on the forms provided by the municipality, included herein. All bid documents shall be sealed in an envelope which shall be clearly

marked with the words "Bid Documents – Long Beach Avenue Survey," and the Bidder's name.

- c. Unless expressly authorized elsewhere in this solicitation, bids submitted by facsimile (fax) or email will not be considered.

2. Contract Format

Contract Documents include this Bid Form and the survey area map.

This Project will be administered as a Lump Sum Contract. The Lump Sum Bid Price shall include all work indicated in the Contract Documents or reasonably inferred as required to complete the existing conditions survey.

D. Bid Price and Signature

LUMP SUM BID PRICE	
Twenty six thousand five hundred dollars	
	cents
(Price written in words)	\$ 26,500.00
	(Price in numbers)
<i>(in the event of a discrepancy between the prices in words and numbers above, the price in words shall govern)</i>	

BIDDER offers the following schedule for work: 12 Weeks
(Subsequent to utilities marking their facilities)

SUBMITTED on January 8, 2014.

Bidder's Signature

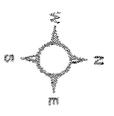
By Dustin Morrill Dustin Morrill
(Authorized Individual's Printed Name) (Signature)

Doing business as Line Pro Land Surveying, LLC

Business address: P.O. Box 60 Shapleigh, ME. 04076

Phone No.: (207) 636-4555

Long Beach Ave. Survey Area



BID FORM

BIDS DUE: Wednesday, January 8, 2014, 3:00 pm, Town Manager's Office

PUBLIC BID OPENING: Wednesday, January 8, 2014, 3:00 pm, Town Manager's Office

PROJECT IDENTIFICATION:

TOWN OF YORK, MAINE

**LONG BEACH AVENUE PROJECT
EXISTING CONDITIONS SURVEY**

THIS BID IS SUBMITTED TO:

Town of York
Town Hall
186 York Street
York, Maine 03909

THIS BID IS SUBMITTED BY:

Contractor Name: **JONES ASSOCIATES INC.**

- A. The undersigned Bidder proposes and agrees, if this Bid is accepted, to perform and furnish all Work as specified or indicated in the Contract Documents for the Bid Price. This bid will remain subject to acceptance for thirty (30) days after the day of Bid opening.
- B. The Bidder certifies to have examined and carefully studied the Bidding Documents and the following Addenda, if any, receipt of which is hereby acknowledged (list Addenda by Addendum Number and Date):

C. Bid and Contract Format

1. Bid Preparation and Submission

- a. Bidders are expected to examine the drawings, all instructions, and the site. Failure to do so will be at the Bidder's risk.
- b. All bids must be submitted on the forms provided by the municipality, included herein. All bid documents shall be sealed in an envelope which shall be clearly

marked with the words "Bid Documents – Long Beach Avenue Survey," and the Bidder's name.

- c. Unless expressly authorized elsewhere in this solicitation, bids submitted by facsimile (fax) or email will not be considered.

2. Contract Format

Contract Documents include this Bid Form and the survey area map.

This Project will be administered as a Lump Sum Contract. The Lump Sum Bid Price shall include all work indicated in the Contract Documents or reasonably inferred as required to complete the existing conditions survey.

D. Bid Price and Signature

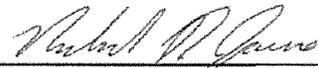
LUMP SUM BID PRICE	
Twenty two thousand nine hundred dollars and zero cents (Price written in words)	\$22,900.00 (Price in numbers)
<i>(in the event of a discrepancy between the prices in words and numbers above, the price in words shall govern)</i>	

BIDDER offers the following schedule for work: 4 Weeks
(Subsequent to utilities marking their facilities) (Assumes survey performed under open ground (no snow) conditions.)

SUBMITTED on January 8, 2014.

Bidder's Signature

By Richard R. Jones, President of Jones Associates Inc
(Authorized Individual's Printed Name)


(Signature)

Doing business as Jones Associates Inc

Business address: 63 Tucker Lane, Poland, Maine 04274

Phone No.: 207-998-5242

JONES ASSOCIATES

Foresters, Surveyors and
Environmental Consultants



January 8, 2013

Town of York
Attn: Dean Lessard
Director of Public Works
Town Hall
186 York Street
York, Maine 03909

RE: Long Beach Avenue Project Existing Conditions Survey

Dear Mr. Lessard:

It is with great pleasure that Jones Associates, Inc (JAI) provides the Town of York with the enclosed proposal to provide professional surveying services. Enclosed you will find the Bid Form for the Long Beach Avenue Survey work and the Professional Services Agreement Cost Proposal.

We look forward to the opportunity to discuss this proposal with you and providing services to the Town of York. If you have any questions or need additional information, please do not hesitate to contact our office.

Sincerely,

A handwritten signature in cursive script that reads "Rick Jones".

Rick Jones

63 Tucker Lane
Poland Spring, Maine 04274
(207) 998-5242
www.jonesai.com

**JONES
ASSOCIATES**
Foresters, Surveyors and
Environmental Consultants



PROFESSIONAL SERVICES AGREEMENT

JONES ASSOCIATES INC.

63 TUCKER LANE, POLAND SPRING, MAINE 04274

Office (207) 998-5242; Fax (207) 998-4061

Email: rjones@jonesai.com Website: www.jonesai.com

This AGREEMENT is made between Jones Associates Inc and

CLIENT: Town of York
186 York Street
York, Maine 03909

CONTACT PERSON: Dean Lessard, Director of Public Works, Phone: 363-1011

PROJECT: Long Beach Avenue Existing Conditions Survey. Limits of Area: Public & Private Road ROW – Long Beach Avenue and Oceanside Ave (between Long Beach Ave and Reserve St. only); and Public & Private Properties,

Subject to the following provisions:

1. SCOPE OF SERVICES & TIME FRAME

Existing Conditions Survey / ROW / Topographic Survey

Perform a survey of the existing conditions showing all elevations (2ft contours), observable landmarks and utilities to 75-feet from roadway centerline on both sides. The survey and datum will be tied into the Maine State plane coordinate system (West NAD 83). JAI shall investigate and determine the existing limits of right of way (ROW) of all public roads in the survey area defined by the "Long Beach Ave. Survey Area" map and show it on the plan. JAI shall locate enough property pins to accurately delineate the existing ROW in which the work will be performed. The Town of York will coordinate to have subsurface utilities marked out prior to field survey.

JAI shall submit one original existing conditions survey plans and one set of reproducible polyester film plans stamped by JAI's Professional Land Surveyor licensed in the State of Maine. JAI shall also provide the Town of York with a compact disk (CD) or digital versatile disk (DVD) or external hard drive that includes all of the survey data including digital line work, topographic surface, survey control, and point files. Media shall be in a format compatible with AutoCAD (DWG). Files shall be geo-referenced to the Maine State Plane Coordinates (West NAD 83) and shall be expressed in feet. The Town of York shall be granted permission to use the survey data for future design and engineering.

This proposal assumes the survey shall be performed under open ground (no snow) conditions.

Work will include:

- Review of previous survey work done for the subject parcel or abutting parcels.
- Deed research of the chain of title to the subject parcel and abutters necessary to determine seniority and controlling calls for common boundaries.
- Instrument survey performed to locate all physical features and existing boundary evidence related to the subject parcels.
- Analysis of the existing boundary evidence and deeds to determine the location of the subject parcel's boundaries and any easements of record affecting the subject parcel.
- Plan of the subject parcel showing boundaries, easements, improvements, located physical features, and any encroachments observed
- Set 5/8" rebar with surveyor's cap at all unmarked corners of the subject parcel

Public & Private Road ROW – Long Beach Avenue and Oceanside Ave (between Long Beach Ave and Reserve St. only):

- Limits of the ROWs
- Ownership
- All physical improvements in the ROW, including at a minimum:
 - Paved or Gravel
 - Edge of Road
 - Driveways
 - Door stoop elevations
 - Parking meters
 - Sidewalks
 - Curbs
 - Pavement markings (Center, edge & parking lines, Arrows, Crosswalks)
 - Street signs
 - Underground utilities (Public water mains, Public sewer mains, Telephone Communications facilities)
 - Utility poles
 - Stormwater structures with invert elevations
 - Drainage Ditches
 - Contours (2 versions required: 2' contours in NGVD and 2' contours in NAVD88)
 - Trees
 - ROW monuments & property pins

Public & Private Properties:

- Front and side Boundaries of the lots

- All structures, buildings, utilities, improvements and impervious surfaces on the lot
- Identify any easements, deed restrictions, or other relevant restrictions
- Ownership
- Contours (2 versions required: 2' contours in NGVD29 and 2' contours in NAVD88)

Bathhouse Lot:

- Boundaries of the lot
- All structures, buildings, utilities, improvements and impervious surfaces on the lot
- Identify any easements, deed restrictions, or other relevant restrictions
- Ownership
- Calculation of building setbacks from lot lines
- Calculation of Impervious Surface Ratio and Lot Coverage (each per York Zoning, Article 2)
- Contours (2 versions required: 2' contours in NGVD29 and 2' contours in NAVD88)

Other Properties

- Identify boundaries (approximate) and owners of all lots within 200' of the bathhouse lot
- Identify property boundaries and ownership of Long Sands Beach itself (only that portion of the beach within 200' of the bathhouse lot)

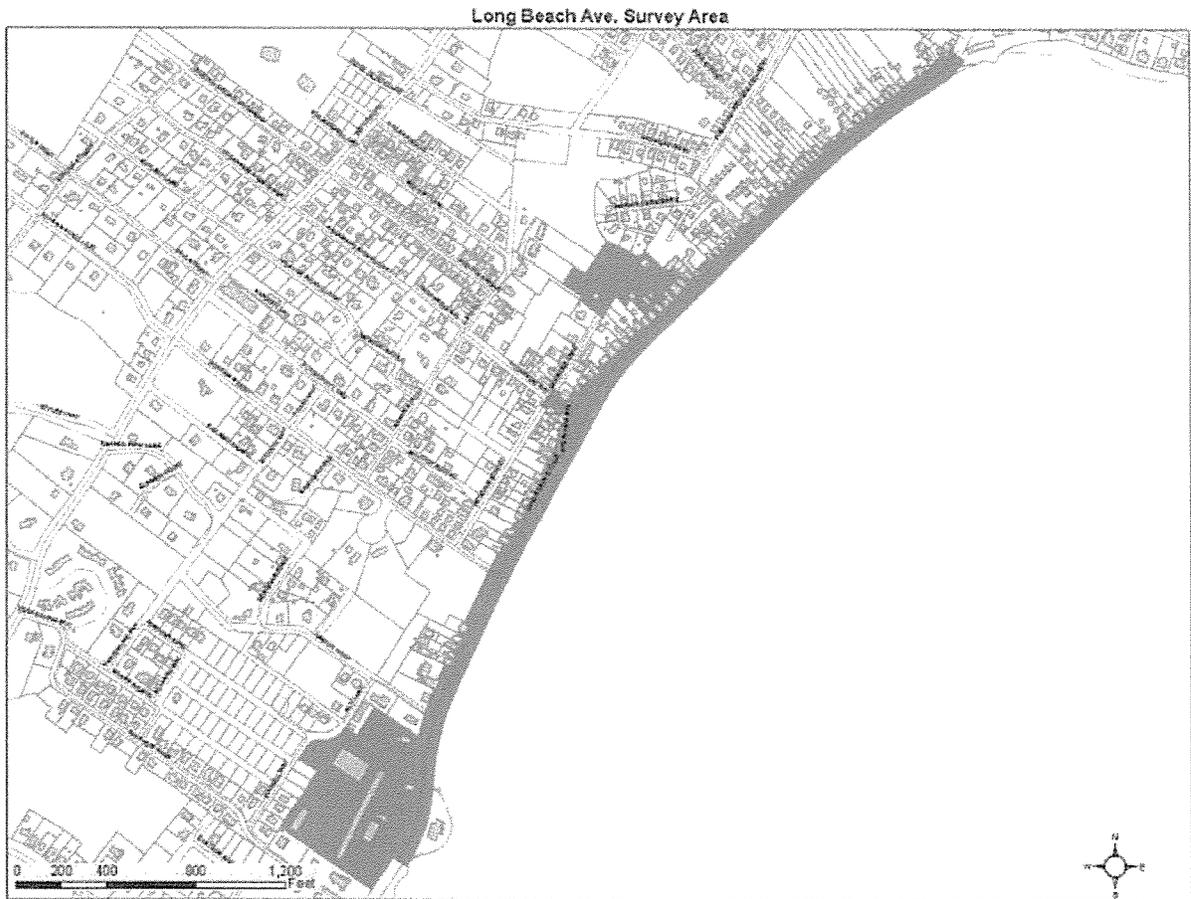
Key Regulatory Boundaries

- Identify the dune and any applicable boundaries (as defined by State)
- Coastal wetlands (per York Zoning, Article 2)
- Upland edge of coastal wetland (per York Zoning, Article 2)
- Shoreland Overlay District boundaries
 - RP includes the coastal wetland and VE floodplain
 - LR extends 250' inland from the upland edge of the coastal wetland
- Floodplain, with boundaries between applicable sub-districts (VE, AO, etc.)

Wetland Delineation

From a review of aerial photography of the survey work limits, it appears that there are areas of freshwater wetlands within the project area. As part of the work effort, JAI shall undertake a wetland delineation within the project area. Wetland delineation will be in accordance with US Army Corps of Engineers (ACOE) *1987 Wetland Delineation Manual* and *Interim Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Northcentral and Northeast Region* dated October 2009 (ERDC/EL TR-09-19). Boundaries will be field delineated with sub-zero flagging and each flag will be numbered. Flags will be hung approximately every 30 to 40 feet.

If it is determined during the wetland delineation that an area exhibits the physical characteristics of a vernal pool(s), additional site visits would be required. This work would need to be conducted after snowmelt and during vernal pool indicator species breeding season. This proposal does not include costs for this work. Costs for spring monitoring if needed would be determined upon completion of the delineation task.



Notwithstanding the foregoing, the provision of Services by JAI pursuant to this Agreement is subject to timely response and delivery of information by CLIENT to JAI and is necessarily subject to events and persons outside of the control of JAI. JAI will seek to promptly inform CLIENT of change in the time frame for performance of its services to CLIENT as described herein.

We would expect to begin the work within 2 days of receipt of signed authorization to proceed.

2. FEE

The CLIENT will pay for these services in accordance with the following arrangement:

Lump Sum Bid Price

Twenty two thousand nine hundred dollars and zero cents **\$22,900.00**

A retainer in the amount of \$ N/A will be required prior to initiation of the above described services. This amount will be credited to the CLIENT in the final billing for the services described in this AGREEMENT.

The fee will be in accordance with the current company Fee Schedule, a copy of which will be furnished by JAI upon the CLIENT'S request.

The CLIENT will be billed for services and agrees to pay within 30 days of presentation. Upon CLIENT'S failure to pay for services as agreed herein, JAI may terminate its performance under this Agreement upon 5 days written notice. CLIENT agrees to pay a late charge equal to 1.5% per month of any amounts due hereunder which are more than 30 days past due. CLIENT agrees to pay all costs of collection of fees owed pursuant to this AGREEMENT, including, but not limited to, reasonable collection agency fees, attorney's fees, and court costs.

3. ENTIRE AGREEMENT / LIMITATION OF AUTHORITY

This AGREEMENT represents the entire agreement between the parties hereto and supersedes any and all other agreements, written, oral or otherwise, except as set forth herein. This AGREEMENT may only be modified by written agreement of the President and/or a Vice-President of JAI and authorized representatives of the CLIENT.

4. INFORMATION PROVIDED BY OTHERS

JAI shall indicate to the CLIENT the information needed for rendering of services hereunder. The CLIENT shall provide to JAI such information as is available to the CLIENT and the CLIENT'S consultants and contractors, and JAI shall be entitled to rely upon the accuracy and completeness thereof. The CLIENT recognizes that it is impossible for JAI to assure the accuracy, completeness and sufficiency of such information either because it is impossible to verify, or because of errors or omissions which may have occurred in assembling the information the CLIENT is providing. Accordingly, the CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold JAI and JAI's subconsultants harmless from any claim, liability or costs (including reasonable attorney's fees and costs of defense) for injury or loss arising or allegedly arising from errors, omissions or inaccuracies in documents or other information provided by the CLIENT to JAI.

5. OWNERSHIP AND USE OF DOCUMENTS

All reports, field data, field notes, calculations, estimates, drawings and other documents and work product prepared by JAI, as instruments or products of service, shall remain the property of JAI. Copies of all such documents will be made available to the CLIENT upon request provided that CLIENT is not in default of its obligations hereunder.

The CLIENT agrees that all reports and other documents furnished to the CLIENT or its agents, which are not paid for, will be returned upon demand and will not be used by the CLIENT for any purpose whatsoever.

JAI will retain all pertinent records for a period of 5 years following submission of a report or other documents, during which period the records will be made available to the CLIENT at all reasonable times.

6. STANDARD OF CARE

JAI will endeavor to conduct services provided under this agreement in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other warranty, expressed or implied, is made.

7. BETTERMENT

If, due to JAI's error, any required item or component of the project is omitted from JAI's documents, JAI shall not be responsible for paying the cost to add such item or component to the extent that such item or component would have been otherwise necessary to the project or otherwise adds value or betterment to the project. In no event will JAI be responsible for any cost or expense that provides betterment, upgrade or enhancement of the project.

8. DEFECTS IN SERVICE

The CLIENT shall promptly report to JAI any defects or suspected defects in JAI's work or services of which the CLIENT becomes aware, so that JAI may take measures to minimize the consequences of such a defect. The CLIENT warrants that he or she will impose a similar notification requirement on all contractors in his or her CLIENT/CONTRACTOR contract and shall require all sub-contracts at any level to contain like requirements. Failure by the CLIENT, and the CLIENT'S CONTRACTORS or SUBCONTRACTORS to notify JAI, shall relieve JAI of the costs of remedying the defects above the sum such remedy would have cost had prompt notification been given.

Payments to JAI shall not be withheld, postponed or made contingent on the construction, completion or success of the project or upon receipt by the CLIENT of off setting reimbursement or credit from other parties causing Additional Services or expenses. No

withholding, deductions or offsets shall be made from JAI's compensation for any reason unless JAI has been found to be legally liable for such amounts.

The CLIENT acknowledges that JAI is a corporation and agrees that any claim made by the CLIENT arising out of any act or omission of any officer or employee of the company in the execution or performance of this agreement, shall be made against JAI and not against such officer or employee.

9. UNFORESEEN TIME AND EXPENSES

Unforeseen ambiguities sometimes arise during the survey process that may require unanticipated time and additional expense. If your project requires further investment of time and expense that would exceed the above estimate, this additional work will be reviewed with you to determine how best to proceed.

10. TERMINATION

This agreement may be terminated by either party upon fourteen days written notice in the event of substantial failure by the other party to perform in accordance with terms hereof. Such termination shall not be effective if that substantial failure has been remedied before expiration of the period specified in the written notice. In the event of termination, the CLIENT shall remain liable for and shall pay all fees and charges incurred by JAI for services performed to the termination notice date plus reasonable termination expenses.

In the event of termination, or suspension for more than three (3) months, prior to completion of all reports contemplated by the AGREEMENT, JAI may complete such analyses and records as are necessary to complete its files and may also complete a report on the services performed to the date of the notice of termination suspension. Reasonable termination expenses shall mean all the direct costs of JAI at standard hourly rates in completing such analyses, records, and reports.

11. INDEMNIFICATION

The CLIENT agrees to indemnify and hold harmless JAI from all claims and costs (including attorney's fees) arising out of this AGREEMENT except when such claims and costs are caused by the negligent acts, errors, or omissions of JAI.

12. ARBITRATION

All disputes between the parties will be governed by the laws of the State of Maine. Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The parties understand that they

will not be able to bring a lawsuit concerning any dispute, unless it involves a question of constitutional or civil rights.

13. MEDIATION

If a dispute arises out of or relates to this contract, or the breach thereof, and if the dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Procedures currently in effect before resorting to arbitration, litigation, or some other dispute resolution procedure unless the parties mutually agree otherwise.

Demand for mediation shall be filed in writing with the other party to this AGREEMENT and with the American Arbitration Association. A demand for mediation shall be made within a reasonable time after the claim, dispute, or other matter in question has arisen. In no event shall the demand for mediation be made after the date when the institution or legal or equitable proceedings based on such claim, dispute, or other matter in question would be barred by the applicable statute of limitations.

14. ASSIGNS

Neither the CLIENT nor JAI may delegate, assign, sublet or transfer its duties or interests in the agreement without the written consent of the other party.

15. THIRD PARTY BENEFICIARIES

Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or JAI. JAI's services under this AGREEMENT are being performed solely for the CLIENT'S benefit, and no other entity shall have any claim against JAI because of this AGREEMENT or the performance or nonperformance of services hereunder. The CLIENT agrees to include a provision in all contracts with contractors and other entities involved in this project to carry out the intent of this paragraph.

16. SEVERABILITY AND REFORMATION

Any provision found void or unenforceable will be modified to the extent possible to express its intention. All remaining provisions will continue to be binding and valid.

17. OTHER AGREEMENTS

This AGREEMENT takes precedence over all other terms and conditions of a purchase order or any other agreement either written or oral.

IN WITNESS WHEREOF, the parties hereto agree to the above terms:

TOWN OF YORK

Signature: _____

Name: _____

Title: _____

Date: _____

JONES ASSOCIATES INC

Signature: *Richard R. Jones*

Name: Richard R. Jones

Title: President

Date: 1/8/2014

BID FORM

BIDS DUE: Wednesday, January 8, 2014, 3:00 pm, Town Manager's Office

PUBLIC BID OPENING: Wednesday, January 8, 2014, 3:00 pm, Town Manager's Office

PROJECT IDENTIFICATION:

TOWN OF YORK, MAINE

**LONG BEACH AVENUE PROJECT
EXISTING CONDITIONS SURVEY**

THIS BID IS SUBMITTED TO:

Town of York
Town Hall
186 York Street
York, Maine 03909

THIS BID IS SUBMITTED BY:

Contractor Name: Dow & Coulombe, Inc.

- A. The undersigned Bidder proposes and agrees, if this Bid is accepted, to perform and furnish all Work as specified or indicated in the Contract Documents for the Bid Price. This bid will remain subject to acceptance for thirty (30) days after the day of Bid opening.
- B. The Bidder certifies to have examined and carefully studied the Bidding Documents and the following Addenda, if any, receipt of which is hereby acknowledged (list Addenda by Addendum Number and Date):

C. Bid and Contract Format

1. Bid Preparation and Submission

- a. Bidders are expected to examine the drawings, all instructions, and the site. Failure to do so will be at the Bidder's risk.
- b. All bids must be submitted on the forms provided by the municipality, included herein. All bid documents shall be sealed in an envelope which shall be clearly

marked with the words "Bid Documents – Long Beach Avenue Survey," and the Bidder's name.

- c. Unless expressly authorized elsewhere in this solicitation, bids submitted by facsimile (fax) or email will not be considered.

2. Contract Format

Contract Documents include this Bid Form and the survey area map.

This Project will be administered as a Lump Sum Contract. The Lump Sum Bid Price shall include all work indicated in the Contract Documents or reasonably inferred as required to complete the existing conditions survey.

D. Bid Price and Signature

LUMP SUM BID PRICE	
<u>Twenty eight thousand five hundred dollars</u>	
cents	<u>\$ 28,500.00</u>
(Price written in words)	(Price in numbers)
<i>(in the event of a discrepancy between the prices in words and numbers above, the price in words shall govern)</i>	

BIDDER offers the following schedule for work: 8 weeks after snow melt Weeks
(Subsequent to utilities marking their facilities)

SUBMITTED on January 8, 2014.

Bidder's Signature

By Peter Deletetsky
(Authorized Individual's Printed Name)  (Signature)

Doing business as Dow & Coulombe, Inc.

Business address: 13 Park St.

Saco, ME 04072

Phone No.: 207 284-4521

BID FORM

BIDS DUE: Wednesday, January 8, 2014, 3:00 pm, Town Manager's Office

PUBLIC BID OPENING: Wednesday, January 8, 2014, 3:00 pm, Town Manager's Office

PROJECT IDENTIFICATION:

TOWN OF YORK, MAINE

**LONG BEACH AVENUE PROJECT
EXISTING CONDITIONS SURVEY**

THIS BID IS SUBMITTED TO:

Town of York
Town Hall
186 York Street
York, Maine 03909

THIS BID IS SUBMITTED BY:

Contractor Name: Falla + Sons Land Surveys, Inc

- A. The undersigned Bidder proposes and agrees, if this Bid is accepted, to perform and furnish all Work as specified or indicated in the Contract Documents for the Bid Price. This bid will remain subject to acceptance for thirty (30) days after the day of Bid opening.
- B. The Bidder certifies to have examined and carefully studied the Bidding Documents and the following Addenda, if any, receipt of which is hereby acknowledged (list Addenda by Addendum Number and Date):

C. Bid and Contract Format

1. Bid Preparation and Submission

- a. Bidders are expected to examine the drawings, all instructions, and the site. Failure to do so will be at the Bidder's risk.
- b. All bids must be submitted on the forms provided by the municipality, included herein. All bid documents shall be sealed in an envelope which shall be clearly

marked with the words "Bid Documents – Long Beach Avenue Survey," and the Bidder's name.

- c. Unless expressly authorized elsewhere in this solicitation, bids submitted by facsimile (fax) or email will not be considered.

2. Contract Format

Contract Documents include this Bid Form and the survey area map.

This Project will be administered as a Lump Sum Contract. The Lump Sum Bid Price shall include all work indicated in the Contract Documents or reasonably inferred as required to complete the existing conditions survey.

D. Bid Price and Signature

LUMP SUM BID PRICE		
THIRTY SIX THOUSAND	dollars	
ZERO	cents	\$36,000. ⁰⁰
(Price written in words)		(Price in numbers)
<i>(in the event of a discrepancy between the prices in words and numbers above, the price in words shall govern)</i>		

BIDDER offers the following schedule for work: 8 Weeks
(Subsequent to utilities marking their facilities)

SUBMITTED on January 4, 2014.

Bidder's Signature

By MICHAEL FALLA Michael Falls
(Authorized Individual's Printed Name) (Signature)

Doing business as Falla & Sons Land Surveys, Inc

Business address: 201 Hostile Valley Road

Palermo, ME 04354

Phone No.: (207)692-7419

BID FORM

BIDS DUE: Wednesday, January 8, 2014, 3:00 pm, Town Manager's Office

PUBLIC BID OPENING: Wednesday, January 8, 2014, 3:00 pm, Town Manager's Office

PROJECT IDENTIFICATION:

TOWN OF YORK, MAINE

**LONG BEACH AVENUE PROJECT
EXISTING CONDITIONS SURVEY**

THIS BID IS SUBMITTED TO:

Town of York
Town Hall
186 York Street
York, Maine 03909

THIS BID IS SUBMITTED BY:

Contractor Name: CLD Consulting Engineers, Inc.

- A. The undersigned Bidder proposes and agrees, if this Bid is accepted, to perform and furnish all Work as specified or indicated in the Contract Documents for the Bid Price. This bid will remain subject to acceptance for thirty (30) days after the day of Bid opening.
- B. The Bidder certifies to have examined and carefully studied the Bidding Documents and the following Addenda, if any, receipt of which is hereby acknowledged (list Addenda by Addendum Number and Date):

C. Bid and Contract Format

1. Bid Preparation and Submission

- a. Bidders are expected to examine the drawings, all instructions, and the site. Failure to do so will be at the Bidder's risk.
- b. All bids must be submitted on the forms provided by the municipality, included herein. All bid documents shall be sealed in an envelope which shall be clearly

marked with the words "Bid Documents – Long Beach Avenue Survey," and the Bidder's name.

- c. Unless expressly authorized elsewhere in this solicitation, bids submitted by facsimile (fax) or email will not be considered.

2. Contract Format

Contract Documents include this Bid Form and the survey area map.

This Project will be administered as a Lump Sum Contract. The Lump Sum Bid Price shall include all work indicated in the Contract Documents or reasonably inferred as required to complete the existing conditions survey.

D. Bid Price and Signature

LUMP SUM BID PRICE	
Fifty Three Thousand Five Hundred dollars	
Zero cents (Price written in words)	\$ 53,500 (Price in numbers)
<i>(in the event of a discrepancy between the prices in words and numbers above, the price in words shall govern)</i>	

BIDDER offers the following schedule for work: Twelve (12) Weeks (from commencement of field work subsequent to utilities marking their facilities – actual field time is 5 to 7 weeks depending on scheduling, weather conditions, etc.)

SUBMITTED on January 8, 2014.

Bidder's Signature

By PAUL KOWALICK (Authorized Individual's Printed Name) [Signature] (Signature)

Doing business as CLD Consulting Engineers, Inc.

Business address: 316 US Route 1, Suite D, York, ME 03909

Phone No.: (207) 363-0669



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: January 22, 2014	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: January 27, 2014	
Regular <input checked="" type="checkbox"/> Work Session _____	
Subject: Purchase of one new 2014 Ford Police Interceptor Utility Vehicle	

TO: BOARD OF SELECTMEN
FROM: Chief Douglas P. Bracy
RECOMMENDATION: To award the bid for purchase of a new Ford Police Interceptor Vehicle to Yankee Ford of South Portland in the amount of \$19,701
PROPOSED MOTION: I move to approve the award of the bid for a 2014 Ford Police Interceptor Utility vehicle from Yankee Ford and move to accept the transfer of \$19,701 from the police vehicle capital account.

Discussion:

FISCAL IMPACT: \$19,701
DEPARTMENT LINE ITEM ACCOUNT: 100.0201.9603
BALANCE IN LINE ITEM IF APPROVED: \$41,940.02

Prepared By: Chief Douglas P Bracy

Reviewed By: Town Manager Robert Yandow



TOWN OF YORK, MAINE

Police Department

Douglas P. Bracy
Chief of Police

Memorandum

Mailing Address:
36 Main Street
York, Maine 03909

Date: January 23, 2013
To: Board of Selectmen
Cc: Town Manager Robert G. Yandow
From: Chief Douglas P Bracy
RE: Cruiser Bid Acceptance

Dispatch:
Non-Emergency
(207) 363-4444

Administration:
(207) 363-1031

Facsimile:
(207) 361-6818

www.yorkpolice.org

The Police Department is replacing another of its aging Ford Crown Victoria cruisers with a new concept Ford Police Interceptor Utility vehicle. As you may recall from our last purchase the vehicle was chosen as it provides the most interior space for the officer's workspace, ample space for mounting and storage of necessary equipment and space for transport of prisoners and civilians. The vehicle is an all wheel drive concept, making it better for adverse weather events and winter time conditions. The vehicle is also equipped with a V6 engine making it more fuel efficient than the standard V8 packages we are currently operating.

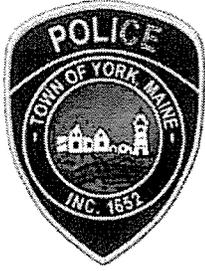
A bid request for the one (1) Ford Police Interceptor Utility vehicle was sent out several weeks ago to a number of Ford dealers in our area. Two bids were received by the January 21st deadline and were opened in the Town Manager's Office on January 22nd at 1400 hours.

Yankee Ford of South Portland Maine submitted a total bid price of \$19,701.00. This price reflects a base unit price of \$27,201 for the new vehicle minus the trade-in value of \$7,500.00 for a used 2010 Ford Crown Victoria.

Quirk Ford of Augusta Maine submitted a total bid price of \$22,083. This price reflects a base price of \$26,083 for new vehicle minus a trade-in value of \$4,000 for the used 2010 Ford Crown Vic.

This reflects a difference of \$2,382.00 between the two bids and is my reason for recommending that the Board award the bid to Yankee Ford for the purchase of this Ford Police Inceptor vehicle.

**Committed
to excellence**



TOWN OF YORK, MAINE

Police Department

Douglas P. Bracy
Chief of Police

Mailing Address:
36 Main Street
York, Maine 03909

Dispatch:
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(207) 363-4444

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to excellence***

PURCHASE OF ONE 2014 FORD UTILITY POLICE INTERCEPTOR

The Town of York is now accepting bids for one (1) 2014 Ford Utility Police Interceptor K8A AWD 4DR vehicle. Bids should be forwarded to the office of the Town Manager, 186 York Street, York, Maine 03909 no later than 12:00 P.M., on Tuesday, January 21, 2014. Mark the outside of the envelope "Bid for Utility Police Interceptor Vehicle".

Bids will be opened by the Town Manager's office on Wednesday, January 22, 2014 at 2:00 P.M. and awarded on Monday, January 27, 2014, at the Selectmen's Meeting. The Board of Selectmen reserves the right to accept or reject any or all bids.

SPECIFICATIONS:

Type and model:	2014 Ford Utility Police Interceptor K8A AWD 4 door vehicle.
Exterior color:	Sterling Gray Metallic (UJ)
Interior color:	Charcoal Black (9W)
Engine assembly:	3.7L V6 TI-VCT FFV – inc: High efficient police calibrated (99R)
Wheelbase:	Standard
Rear Axle:	3.65 Axle Ratio
Transmission:	6 Speed Automatic – inc: Exclusively police calibrated for maximum acceleration and faster closing speeds.
Electrical system:	12 volt, with at least 220 amp heavy duty alternator, Noise Suppression Bonds – inc: ground straps (60R). Instrumentation; Speedometer Certified, digital readout in message center and analog guage. Air Conditioning, Rear Defroster, Power Driver's Seat.

Suspension: Independent front and rear.

Brakes: 4 wheel heavy duty disc w/H.D. Front and Rear Calipers, ABS with traction Control.

Wheels/Tires: Five (5) wheels heavy duty steel vented with center cap, includes full size spare tire. Tires 245/55R18 A/S BSW.

Steering: Electric Power-Assist (EPAS)

Speedometer: Certified, digital readout in message center and analog gauge.

Floor Mats: Heavy Duty Vinyl

Additional: Heated sideview mirrors (549), Front license plate bracket (153), Drive only incandescent spot lamp (51Y), Keyed alike (1294X), Rear door handles inoperable/lock operable (68L), Dark car feature – inc: Courtesy lamp disabled when any door is opened (43D), Red/White dome lamp in cargo area (17T), Reverse Sensing (76R), Noise suppression Bonds – inc: ground straps (60R), Rear power window delete –inc: Operable from front driver side switches, Front Headlamp/Police Interceptor Housing Only (86P).

Delivery: Within ninety (90) days of bid award. Final acceptance and approval by the Chief of Police on satisfaction that all specifications are met.

Trade in: 2010 Ford Crown Victoria (Unit 86), cruiser should have an estimated 106,000 miles at trade time.

POLICE CRUISER BID PROPOSAL DEALERSHIP

Starkey Ford, Inc.
ATTN: Mr. Robert Berry
P.O. Box 37, 422 Route 1
York, ME 03909

Phone: 363-2483
FAX: 363-3547

Quirk Ford
ATTN: Mr. Leo Chicoin
P.O. Box 1055, Lower State Road
Augusta, ME 04332-0859

FAX: 207-622-9528

Arundel Ford
Attn: Mr. Rod Brackett
P.O. Box 560B
Arundel, ME 04046

Phone
800-889-7171
FAX: 985-7173

Casco Bay Ford
ATTN: Mr. Joe Cook
1213 US RT 1.
Yarmouth, ME 04096

Phone: 800-295-1505
207-846-5577
Fax: 207-846-5064

Yankee Ford
Attn: Mr. Scott Bonney
165 Waterman Drive
South Portland, ME 04106

scott@yankeeford.com

Phone: 207-799-5591
Fax: 207-799-9412





YANKEE FORD SALES 

Yankee 1-800-233-2548 / 207-799-5591
Brunswick 1-800-514-3110 / 207-725-1228
Rockland 1-800-888-5856 / 207-594-4466

SCOTT A. BONNEY
Fleet Mgr. / Comm. Accts

scott@yankeeford.com



165 WATERMAN DR. • SO. PORTLAND, ME 04106

TOWN OF YORK MAINE

CHIEF OF POLICE
DOUGLAS P. BRACH
86 MAIN STREET
YORK, MAINE
03909

BID: \$ 27,201

LESS TRADE $\langle \$7,500 \rangle$

2010 CROWN VIC
UNIT #86

BID LESS TRADE: \$19,701

Scott Bennett
FLEET MANAGER
YANKEE FORD SALES
165 WATERMAN DRIVE
SOUTH PORTLAND, MAINE
04106

PH: 207-799-5591
FAX: 207-799-9412
EMAIL: SCOTT@YANKEEFORD.COM

2014 EXPLORER 4-DOOR

Order No: 0001 Priority: C2 Ord FIN: QK866 Order Type: 5B Price Level: 440
Ord Code: 500A Cust/Flt Name: TWN.OF YORK PO Number:

	RETAIL	DLR INV		RETAIL	DLR INV
K8A ✓ 4DR AWD POLICE	\$30185	\$28450.00	59C ✓ KEY CODE 1294X	\$50	\$45.00
.112.6" WB			60R ✓ NOISE SUPPRESS	100	87.00
UJ ✓ STERLING GRAY			JOB #2 ORDER		
9 ✓ CLTH BKTS/VNL R			68L ✓ RR DR HND INOP	35	30.00
W ✓ BLACK INTERIOR			76R ✓ REVERSE SENSING	275	240.00
500A ✓ EQUIP GRP			794 ✓ PRICE CONCESSN		
99R ✓ 3.7L V6 TIVCT	NC	NC	REMARKS TRAILER		
44C ✓ .6-SPD AUTO TRAN	NC	NC	86P ✓ FRT LMP HOUSING	125	110.00
FRT LICENSE BKT	NC	NC	SP FLT ACCT CR		(389.00)
17T ✓ CARGO DOME LAMP	50	45.00	FUEL CHARGE		9.81
18W ✓ RR WINDOW DEL	25	22.00	DEST AND DELIV	895	895.00
422 ✓ CALIF EMISSIONS	NC	NC	TOTAL BASE AND OPTIONS	32035	29801.81
43D ✓ COURTESY DISABL	20	17.00	TOTAL	32035	29801.81
51Y ✓ DRV SDE SET LMP	215	187.00	*THIS IS NOT AN INVOICE*		
549 ✓ PWR MIRR HTD	60	53.00	*TOTAL PRICE EXCLUDES COMP PRICE ALLOW*		

F1=Help F2=Return to Order F3/F12=Veh Ord Menu
F4=Submit F5=Add to Library F9=View Trailers

S099 - PRESS F4 TO SUBMIT

QC09035

(2100
900

3000)

\$ 29,801
- < 2,600 >

Bid: \$ 27,201

LESS TRADE: < \$ 7,500 >

Bid: \$ 19,701
LESS TRADE >

CNGP870 TRAILER INFORMATION DISPLAY 01/16/14 09:17:38
==> Dealer: F11209
Model Year: 14 Body Series: K8A Order No: 0001 Spec Ord No:

PRICE CONCESSION TRAILER:
Account Code ID: 10 Contract/Ref #: 17-641E
Bid Date: 11/01/13 State: ME
Concession Amt: 2700

RETURN=Continue Processing F1=Help F2=Return to Order
F3/F12=Veh Ord Menu
S005 - INQUIRY IS COMPLETE. QC09035



TOWN OF YORK, MAINE

Police Department

Douglas P. Bracy
Chief of Police

Mailing Address:
36 Main Street
York, Maine 03909

Dispatch:
Non-Emergency
(207) 363-4444

Administration:
(207) 363-1031

Facsimile:
(207) 361-6818

www.yorkpolice.org

Committed
to excellence

PURCHASE OF ONE 2014 FORD UTILITY POLICE INTERCEPTOR

The Town of York is now accepting bids for one (1) 2014 Ford Utility Police Interceptor K8A AWD 4DR vehicle. Bids should be forwarded to the office of the Town Manager, 186 York Street, York, Maine 03909 no later than 12:00 P.M., on Tuesday, January 21, 2014. Mark the outside of the envelope "Bid for Utility Police Interceptor Vehicle".

Bids will be opened by the Town Manager's office on Wednesday, January 22, 2014 at 2:00 P.M. and awarded on Monday, January 27, 2014, at the Selectmen's Meeting. The Board of Selectmen reserves the right to accept or reject any or all bids.

SPECIFICATIONS:

Type and model:	2014 Ford Utility Police Interceptor K8A AWD 4 door vehicle. <i>SCDADG</i>
Exterior color:	Sterling Gray Metallic (UJ) ✓
Interior color:	Charcoal Black (9W) ✓
Engine assembly:	3.7L V6 TI-VCT FFV – inc: High efficient police calibrated ✓ (99R)
Wheelbase:	Standard ✓
Rear Axle:	3.65 Axle Ratio <i>SD</i> .
Transmission:	6 Speed Automatic – inc: Exclusively police calibrated for maximum acceleration and faster closing speeds. <i>AAC STD</i>
Electrical system:	12 volt, with at least 220 amp heavy duty alternator, Noise Suppression Bonds – inc: ground straps (60R). Instrumentation; Speedometer Certified, digital readout in message center and analog guage. Air Conditioning, Rear Defroster, Power Driver's Seat. <i>STD</i> .

Suspension: Independent front and rear. ✓

Brakes: 4 wheel heavy duty disc w/H.D. Front and Rear Calipers, ABS ✓ with traction Control.

Wheels/Tires: Five (5) wheels heavy duty steel vented with center cap, includes ✓ full size spare tire. Tires 245/55R18 A/S BSW.

Steering: Electric Power-Assist (EPAS) ✓

Speedometer: Certified, digital readout in message center and analog gauge. ✓

Floor Mats: Heavy Duty Vinyl ✓

Additional: Heated sideview mirrors (549), Front license plate bracket (153), Drive only incandescent spot lamp (51Y), Keyed alike (1294X), *SAC* Rear door handles inoperable/lock operable (68L), Dark car feature – inc: Courtesy lamp disabled when any door is opened (43D), Red/White dome lamp in cargo area (17T), Reverse Sensing (76R), Noise suppression Bonds – inc: ground straps (60R), Rear power window delete –inc: Operable from front *-18W* driver side switches, Front Headlamp/Police Interceptor Housing Only (86P).

Delivery: Within ninety (90) days of bid award. Final acceptance and approval by the Chief of Police on satisfaction that all specifications are met. *APPROXIMATE 80-120 DAY LEAD TIME FACTORY ORDER BASIS ONLY.*

Trade in: 2010 Ford Crown Victoria (Unit 86), cruiser should have an estimated 106,000 miles at trade time. *\$ 7500.00*

ACV
PER ESPO
11/4/14

Prepared For:
INTERCEPTOR BID
TOWN OF YORK
186 YORK STREET
YORK , ME 03909

Prepared By:
LEO CHICOINE
QUIRK FORD OF AUGUSTA
P O BOX 1055
AUGUSTA, ME 043321055
Phone: (207) 430-1621
Fax: (207) 622-9528

2014 Ford Utility Police Interceptor
K8A AWD 4dr

Photo may not represent exact vehicle or selected equipment.

Prepared For:
 INTERCEPTOR BID
 TOWN OF YORK
 186 YORK STREET
 YORK , ME 03909

Prepared By:
 LEO CHICOINE
 QUIRK FORD OF AUGUSTA
 P O BOX 1055
 AUGUSTA, ME 043321055
 Phone: (207) 430-1621
 Fax: (207) 622-9528

2014 Fleet/Non-Retail Ford Utility Police Interceptor AWD 4dr K8A

WINDOW STICKER

2014 Ford Utility Police Interceptor AWD 4dr		Interior: - No color has been selected.
3.7 L/227 CID Regular Unleaded V-6		Exterior 1: - No color has been selected.
* 6-Speed Automatic w/OD		Exterior 2: - No color has been selected.
CODE	MODEL	MSRP
K8A	2014 Ford Utility Police Interceptor AWD 4dr	\$30,185.00
OPTIONS		
99R	ENGINE: 3.7L V6 TI-VCT FFV	INC
44C	TRANSMISSION: 6-SPEED AUTOMATIC	\$0.00
500A	PREFERRED EQUIPMENT PACKAGE 500A	\$0.00
___	3.65 AXLE RATIO	\$0.00
UJ	STERLING GRAY METALLIC	\$0.00
___	STANDARD PAINT	\$0.00
9W	CHARCOAL BLACK, HEAVY-DUTY CLOTH FRONT BUCKET SEATS/VINYL REA	\$0.00
549	HEATED SIDEVIEW MIRRORS	\$60.00
153	FRONT LICENSE PLATE BRACKET	\$0.00
51Y	DRIVER ONLY INCANDESCENT SPOT LAMP	\$215.00
86P	FRONT HEADLAMP/POLICE INTERCEPTOR HOUSING ONLY	\$125.00
59B	KEYED ALIKE - 1284X	\$50.00
68L	REAR DOOR HANDLES INOPERABLE/LOCK OPERABLE	\$35.00
43D	DARK CAR FEATURE	\$20.00
17T	RED/WHITE DOME LAMP IN CARGO AREA	\$50.00
76R	REVERSE SENSING	\$275.00
60R	NOISE SUPPRESSION BONDS	\$100.00
18W	REAR POWER WINDOW DELETE	\$25.00
SUBTOTAL		\$31,140.00

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 313.0, Data updated 1/14/2014
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Customer File:

Prepared For:
INTERCEPTOR BID
TOWN OF YORK
186 YORK STREET
YORK, ME 03909

Prepared By:
LEO CHICOINE
QUIRK FORD OF AUGUSTA
P O BOX 1055
AUGUSTA, ME 043321055
Phone: (207) 430-1621
Fax: (207) 622-9528

2014 Fleet/Non-Retail Ford Utility Police Interceptor AWD 4dr K8A

WINDOW STICKER

Advert/Adjustments	\$0.00
Destination Charge	\$895.00
TOTAL PRICE	\$32,035.00
Est City: 16.00 mpg	
Est Highway: 21.00 mpg	
Est Highway Cruising Range: 390.60 mi	

2010 Ford Crown Vic

\$26,083.00

- 4,000.00

\$22,083.00

*Leo Chicoine
Fleet Sales Mgr*

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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WARRANTY INFORMATION

WARRANTY INFORMATION - 2014 Fleet/Non-Retail K8A AWD 4dr

WARRANTY

Basic:

3 Years/36,000 Miles

Drivetrain:

5 Years/100,000 Miles

Corrosion:

5 Years/Unlimited Miles

Roadside Assistance:

5 Years/60,000 Miles

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2014 Fleet/Non-Retail Ford Utility Police Interceptor AWD 4dr K8A

TECHNICAL SPECIFICATIONS

POWERTRAIN - BASIC SPECIFICATIONS - 2014 Fleet/Non-Retail K8A AWD 4dr

ENGINE

Engine Order Code	99R-1
Engine Type	Regular Unleaded V-6
Displacement	3.7 L/227 CID
SAE Net Horsepower @ RPM	304 @ 6500
SAE Net Torque (lb ft) @ RPM	279 @ 4000

TRANSMISSION

Transmission order code	44C
Transmission Type Description	6-Speed Automatic w/OD
Drive Train	All Wheel Drive

MILEAGE

City EPA fuel economy estimate (MPG)	16.00
Hwy EPA fuel economy estimate (MPG)	21.00
City cruising range (mi)	297.60
Hwy cruising range (mi)	390.60

* Indicates equipment which is in addition to or replaces base model's standard equipment.

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Customer File:

Town of York

To: Board of Selectmen

From: Municipal Social Services Review Board

Date: January 2014

RE: Recommendations for Town funding for FY 2015

The Municipal Social Services Review Board (MSSRB) is pleased to present you with its recommendations for funding for social service agencies that provide services to York residents and work cooperatively with town departments. This is the twelfth year that this board has reviewed agency applications and made recommendations to you.

In the fall of 2013, fourteen (14) eligible agencies requested a total of \$39,284. After review and discussion, the Board recommends \$36,400 for 14 agencies, an increase of \$400 over the amount approved by voters in May 2013. The organizations estimate that the value of services provided to York residents exceeded \$600,000.

The Board noted the following during our discussions:

1. Agency consolidation and downsizing which began with reduced funding during the recession continues. There is further pressure on social services with withdrawal of county funding to many agencies.
2. Data suggests that agencies are providing the same or increased level of services with smaller staffs and fewer resources. However, residents seeking assistance from some agencies may need to travel further as fewer outreach workers serve a larger geographic area.
3. The changing landscape in health care with reduction of Medicaid eligibility and the State of Maine's decision to decline federal funds for Medicaid expansion is likely to increase demand on agencies' resources.

We look forward to discussing this report with you

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- 3. Biddeford Free Clinic**
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- 8. Home Health- Visiting Nurses of Southern Maine**
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- 11. Southern Maine Parent Awareness**
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- 13. York County Food Rescue**
- 14. York County Shelter Programs**

2013-4 Municipal Social Services Review Board

Chair

Connie Hanley
440 York Street
York, Maine 03909
207-363-7301
cmhanley@maine.rr.com
Term Expires 06/30/2014

Roslyn Birger-Hershfield
PO Box 79
York Harbor, ME 03911
207-361-4524
rhersh@maine.rr.com
Term Expires 6/30/16

Dan Gardoqui
330 Mountain Road
Cape Neddick, Maine 03902
207-475-6151
dan@whitepineprograms.org
Term Expires 06/30/2015

Diane Kleist
71 Seabury Road
York, Maine 03909
207-363-5734
dkleist@maine.rr.com
Term Expires 06/30/2016

Ted Little
11 Meetinghouse Lane
York, Maine 03909
207-363-7527
elittle004@aol.com
Term Expires 6/30/16

Kathleen Vinet
5 River Meadow Lane Ext
York, Maine 03909
207-337-0992
kvine@maine.rr.com
Term Expires 06/30/2015

6 Member Board / 3 year terms

Town of York
Municipal Social Services Review Board
Funding Guidelines

1. Number of York citizens served
 - Direct Services*
 - Education & Prevention*
 - Includes education for police, etc.

2. Is the agency used by Town Departments?

3. Are services stable?

4. Is the agency financially sound?

5. How important is town funding to the applicant?

6. Does agency leverage town funds?
 - Includes matching funds, grants, volunteer time*

7. What is the dollar value of services to Town of York?
 - *If the dollar value of services for the past year is not available, is the agency willing to work with the review board to estimate the value in the future years?*

Town of York
Municipal Social Services Review Board
FY15 Agency Summary

Agency Name	Recommendation FY15	Agency Request FY15	Amount Voted FY14	Amount Voted FY13	Amount Voted FY12	Amount Voted FY11	Amount Voted FY10	Amount Voted FY09	Amount Voted FY08
1 AIDS Response Seacoast	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,000	\$1,000
2 American Red Cross of Southern Maine	\$1,500	\$3,000	\$1,000	\$2,800	\$2,600	\$2,800	2800	2,500	2,500
3 Biddeford Free Clinic	\$225	\$225	\$0	\$0	\$200	no request	no request	no request	no request
4 Caring Unlimited	\$3,500	\$3,759	\$3,500	\$3,500	\$3,250	\$3,000	3000	3,000	2,500
5 Counseling Services, Inc.	\$2,800	\$2,800	\$2,800	\$2,800	\$2,800	\$2,800	2800	no request	2,800
6 Cross Roads House	\$1,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	1500	1,400	1,400
7 Ethel's Tree of Life, Inc.	\$375	\$500	\$250	\$250	\$500	\$500	500	no request	500
8 Home Health/Visiting Nurses of 5. ME	\$2,000	\$2,000	\$2,000	\$1,100	\$2,000	\$3,000	3500	5,000	5,000
9 Hospice of York	no request	no request	no request	\$1,500	\$1,200	\$1,200	1200	1,200	1,000
10 Kids Free to Grow	\$1,000	\$1,000	\$1,000	\$1,000	\$900	\$900	750	750	750
11 Sexual Assault Response Services	no request	no request	\$250	\$250	\$250	no request	no request	no request	800
12 Southern Maine Agency on Aging	\$9,500	\$9,500	\$9,200	\$8,800	\$8,500	\$8,500	8500	8,000	8,000
13 Southern Maine Parent Awareness	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	1000	1,000	1,000
14 York County Community Action	\$6,000	\$6,000	\$6,000	\$6,000	\$5,500	\$5,000	5000	5,000	5,000
15 York County Shelters	\$3,500	\$3,500	\$3,500	\$3,500	\$3,000	\$3,000	3000	3,000	3,000
16 York County Food Rescue	\$2,500	\$2,500	\$2,000	\$1,200	\$1,000	\$1,000	no request	no request	no request
Totals	\$36,400	\$39,284	\$36,000	\$37,200	\$36,200	\$36,200	\$35,050	\$35,850	\$35,250

AIDS Response Seacoast

1 Junkins Avenue
Portsmouth, NH 03801
Richard Wagner, Executive Director,
603-433-5377 Rwagner@aidresponse.org

FY 15 Request: \$1,500

FY 14 Contribution: \$1,500

Background: AIDS Response Seacoast (ARS) is a nonprofit, community based HIV/AIDS service organization, which serves Southern Maine and the Seacoast NH area. ARS started as a grassroots effort to address the HIV/AIDS pandemic at the local level and became incorporated in 1988. The mission of ARS is:

- Prevent the spread of HIV infection through education and prevention programs.
- Provide direct services for individuals living with HIV/AIDS and their families via case management and emotional support services.
- To advocate on HIV/AIDS issues on the local level.

The ARS board of directors is comprised of eleven members, two of whom are from York. Currently, there are multiple volunteers from York as well.

ARS relies upon monies granted by local municipalities, organizations, and individuals to support the services they provide to Southern York County, Rockingham and Strafford Counties in NH. Funding provided to ARS from municipalities is leveraged to gain additional funds from other funding sources. Revenues for the year ending in June 2013 were \$366,680.00 and expenses of \$383,532.00.

Services: From 7/1/2012 to 6/30/13 ARS provided services to 117 York citizens. These services were valued at \$4980.00. The dollar value reflects the education programming provided to YHS and direct services provided by ARS to York residents. ARS also continues to provide preventative education to York High School (YHS) students. The YHS HIV Peer Education Team, comprised of 14 students, was provided training from ARS's prevention/education department with assistance of the Speakers Bureau. In addition, ARS's prevention/education department was on site at YHS for a senior class assembly which reached over 100 students. Direct services were also provided to 1-3 York residents. (Note: due to confidentiality issues only a range is submitted by ARS.)

Comment: Given the financial crisis that has directly impacted ARS and other non-profit community-based organizations; they have continued to consistently deliver imperative education/prevention and direct services to York residents without hesitation at the same level they have always offered. In addition to the direct services they provide, clients also have access to an extensive food pantry located at ARS. All services provided by ARS are free of cost. Karen Boardman, the YHS nurse, in coordination with the ARS educators, have created an excellent partnership to ensure that the YHS students annually receive the proactive/preventative/education from ARS.

Recommendation: \$1,500

TL 12.13

The American Red Cross of Southern Maine

Headquarters

2401 Congress Street

Portland, ME. 04102

207 874-1192

Contact person: Stacey Kiler, Administrative Coordinator II

FY15: Request: \$3000

Received FY14: \$1000

Background: The mission of The American Red Cross of Southern Maine is to provide immediate disaster relief and help residents of Southern Maine prevent, prepare for and respond to emergencies. These services include temporary shelter, food and clothing as well as emotional support. All disaster aid is provided without charge.

In addition, the American Red Cross teaches disaster survival, supports military families during deployment and provides emergency communication when requested. Preparedness training includes courses in CPR, First Aid and the use of Automated External Defibrillators and babysitting.

Services: During the period of July 1, 2012 through June 30, 2013, no York residents required temporary shelter due to fire, floods or disasters. Although the American Red Cross of Southern Maine provides lifesaving training in CPR and First Aid skills, their current computer program does not allow for documenting the number of York residents who have received such training. Specific information regarding the number of York residents who received support from the Services for Armed Forces Program also was not available. The American Red Cross of Southern Maine maintains six (6) community shelters within the town of York to house residents in need in the event of an emergency. Cost of direct service expenses: \$0. Estimated cost of maintaining shelters is not known.

Comment: Fortunately there were no documented cases of York families needing emergency shelter due to fires or storms. The intrinsic value of the Red Cross continues to be its ability to respond to a disaster when such services are required. The availability of the Armed Forces Communication Unit is also important for military families.

The Red Cross has trained Disaster Volunteers who are ready to respond to any natural or man-made disaster by delivering immediate care and comfort to those affected. The volunteers endeavor to assist disaster victims and meet their immediate needs after a tragedy.

Recommendation: \$1500

CH 12.13

Biddeford Free Clinic

189 Alfred St.
PO Box 325
Biddeford, ME. 04005
Contact: Joan M. Gordon, Executive Director
(207) 282-1138

Request FY 2015: \$225

FY2014 Contribution: \$0

Background: The Biddeford Free Clinic was founded in 1993 to provide free medical care and non-narcotic prescription medications for those without health insurance or Medicaid coverage and for those who are not eligible for services through the Veterans Administration. The Clinic is staffed by volunteer physicians, dentists, nurses and other health care providers.

The Biddeford Free Clinic has not requested funding from the Town of York since 2011 because no direct services were provided to York residents. In the period from October 1, 2012 to September 30 2013, 4 York residents received medication at the Biddeford Free Clinic; there were 5 visits for the 4 people, and 3 prescriptions. The total cost of prescriptions for York residents was \$225. There is no charge for the medical evaluation each person receives or the health education provided.

Services: The Biddeford Free Clinic receives funds from municipalities in York County, United Way and private donations. The budget for 2013 was \$169,020. Medications are obtained via grants or purchased directly from Southern Maine Medical Center at the hospital's cost. For high cost medications which are needed on a long term basis such as insulin and inhalants, the individual is assisted in applying for pharmacy assistance programs. These applications are made directly to pharmaceutical companies and typically cover 3 months of free medication.

Comment: When it was founded 20 years ago, The Biddeford Free Clinic was conceived as a stop-gap measure until universal access to health insurance became available. In the past year, the change in eligibility requirements for Medicaid, the state insurance program for low income people, has resulted in an increased number of people seeking medical care at the Biddeford Free Clinic. Further increases are expected in 2014 as a consequence of the state's decision to decline federal funds to expand access to Medicaid.

Recommendation: \$225

CH 12.13

Caring Unlimited

P.O. Box 590
Sanford, ME 04073
Executive Director: Cynthia Peoples
207-490-3227

FY15 Request: \$3759

FY14 Contribution: \$3500

Background: Caring Unlimited is a non-profit, community-based organization and is York County's Domestic Violence Program that has the mission of: Working to Make Every Home a Safe Home. It was established in 1977, and it is the only organization in York County to which York residents can turn twenty-four hours a day for vital safety planning and support services.. Available at no cost are: 24-hour hot line, emergency shelter, transitional housing, legal assistance, support groups (during which, child care is provided), school-based community and response programs.

The agency had some difficulties financially last year; they lost a \$300,000 grant last year, which, fortunately was restored in September of this year. However, York County ended its annual support for local social service agencies. Total revenues for FYTD Sept. 2012 were \$1,658,750. Total expenses were \$1,661,950.

Services: During the period of 10/1/12 through 9/30/13 the number of York residents served was 49, compared with 73 the previous year.

<i>~ Individual advocacy/counseling hours:</i>	<i>178.25</i>
<i>~Support group hours:</i>	<i>64.5</i>
<i>~Emergency shelter benefits:</i>	<i>15 bed nights</i>
<i>~Total cost to provide these services</i>	<i>\$11,502</i>

Comment: Caring Unlimited continues to be vital to our community. It should be noted that the number of victimized clients served has decreased from 73 to 49. This could be directly related to their having to close their Southern York Country office (in Kittery). However, they still provided 15 emergency bednights (compared to 14 the year before) to York residents.

They are required to raise \$25,000 in local, municipal support each year in order to leverage another \$250,000 in federal grants (which they are ineligible to receive without the local funds).

Although the cost of services to York residents was significantly less this year, Caring Unlimited is still providing a vital service.

Recommendation: \$3500

DK 12.13

Counseling Services Inc.

265 North Street

P. O. Box 1010 Saco Maine 04072

207-294-7126

Contact: Ann Fisher, Assistant Development Director

FY 15 Request: \$2,800

FY 14 Contribution: \$2,800

Background: For fifty years, Counseling Service Inc. (CSI) operated York county’s only 24-hour, 365 day crisis service response program which includes: a crisis hotline, face-to-face assessments, in-home follow-up and provides a single point of entry for mental health services throughout York County. York residents are served primarily from the offices in Kittery; services include counseling and day treatment services, enrichment classes, housing assistance and residential care.

Services: During the past fiscal year (10/01/12 – 09/30/13), CSI served one-hundred ninety-eight (198) residents a total of 3,203 units of service. Service units consisted of: *2,706 hours of Mental Health Counseling, 102 hours of Substance Abuse Counseling, 389 hours of Crisis Services, and 6 crisis bed days.* The cost of these services was \$284,994 (See Figure 1 below). The amount of support CSI is requesting is \$2,800, the same amount requested since 2005 *despite* the increase in costs of services.

Figure 1 – Services Provided by CSI, Inc to York, Maine Residents (10/1/12-9/30/13)

Service Provided	Residents Served	Units of Service	Cost of Services
Mental Health Counseling	147 residents	2,706 hours	\$246,327
Substance Abuse Counseling	10 residents	102 hours	\$7,227
Crisis Services	67 residents	389 hours	\$28,908
Crisis Bed Days	2 residents	6 days	\$2,532
Totals (unique count)	198 Residents	3,203 Hours 6 Days	\$284,994

Between July 2013 & June 2013, CSI’s Crisis Bed Unit (with 7 beds) handled 236 clients, and were able to treat 56% of clients without admitting them to a hospital for further mental health treatment.

CSI also provides: community support services, outpatient mental health counseling, psychiatric services, medication management, case management services, managed care services, independent living skills programs, complimentary therapies, and representative payee services and live enrichment programs that include therapeutic art classes.

Comment: With one in five Americans has a mental health disorder in any one year, available and accessible community mental health services are vital to the overall quality of life in our town. CSI continues to provide crucial community mental health services to the residents of York. While municipal funding is a very small part of their revenue (less than 2%), CSI continues to work collaboratively with York Schools, York Police Department, and Fire Departments for individuals living with a wide range of mental illnesses. CSI is a unique, vital service to many York residents.

Recommendation: \$2800

DMG 12.13

Cross Roads House

600 Lafayette Road

Portsmouth, NH 03801

Contact Person:

Martha Stone, Executive Director

603-436-2218 marthastones@crossroadshouse.org

FY15 Request : \$2000

Received FY14: \$2000

Background: Open since 1982, Cross Roads House is an emergency and transitional shelter serving eastern New Hampshire and Southern Maine. The mission of Cross Roads is to support individuals and families by providing them with the opportunity to move with dignity and purpose to stable and decent housing. Cross Roads House provides Emergency and transitional shelter to individuals and families, including dinner 7 nights a week, needs assessment and case management services, access to a variety of services on site such as primary health care, dental care, mental health care, substance abuse counseling and high school equivalency classes. Also provided are referrals to services throughout the community (e.g. housing and other social service agencies.) Vocational training is offered off-site.

Services: In the last year, Cross Roads House provided shelter to 2 residents of York for a total of 6 nights and with a dollar value of services to York citizens of \$180.00, calculated by the average cost per night (\$30.00) times the number of nights. York citizens in need had relatively short stays in the FY year, compared to the general average stay of 12 weeks for individuals and 21 weeks for families.

Comment: Cross Roads House provides a crucial safety net service for York residents that empowers individuals and families to return to more stable and permanent housing. While Crossroads policy limits the stay of anyone arriving from out of state, they have exempted York residents from the policy due to the long standing support from the Town of York. Cross Roads derives approximately 30% of its operating expenses from government agencies while using municipal funding to match and leverage federal funds. They feel it validates the importance of their services for private funders. Since they are not eligible for State of Maine funding, contributions from York County municipalities is particularly important.

Renovations were completed this past year on the shelter building that houses their families in the transitional program, allowing increased capacity which is important because the shelter operates essentially at capacity year round. The average stay for residents gets a little longer each year, which limits their ability to serve everyone in need. Prioritizing the need is taken in to account.

While the number of York citizens this past year was relatively low, Cross Roads House continues to serve an important role in meeting emergency needs and provides an important safety net for those who had nowhere else to stay.

Recommendation: \$1000

KCV 12.13

Ethel's Tree of Life, Inc.

3 Willow Drive

South Berwick, ME. 03908

(207) 704-0265

Executive Director: Linda Higgins

FY 2015 Request: \$500

FY 2014 Contribution: \$250

Background: Ethel's Tree of Life was founded in 2003 to provide hands-on opportunities for adolescents and young adults with learning difficulties to develop life skills and pre-work skills. Learning difficulties are defined broadly and the agency serves 14-24 year olds with a variety of disabilities: for some independent living and/or post secondary schooling is an appropriate goal. For others, a degree of supervision will be necessary for the foreseeable future.

Skills are learned through 8 week modules that include recreation based activities, health education, and skills required for independent living such as financial literacy. Socialization and building friendships are intertwined through all activities. There are opportunities for students to become mentors for new participants; some work as staff and receive a stipend.

Services to York residents: In the period from July 2, 2012 to June 30, 2013, Ethel's Tree of Life provided services to 5 York residents. The total number of service hours was 127.75; the total dollar value was \$913.77

Comment: Ethel's Tree of Life provides services in a group context to adolescents and young adults who often face difficulty developing friendships with peers. The 8 week modules allow opportunities for learning and repeated practice with basic living skills such as use of appliances, doing laundry, grocery shopping and managing expenses. The services are available to adolescents and post-high school young adults with special needs who may not be eligible for services designated for those with major developmental disorders. Ethel's Tree of Life operates on a modest budget with small grants from corporations, individuals and the United Way.

Recommendation: \$375

CH 12.13

HomeHealth Visiting Nurses

15 Industrial Park Rd
Saco, Maine 04072
207-284-4566
mmillefoglie@homehealth.org

FY15 Request: \$2000

FY14 Contribution: \$2000.00

Background: For over a century, HomeHealth Visiting Nurses (HHVN) has brought the best in home health to patients and families in Southern Maine. As the leading home health care agency in the region, they deliver comprehensive care with compassion, commitment and the highest standards of excellence. Their services are available 24 hours a day, seven days a week, throughout York, Cumberland and southern Oxford Counties. In the past fiscal year, HHVN underwent a shift to electronic records to coordinate electronic records with Maine Medical Center and their affiliates. This allowed all patient files to be available to all medical providers in this extensive system. This capacity-building effort has resulted in an infrastructure that will better serve their population by reducing duplication of services, thereby enhancing the efficiency of services.

Services: During the time period of 10/1/12 thru 9/30/13, HHVN served 82 unduplicated York citizens were served via home health aide care including physical, speech and occupational therapies, mental health counseling, telehealth, pediatric nursing, and therapy services. In addition to health promotion, diabetes education, and health tests. Many of these services are provided free of charge to the patients. The dollar amount of these services totaled \$46,855.00, calculated by number of visits/tests multiplied by cost per visit.

Comment: This year's decrease in services has been due to fewer staff visits to the community, caused by the extensive training required for the electronic records; reduction in Medicare rates; York Hospital's Flu Shot program; and Maine Care's reimbursement which pays .60 cents on the dollar. Town funds help leverage funding from other municipalities, and help garner funding support from other sources. The services provided by this agency are important, thus we continue our pattern of reimbursing HHVN for their free care given to York residents.

Recommendation: \$2000.00

RBH 12.13

Kids Free To Grow

62 Portland Road
Suite 15
Kennebunk, Maine, 04043
Kelli Wedgewood
207-985-5975

FY15 Request: \$1000

FY14 Contribution: \$1000

Background: The agency continues to be the only non-profit in York County whose sole mission is to prevent child abuse in its multiple forms. This includes, among other topics, community based parenting programs, and school based prevention educational programs. Dr. Gretchen Pianka, a pediatrician, president of the board, continues to foster increased visibility in the community, and Ms. Wedgewood, new to the agency, works part time behind the scene with a full time educator, who presents the above mentioned programs to the community.

Services: During the time period between 10/1/12 and 9/30/13, Kids Free to Grow served 152 York citizens at a cost of \$663.52. The dollar value of these services was calculated multiplying the number of students by the cost per student. Not included in this figure are the number of York residents who are parents of infants born in York County Hospitals . They were provided with a baby bag that was coordinated by Kids Free to Grow, containing parenting information from several York County agencies. The agency worked with The York School Department personnel at all levels, York Library, and York Hospital. Finances have been streamlined this year by having no executive director salary, and earmarking grant money to pay this in the future. KFTG has partnered with Connections For Kids, to reduce spending for the accounting fees, and for grant writing. Currently KFTG has no deficits, and is financially stable.

Comment: Funding is vital, as no state, or federal monies are received. Funds available are leveraged as incentive for matching grants, and attracts monies from other towns, and charitable donations. This agency provides critical, and effective programs, which provide the well-being of children, and advocates successfully for some of the most vulnerable members in our community. They continue to seek innovative ways to promote and fund their programs.

Recommendation: \$1000.00

RH 12.13

Southern Maine Agency on the Aging

136 US Route One
Scarborough, ME 04074
Liz Thompson
Telephone: 207-396-6591
E-mail: lthompson@smaaa.org

FY 15 Request: \$9500

FY 14 contribution: \$9500

Background: Southern Maine Agency on the Aging is a non-profit, community based organization since 1973, and provides resources on elder care choices and experts on the issues affecting older residents of York and Cumberland counties.

Their mission is: to ensure that older people, especially those who are frail, living alone, or who have low income, receive the support necessary to maintain their independence.

SMAA has a board of fourteen; two members are from York. Also, last year 5 York residents volunteered in their RSVP (retired and senior volunteer program), giving, collectively, over 1000 hours of their time

For the fiscal year Oct. 1, 2011 – Sept. 30, 2012, SMAA had revenues of \$5,991,903 and expenses of \$5,929,467. They are solvent, even though, last year they lost \$95,100 in federal funding.

Services: In the last fiscal year, SMAA served 689 York residents over the age of 60, which included: 3031 Meals on Wheels delivered by volunteers to 30 homebound seniors; Medicare insurance counseling to 74 residents; 144 York seniors and their families received help managing care giving roles and providing them with referrals; they continue to fund hot meals served to seniors at the York Senior Center. *The estimated cost of all services to York was \$176,384 compared to \$141,293 last year.*

Comment: It should be noted that of all the towns in York Country, York has the 3rd highest number of residents 65 and older who are living alone. Also, local matching funds are important for both federal and local funding. Through the Federal Older American Act, federal funds received by SMAA must be matched by municipal/local funds, so our support is critical.

Recommendation: \$9500

DK 12.13

Southern Maine Parent Awareness

886 Main Street, Suite 303

Sanford, ME 04073

Contact Person: Jackie L. Watson, Financial Coordinator, 207-324-2337 x 202

FY 15 Request: \$1,000

FY 14 Contribution: \$1,000

Background: For 33 years, Southern Maine Parent Awareness has provided information, support, and training opportunities to families who have children with special educational, physical and emotional needs. The Agency is committed to promoting a cooperative partnership among parents, professionals and community resources. According to the Agencies application, 11,000 children in York and Cumberland Counties have been identified as having disabilities, with 370 of these in the York Schools.

Services: The Agency provides individual consultation, training opportunities, and support group to assist families in providing for their child(s) special needs. Drop –out prevention, support groups, intensive family support, record reviews and advocacy are all part of the services provided by this agency.

In the last fiscal year – 10/1/12 – 9/30/13 - a total of 7 units of service were provided to 1 York family at a dollar value of \$217.00 (these units are calculated by taking total expenses, less equipment purchased, divided by the total units of service). While these numbers represent a decrease in services provided to York families in FY 2014. In FY 2012 SMPA provided over \$4000 worth of service and only asked for \$1000 in funding. The types of services provided this year include: *parent-to-parent individualized meetings; department staff calls/emails with questions/ support/education about disabilities & special education, and the distribution of SMPA information to school department & families.*

SMPA works with the entire York Schools Department – especially the Special Education Director, Case Managers, and Therapy Providers (such as therapists and social workers). Families are often referred to SMPA through the state of Maine, community professionals and other parents. They are commonly referred to families by physicians, mental/physical health providers, the school district, Maine Department of Education, and other parents that have used their services.

Comment: Two years ago, SMPA lost a major Maine Department of Education (MDOE) grant that represented 66% of their income. As a result they had to scale back from three to one employee. Regardless, they have not denied any request for services during this time.

SMPA provides very valuable independent advocacy and educational services to parents of children with physical and educational disabilities. The agency staff takes part in many individualized education plans (IEP's), mediating between parents and school staff – thus saving York families legal expenses that come with taking the “due process” route of getting the services their children need in the schools.

Recommendation: \$1,000

DMG 11.13

York County Community Action Corporation

6 Spruce Street, P.O. Box 72

Sanford, Maine 04073 207-324-5762

Barbara Crider, Executive Director

Brad Bohon, Communications Director x2954

FY15 Request: \$6,000

Received FY14: \$6,000

Background: The mission of York County Community Action (YCCAC) is to alleviate the effects of poverty by attacking its underlying causes and to promote the dignity and self-sufficiency of the people of York County. YCCAC is an independent, non-profit organization, not part of county government. The agency's main office is in Sanford with branches in Biddeford and Kittery. A new health center opened in 2013 in Springvale with a federal grant.

The agency's board is 1/3 low-income individuals, 1/3 public sector representatives and 1/3 private sector representatives. No one from York is currently on the board. Funding cuts necessitated paring down programs with layoffs to outreach workers and in the Head Start program. Municipal funds are critically important since every dollar of town funds leverages two dollars from the federal government. All of the funds will support the direct services for the residents of our community and will reduce the reliance upon general assistance here. The agency utilizes a large volunteer program of which 90 serve as volunteer drivers for the Transportation program.

Services: The agency provides a wide range of services for low-income families that includes: Head Start and Early Head Start, legal assistance, transportation, fuel assistance, housing, counseling, WIC (Women, Infants and Children), plus a community healthcare center. In the year ending October 2012, 340 York households received direct services valued at \$383,703, Services used most frequently by York families include; fuel assistance (LIHEAP), transportation, WIC, legal advocacy and counseling to help people understand if they are eligible for services and how to apply for programs such as food stamps or fuel assistance. This past year, the Housing program saw an increase in York residents seeking and using their assistance.

Town funds will support the agency's transportation program that drove 38 York residents over 97,670 miles last year, either in vans or with volunteer drivers. The Transportation program was restructured in Aug. 2013 to have a "broker" system for Mainecare recipients. This program has proven to be unreliable according to YCCAP clients. The Transportation program helps the citizens to be self-sufficient by providing them with transport to medical appointments, grocery shopping, day care programs, jobs, meal sites, and other services and activities.

Comment: The current funding atmosphere has affected the agency's revenue intake and they have consistently met the challenge of providing badly needed services far in excess of the amount requested, using resources available to meet the needs of the residents in need. Funding this agency helps reduce the reliance on General Assistance in the town. Although the cost of services to York residents was slightly less this year, they still continue to provide several vital services to our citizens in need.

Recommendation: \$6,000

KCV

York County Food Rescue

199 Jagger Mill Road
PO Box 863
Sanford, ME 04073-0863
Jodi Bissonette

phone: 207-324-1273 or 207-324-1273

FY 15 Request: \$2,500

FY14 Contribution: \$2,500

Background: York Country Food Rescue has been serving York County since 2008. In 2012, it partnered with Stone Soup Food Pantry, and last summer received its tax-exempt status as a 501.c3 non-profit organization, so very soon YCFR will be on its own as a non-profit organization. The purpose of YCFR is to alleviate hunger by enhancing the recovery of excess food and improving coordination among food pantries and meal programs in York County. It has a board of 8, none of whom live in York. In 2014, it will have an operating budget of \$166,700 compared to last year's \$121,100. It appears to be financially stable at this time.

Services: YCFR collects and stores USDA surplus commodities and food donated by over 125 supermarkets, stores, restaurants or farmers. They have a volunteer network of 100 plus. The "rescued" food is given, free of charge to food pantries and soup kitchens throughout York County. Through October of 2013 York Community Service Food Pantry received 37,863 lbs. of food, free of charge from YCFR, which was distributed to approximately 123 families. They also provided 24,697 lbs. of food to York's Table of Plenty, feeding an average of 65 people each week at the First Parish Hall. With the food valued at \$1.26/ lb., this makes the total value of food provided to the town of York \$78,826.

Comment: York County Food Rescue continues to be an invaluable source of free food for York residents according to Maureen Monsen, YCSA Food Pantry manager. It is also an invaluable source of food for the Table of Plenty as well.

Recommendation: \$2,500

RH 12.13

York County Shelter Programs, Inc.

PO Box 820

Shaker Hill Road

Alfred, ME. 04002-0820

Contact: Joan Sylvester, Community Relations Director

207 324-1137 x 105

Request FY 15: \$3500

FY14 Contribution: \$3500

Background: The York County Shelter Programs, Inc. provides comprehensive services for homeless adults and families. The primary goal of The York County Shelter Programs is to meet the urgent basic needs of clients for housing, food, medical treatment and mental health care. YCSP is working toward the long term goal of ending the cycle of homelessness through permanent housing options; a continuum of case management services are also offered to maintain client independence. The Shelter reports that the community housing continuum and case management have resulted in reduced recidivism for both single adults and families. For single adults, recidivism is only 5.33%; for families, the recidivism rate is zero. The Shelter also provides mental health and substance abuse treatment, vocational training and an emergency food pantry.

Services: During the fiscal year ending June 30, 2013, **six (6)** adult York residents received housing and other related services at York County Shelters, Inc for a total of **297** days. The daily cost of \$101.26 per day per person equals \$30,014.82. Single adults seeking YCSP services typically have a history of both longstanding serious mental illness as well as substance abuse disorders. Shelter residents receive medical screening, psychiatric consultation as necessary in addition to substance abuse treatment and case management services. If appropriate, vocational training is also provided.

York County Shelter Programs, Inc. also operates an emergency food pantry which is open to residents of any town in York County. **Four (4)** boxes of emergency food to serve a total of 12 people were provided to York residents; the value of each box is approximately \$60.

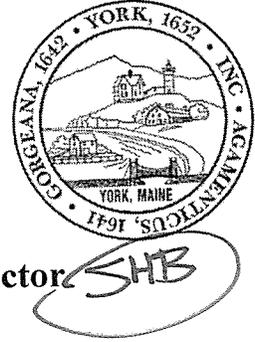
The value of these services received was \$30,014.82.

Comments: York County Shelter Programs offers a wide variety of housing and support services to individuals and families who are homeless. Services for clients with mental health issues are aimed toward preventing hospitalization and stabilizing the person with return to living in the community as soon as possible. Because of declining availability of housing vouchers and Section 8 certificates, lengths of stay for both adult individuals and families at YCSP have increased.

Recommendation: \$3500

CH 12.13

MEMO



TO: Board of Selectmen
FROM: Stephen H. Burns, Community Development Director
DATE: January 24, 2014
RE: Proposed Ordinance Amendments for May

Last night the Planning Board conducted a public hearing and is forwarding 4 amendments to the Board of Selectmen. They have delayed the proposed septic inspection amendment because it needs further work. There are also 4 amendments which will start with the Board of Selectmen.

At the workshop session where these are discussed, the Board is free to make changes. I will incorporate your input before I post the documents for a public hearing. The first public hearing will be February 24th and the second will be March 24th. The first hearing is focused primarily on content and possible changes, and the second hearing is focused primarily your decision whether to send each amendment to the voters or to drop it.

On March 24th there will also be a public hearing on the warrant and preference votes by the Board of Selectmen.

Proposed Amendments

to be considered at the

May 2014 Special General Referendum

Amendments

1. Allow Additional Uses in the Northern Portion of the Route One-2 Zone
2. Harbor Ordinance and Zoning Ordinance Amendments
3. Amend Standards for Commercial Functions on Residential Lots
4. Alter Membership Requirements for the Board of Design Review
5. Change the Definition of Leash in the Animal Control Ordinance
6. Business Licensing Ordinances
7. Massage Therapist Licensing
8. Repeal the Property Tax Relief for Low Income Circuit Breaker Program Ordinance

Amendment #1
*Allow Additional Uses in the Northern Portion of the
Route One-2 Zone*

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

Article X

The Town hereby ordains amendment of the **Zoning Ordinance** to allow the uses of car repair, indoor car sales, and manufacturing as permitted in the Route One-2 zone north of Spur Road, specifically amending: Article 4, Use Regulations.

Statement of Fact: Passage of this amendment would allow 3 new uses in the Route One-2 zoning district north of Spur Road. These uses include: 1) Vehicle Service Stations/Auto Repair Garages; 2) Sale, Rental and Accessory Storage of Automobiles, Light Trucks, Motorcycles and Mopeds; and 3) 5,000 square feet or less for Machine Shop, Assembly, Packaging, Wood Fabrication, or Manufacturing. This amendment is consistent with Town Goal 3.3 of the Comprehensive Plan, to create conditions conducive to small-scale, local business start-up, success and growth.

Recommendations:

Recommended by the Planning Board:

Recommended by the Board of Selectmen:

Amendment: Amend the language of Zoning §4.1.4, controlling permitted uses in the Route One-2 zone, as follows:

Industrial Use Category (RT 1-2)

- *Machine Shop, Assembly, Packaging, Wood Fabrication, or Manufacturing - Allowed only in that portion of the zone that is northerly of Fieldstone Estates Road and Southerly of Rogers Road, and with less than 5,000 square feet of floor space. Route One Use Permit from Planning Board required.*
- EXPRESSLY PROHIBITED: Printing, Binding, Publishing and Related Arts and Trades; ~~Machine Shop, Assembly, Packaging, Wood Fabrication, or Manufacturing~~; Warehouse or Distribution Facilities; Wholesale Business and Storage in a Roofed Structure; Self-Storage Facilities; Waste Transfer Facility, Commercial; Waste Processing or Disposal Facilities, Commercial; Bulk Fuel Storage; Truck Terminals.

Vehicular Use Category (RT 1-2)

- *Vehicle Service Stations, Auto Repair Garages – Allowed only in that portion of the zone that is northerly of Fieldstone Estates Road and Southerly of Rogers Road. Route One Use Permit from Planning Board required.*
- *Sale, Rental and Accessory Storage of Automobiles, Light Trucks, Motorcycles, and Mopeds – Allowed only in that portion of the zone that is*

northerly of Fieldstone Estates Road and Southerly of Rogers Road, and limited such that all vehicles are displayed and stored indoors only. Route One Use Permit from Planning Board required.

- EXPRESSLY PROHIBITED: ~~Vehicle Service Stations, Auto Repair Garages; Auto Body Repair Shops; Sale, Rental and Accessory Storage of Automobiles, Light Trucks, Motorcycles, and Mopeds Conducted Wholly or Partially on Open Lots; Sale of Pickup Coaches/Campers, Tent Trailers and Similar Equipment Including Snowmobile; Place for Repair, Sale, Rental or Storage of Pleasure Boats; Salvage Yards, Junk Yards, Wrecking Yards; Car Washing Establishment.~~

Amendment #2

Harbor Ordinance and Zoning Ordinance Amendments

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

Article X

The Town hereby ordains amendment of the **Harbor Ordinance** and the **Zoning Ordinance** to limit preferential treatment of non-residents, to alter control of personal watercraft, and to clarify measurement standards for new dock applications.

Statement of Fact: The Harbor Board requested these amendments to address 3 concerns. First, the amendment will improve availability of moorings for York residents who rely on the working waterfront for their livelihood as commercial fishermen. Second, the amendment alters the control of personal watercraft to account for the larger personal watercraft now being manufactured. Third, the amendment clarifies the manner in which measurements are taken for the permitting of new docks on the York River.

Recommendations:

Recommended by the Planning Board:

Recommended by the Board of Selectmen:

Amendment:

Amend the definition of Commercial Fisherman in the Harbor Ordinance, Section 1, Definitions, to eliminate preferential treatment of non-residents and those who don't make a living from fishing, as follows:

COMMERCIAL FISHERMAN: *A resident of the Town of York, fisherman who is licensed by the State of Maine and/or other applicable entities to engage in commercial fishing, who owns her or his own commercial fishing boat and equipment, and whose livelihood is sustained by earned income, at least 70% of which is derived from commercial fishing. Because of York's proud history of fishing, the Harbor Board gives preferences to commercial fisherman as defined herein in the administration of this Ordinance.*

Amend the definition of Personal Watercraft in the Harbor Ordinance, Section 1, Definitions, as follows:

PERSONAL WATERCRAFT: *Any motorized vessel utilized primarily for recreational purposes that is less than 13 feet in hull length as manufactured, is capable of exceeding 20 miles per hour, and has the capacity to carry not more than the operator and one other person while in operation. This term applies only to a vessel that uses an inboard motor powering a jet pump as the vessel's*

primary source of propulsion and is designed to be operated by a person sitting, standing or kneeling on the vessel rather than the conventional manner of sitting, standing or kneeling inside the vessel. The term includes, but is not limited to, a Jet Ski, *Wave Rider*, wet bike, surf jet, miniature speedboat, and hovercraft. Personal watercraft also includes any motorized watercraft whose operation is controlled by a water skier. This term does not include dinghies, skiffs, tenders, canoes, kayaks and other like vessels, used primarily for transporting persons and goods at speeds of less than five miles per hour.

Amend the language of Zoning §8.3.6.9.c, standards for new docks on the York River, as follows:

- c. Wharves, piers, and docks will be permitted on the York River, west (upstream) of Sewall's Bridge, only in areas where the low water channel is 50 feet or less from the high water mark. Wharves, piers, and docks will be permitted on the York River, east (downstream) of Sewall's Bridge, only in areas where the low water channel is 84 feet or less from the high water mark. No wharves, piers or docks will be permitted in the Barrells Mill Pond. All measurements shall be made perpendicular to the ~~normal~~ high water mark of the natural shoreline *at the location of the proposed structure*. No measurements may be made from any man-made structure.

Amendment #3

Amend Standards for Commercial Functions on Residential Lots

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

Article X

The Town hereby ordains amendment of the **Zoning Ordinance** to change the standards that limit commercial functions at residential properties, specifically amending: Article 7, Special Provisions.

Statement of Fact: Passage of this amendment would change 2 performance standards. First, it would increase the number of commercial functions that could be permitted at an approved residential property from 10 to 12 per calendar year. Second, it would alter the limit of not more than 3 functions per 30-day period to not more than 3 per calendar month.

Recommendations:

Recommended by the Planning Board:

Recommended by the Board of Selectmen:

Amendment:

7.16 Commercial Functions on Residential Lots Accessory to Residential Use

Owners of parcels can host up to *12* ~~10~~ commercial functions per *calendar* year on their property provided they obtain a use permit from the Code Enforcement Office and meet all of the following criteria:

1. No more than 250 people present at the function.
2. Lot size is at least 5 acres.
3. Lot has 1 parking spot for every 3 people attending the function, or there is satellite parking and a shuttle service. (To be determined by the Police Department)
4. *Provide either portable toilets, or other toilet facilities if connected to public sewer. Provide at least 1 toilet per 100 people (or fraction thereof) attending. ~~There are adequate temporary or permanent wastewater facilities on-site.~~*
5. Function activities are at least 200 feet from the nearest abutter's dwelling.
6. Noise Ordinance is adhered to.
7. Obtain a Special Event Permit from the Board of Selectmen.
8. There shall be no more than 3 functions in any ~~30-day period~~ *calendar month*.

9. All activities must end prior to 11pm.
10. All other applicable ordinances are adhered to.

Amendment #4

Alter Membership Requirements for the Board of Design Review

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

Article X

The Town hereby ordains amendment of the **Zoning Ordinance** to help change the membership requirements, appointment standards, officer selection and operating requirements for the Board of Design Review, specifically amending: Article 18, Administration.

Statement of Fact: Passage of this amendment makes 3 primary changes. First, it removes technical qualifications required for residents to be appointed to this Board. Second, it brings the process for appointing members into line with the process used for other boards and commissions. Third, it changes the process of selecting officers so that it will be consistent with Robert's Rules of Order. Passage of the amendment also clarifies that by-laws adopted by this Board must be consistent with Robert's Rules of Order.

Recommendations:

Recommended by the Planning Board:

Recommended by the Board of Selectmen:

Amendment: Amend the language which establishes and empowers the Board of Design Review, as follows:

18.9.2 Board of Design Review

There is hereby established a Board of Design Review whose members, term, officers, and manner of transacting business shall be as follows:

18.9.2.1 ~~Members; Qualifications.~~ The Board shall consist of five members, *each of who shall be a resident of the Town of York.* as follows: ~~one member of the Planning Board; one individual specially qualified by reason of education, training or experience in the financing of real property; one individual actively engaged in business, commerce or industry; one individual who shall be an architect, landscape architect or specially qualified by reason of training, education or experience in the area of graphic or allied arts; and one member of the community at large.~~

18.9.2.2 ~~Appointment; Term.~~ The members of the Board shall be appointed by the Board of Selectmen *for 3-year terms, but appointments may be made for a shorter term to maintain a staggered rotation such that only one or two appointments expire each year.* ~~Whenever possible, the Selectmen shall appoint individuals who are either property owners, residents, or actively engaged in business or~~

~~employment in the Town. Of the members first appointed, two members shall be appointed for a term of two years or until successors are appointed. Terms of office shall commence on the first day of the calendar year, except that the terms of office for members first appointed under this ordinance shall commence on the date of their appointment.~~

- 18.9.2.3 Vacancies; Removal. Any vacancy shall be filled for the remainder of the unexpired term as original appointments are herein provided. The Board of Selectmen may remove any member of the Board, after hearing, for misconduct or non-performance of duty.
- 18.9.2.4 Officers. ~~The Planning Board member shall serve as chairman. The Chairman shall be counted to determine a quorum and shall have the same rights as other members of the Board, including the right to vote. The Chairman shall annually appoint a vice-chairman and secretary. The Board shall annually elect a Chair, Vice-Chair and Secretary.~~ During the absence, disability or disqualification of the chairman and vice-chairman, the remaining members shall select an acting chairman.
- 18.9.2.5 Quorum; Voting. A quorum shall consist of three members. The Concurrence of a majority of the members of the Board present and voting shall be necessary to determine any questions before the Board.
- 18.9.2.6 Meeting Records. The Board shall hold one regular meeting each month. However, a meeting need not be held if there are no drawings or plans submitted for review by the Board. The deliberations and proceedings of the Board shall be public records. The Board shall keep minutes of its proceedings and such minutes shall be public records.
- 18.9.2.7 Rules. The Board *shall* ~~may~~ adopt and amend *by-laws* ~~rules~~ to govern the conduct of its business consistent with *Robert's Rules of Order* and the provisions of this ordinance.

Amendment #5

Change the Definition of Leash in the Animal Control Ordinance

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

Article X

The Town hereby ordains amendment of the **Animal Control Ordinance** to alter the definition of “leash”, specifically amending: Section 2, Definitions.

Statement of Fact: The purpose of this amendment is to limit dog leashes to physical restraints only. Currently electronic leashes are included in the definition of “leash.” The York Police Department has requested that the electronic leash option be removed.

Recommendations:

Recommended by the Board of Selectmen:

Amendment: Amend the definition of “leash” in Section Two, Definitions, as follows:

12. **LEASH:** a hand held device (lead, chain, *or* cord ~~or electronic control~~) which can be used to restrain a dog if the dog fails to respond to voice commands. In cases where a leash is required by law, ordinance or by order of a law enforcement officer, the owner or responsible party will be required to use a leash of 15 foot or less.

Amendment #6 *Business Licensing Ordinances*

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

Article X

The Town hereby ordains to adopt a new ordinance entitled, **Business Licensing Ordinance**, and concurrently repeals in their entirety the following ordinances: **Town of York Licensing Ordinance; Bed & Breakfast Licensing Procedure; Licensing Hotels/Motels with Accommodations with Cooking Facilities Ordinance; Flea Market Ordinance; and Transient Seller Ordinance.**

Statement of Fact: The purpose of this amendment is to consolidate all licensing ordinances and policies into a single code, and to ensure consistency with State law. If adopted the new Ordinance will make it easier for businesses to find information about licensing procedures and requirements, easier for the public to understand the system, and easier for Town officials to administer. A significant component of this amendment is establishment of a single application process for all types of license applications – one that is clearly written, fair to applicants and the public, and easy to follow. Another significant component of this amendment is grouping of information and standards for each type of license into a single place. This should prove very helpful as the State laws relating to business licensing are scattered throughout many different areas of law.

Recommendations:

Recommended by the Board of Selectmen:

Amendment: Repeal in their entirety the following licenses, copies of which are available in the Town Clerk's office in Town Hall:

- Licensing Ordinance;
- Bed & Breakfast Licensing Procedure;
- Licensing Procedure for Hotels/Motels With Rental Accommodations with Cooking Facilities;
- Flea Market Ordinance; and
- Transient Sellers Ordinance.

Enact a new Business Licensing Ordinance, as attached. Draft dated January 24, 2014.

Amendment #7 *Massage Therapist Licensing*

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

Article X

The Town hereby ordains amendment of the **Licensing Ordinance** to establish new requirements for the licensing of people practicing massage therapy and establishments where this health-related service is performed, specifically amending: Article 4, Standards. For this amendment to take effect, both this Article and the newly proposed Licensing Ordinance of Article __ must be enacted by the voters.

Statement of Fact: The purpose of this amendment is establish new licensing requirements to establish basic controls over the practice of massage as a commercial activity, and to prevent people from using massage therapy as a disguise for prostitution and other illicit activities.

Recommendations:

Recommended by the Board of Selectmen:

Amendment: Amend the language of §1.2, adding Massage Therapist License to the list of licenses categorized as Miscellaneous, as follows:

Miscellaneous

- Transient Sellers (see §4.2.10)
- Flea Market (see §4.2.11)
- Junkyard, Automobile Graveyard, and Automobile Recycling Business (see §4.2.12)
- *Massage Therapist (see §4.2.13)*

Amend the language of §4.2, License-Specific Standards and Requirements, adding a new section for Massage Therapist License, as follows:

4.2.13 Massage Therapist License

- A. *Purpose. The Town of York recognizes that the legitimate practice of massage therapy by trained and experienced massage therapists is a valuable component of our health care system. The Town also recognizes that persons without legitimate massage training or experience may masquerade as massage therapists as a cover for prostitution. It is the purpose of this ordinance to clearly distinguish between these persons and to promote the public*

health, safety and general welfare by acknowledging and permitting only legitimate massage therapy.

B. Definitions. *The following shall apply within §4.2.13:*

Client. *Any person who receives a massage.*

Disqualifying Criminal Conviction. *Conviction of a crime now classified as a Class A, B or C crime, a crime involving moral turpitude, or a crime violating gambling, drug and/or liquor laws of the United States or any state therein.*

Massage. *Any method of rubbing, kneading, tapping, vibration, compression, percussion, application of friction or manipulation of the external parts of the human body with the hands or other parts of the body, with or without the aid of any instrument or device. For purposes of regulatory control pursuant to this Ordinance, there are two categories of “massage”: Massage Therapy (as defined below) or other.*

Massage Therapy. *A scientific or skillful manipulation of soft tissue for therapeutic or remedial purposes, specifically for improving muscle tone and circulation and promoting health and physical well-being. The term includes, but is not limited to, manual and mechanical procedures for the purpose of treating soft tissue only, the use of supplementary aids such as rubbing alcohol, liniments, oils, antiseptics, powders, herbal preparations, creams or lotions, procedures such as oil rubs, salt glows and hot or cold packs or other similar procedures or preparations commonly used in this practice. This term specifically excludes manipulation of the spine or articulations and excludes sexual contact as defined in Title 17-A MRS §251(1)(D). [Reference: Title 32 MRS §14301(4)]*

Massage Therapy Establishment. *A place of business where clients go to receive a massage.*

Massage Therapist. *A person who provides or offers to provide massage therapy for a fee, monetary or otherwise. [Reference: Title 32 MRS §14301(3)]*

Minor. *Any person under the age of 18 years old.*

Person. *An individual, partnership, corporation or other entity.*

Recognized School. Any school or learning institution approved or accredited by the American Massage Therapy Association/Commission on Massage Training Accreditation/Approved (AMTA/COMTAA), Associated Bodywork & Massage Professionals/International Massage & Somatic Therapies Accreditation Council (ABMP/IMSTAC), or a school or institution requiring training equivalent to or surpassing an AMTA/COMTAA-approved or ABMP/IMSTAC-approved school, which offers a course of training in the theory, method, profession and work of massage therapy consisting of five hundred (500) hours or more, the completion of which renders a student eligible for membership in the AMTA or ABMP. Schools which cannot be verified shall not be deemed a recognized school. The burden of proving that a school meets or surpasses the educational and training requirements of an AMTA/COMTAA-approved or ABMP/IMSTAC-approved school shall be on the applicant.

C. Prohibition.

1. No person shall provide or offer to provide a massage for a fee, monetary or otherwise, unless licensed as a massage therapist (unless specifically exempted by this Ordinance).
2. No business shall allow anyone to provide a massage for a fee, monetary or otherwise, unless that person is licensed or exempted Ordinance.

D. Additional Information Required With Application. Along with all other submittal requirements, the applicant for a Massage Therapist License shall provide a release authorized by Title 16 MRS §620(6) (Criminal History Record Information Act) for the applicant, and where applicable for each person with any ownership interest or management responsibility in the company through which the license applicant is providing massage therapy services unless this is a sole proprietorship.

E. Standards. Compliance with the following shall be required.

1. License Required. Any person that performs or offers to perform a massage for a fee, monetary or otherwise, within the Town of York shall be required to possess a valid Massage Therapist License, except as provided in subsection "2" below.
2. Exemptions. The following shall not require a Massage Therapist License in the conduct of their work:
 - Physicians;
 - Physician's assistants;
 - Nurse Practitioners;
 - Surgeons;
 - Osteopaths;
 - Nurses;

- *Chiropractors;*
 - *Physical therapists;*
 - *Members of the American Massage Therapy Association or the Associated Bodywork and Massage Professionals;*
 - *Barbers, cosmetologists, beauticians and other health and hygiene professionals; and*
 - *Students enrolled in a recognized school who are required to give massages as part of their training.*
3. *State License. A copy of the Maine-issued state license for massage therapy shall be provided to the Town at the time of an application for a new license or for license renewal.*
 4. *Basic Proficiency. The applicant must show proof of basic proficiency in the field of massage therapy by providing; evidence of satisfactory completion of required coursework and training (diploma or graduation certificate) from a recognized school; or a statement from a physician, nurse, osteopath, chiropractor, physical therapist, or member of the AMTA or ABMP stating that person refers clients to the applicant for massage therapy.*
 5. *Place of Business. The following shall apply to the place of business:*
 - a. *Zoning Permit or Approval. If the services of a massage therapist are to be offered at a fixed business location, this establishment must have a permit or approval for the massage therapy use. This may be a principal or accessory use, or a home occupation. This must be verified by the Code Enforcement Officer prior to initial approval or location-related amendment for any massage therapist license.*
 - b. *Licenses on Display. In addition to the general license-posting requirements of this Ordinance, the Maine-issued state license for each massage therapist employed by the establishment shall also be posted along with a current photograph which clearly shows the face of the license holder.*
 - c. *Maintenance and Cleaning. The establishment shall at all times be kept in a clean and sanitary condition. All instruments, supplies and devices of any kind, or parts thereof, that come into contact with the human body shall be kept clean by a modern and approved method of cleaning.*
 - d. *Hours of Operation. Massage therapy establishments shall not be open for massage purposes earlier than 7:00 AM nor later than 10:00 PM.*

- e. Supervision. At all times when open for business, one or more people with a massage therapist license shall be on premises to supervise the operation of the establishment, and to assure that no violations of this Ordinance occur.
 - f. List of Employees. The massage therapy establishment shall keep a written list of the names and current addresses of all people employed at the establishment, whether on duty or off duty. Such list shall be shown to a York Police Officer upon demand.
- 6. Age Restrictions. No massage shall be practice on a minor without the written consent of the minor's parent or guardian.
 - 7. Massage Tables. All massages shall be administered on a massage table, treatment table, treatment mat, or treatment chair.
 - 8. Prohibited Activities.
 - a. No massage therapist shall administer, offer to administer, or agree to administer a massage to a client whose genitals are exposed.
 - b. No massage therapist shall administer, offer to administer, or agree to administer a massage to the genitals or anus of a client.
 - c. No massage therapist shall administer, offer to administer, or agree to administer a massage unless he or she is fully clothed with nontransparent clothing of the type customarily worn by massage therapists while administering a massage.
 - d. No massage therapist shall allow a client to expose or touch his or her genitals while receiving a massage.
- F. Grounds for Denial, Suspension or Revocation of a License.
- 1. Standards for Denial of License. A license under this Ordinance shall be denied if any one or more of the following apply:
 - a. The applicant is a minor.
 - b. The applicant has been given a disqualifying criminal conviction at any time during the 5 years immediately preceding the application.
 - c. The applicant performs massage therapy work as an employee of a business other than a sole proprietorship if:

1. *a corporation that is not registered to do business in Maine;*
 2. *a corporation if any principal officer thereof or any person having an actual ownership interest or management authority therein has been given a disqualifying criminal conviction at any time during the 5 years immediately preceding the application; or*
 3. *an applicant, other than a corporation, if such applicant or any person having an actual ownership interest or management authority therein has been given a disqualifying criminal conviction at any time during the 5 years immediately preceding the application.*
- d. *The applicant submits an incomplete application, knowing makes an incorrect statement of a material nature, or fails to supply additional information required by the Board of Selectmen as would be reasonably necessary to determine whether the license is issuable.*
 - e. *The applicant, or any person with an ownership interest or management authority of the business which employs that person, has been denied a license for knowingly making an incorrect statement of a material nature within the 5 years immediately preceding the application.*
 - f. *The applicant, or any person with an ownership interest or management authority of the business which employs that person, has had a license granted pursuant to this Ordinance revoked within the 5 years immediately preceding the application.*
2. *Grounds for Suspension or Revocation of License.* *In addition to other grounds, a license may be revoked or suspended if any of the following apply:*
 - a. *The holder of the license fails to notify the Board of Selectmen of any substantive change in eligibility to possess the license;*
 - b. *The holder of the license violates any provision of this Ordinance;*
 - c. *The establishment where massage therapy is offered is found to also facilitate prohibited activities such as unlicensed massage and or any violation of Title 17-A MRS §851 - §855 (Prostitution and Public Indecency).*
- H. *Inspections Required.* *York Police Department – prior to license issuance, renewal or amendment. Random inspections to ensure compliance with the terms of this Ordinance shall be permitted.*

- I. Related Laws. Title 32 §14301-§14311, Massage Therapists. Title 17-A §851 - §855, Prostitution and Public Indecency.
- I. Statutory Authority. Title 32 MRS §14310.
- J. Enforcement Authority. York Police Department.

Amendment #8
*Repeal the Property Tax Relief for Low Income Circuit Breaker
Program Ordinance*

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

Article X

The Town hereby repeals the **Property Tax Relief for Low Income Circuit Breaker Program Ordinance** in its entirety.

Statement of Fact: This Ordinance is proposed to be repealed in its entirety because the State has repealed the enabling legislation. There is no legal basis to continue to utilize this Ordinance.

Recommendations:

Recommended by the Board of Selectmen:

Amendment: Delete this Ordinance in its entirety, as follows:

~~**Property Tax Relief for Low Income Circuit Breaker Program**~~

~~**1. Purpose**~~

~~The purpose of this Ordinance is to provide relief to those taxpayers and renters resident in the Town of York who are of low or modest income and whose property tax costs constitute a significant portion of their total income.~~

~~**2. Program Description**~~

~~Under this program, the Town of York will provide supplemental benefit to individuals who qualify as York residents and beneficiaries of the Maine Residents Property Tax Program established by Chapter 907 of Title 36, M.R.S.A. (the "State Program"). York residents who qualify for and receive payment under that program may present proof of such payment by the State of Maine to the Town Clerk or designee and shall automatically qualify for a supplemental benefit from the Town of York. The amount of the supplemental benefit shall be a percentage of the State payment, subject to any pro-ratio requirements as described in Section 6 of this ordinance.~~

~~**3. Qualified Persons**~~

~~Any York resident who qualifies under the State Program and pays property taxes to the Town of York or rent for the rental of property in the Town of York shall be eligible for the benefit described herein, provided, however, that no homeowner shall be eligible for such benefit on a home assessed at a value higher than the average assessed value of all homes sold~~

~~in the Town of York during the prior year. An owner of multiple York properties shall not be eligible if the aggregate value of those properties exceeds the average assessed value of a home sold in York during the previous year, ending March 31.~~

~~4. **Eligible Amounts**~~

~~York taxpayers and renters who are paid by the State under the provisions of 36 MRSA Section 6207 (regular program) shall be eligible for a benefit of up to 50% of the benefit calculated under the State Program; provided, however, that the benefit to be received by any applicant shall not exceed the sum of \$500.00.~~

~~York taxpayers and renters who are paid by the State under the provisions of 36 MRSA Section 6206 (Special Elderly Household Program), shall be eligible for a benefit of up to 200% of the benefit calculated under the State Program.~~

~~Notwithstanding these eligibility standards, A) no person shall receive a benefit hereunder for taxes or rent which, when added to the benefit from the State under the State Program, exceeds 100% of the total property tax paid or rent paid on the subject eligible property.~~

~~5. **Application and Initial Benefit Payment**~~

~~Between September 1st and February 28th annually, York residents may apply to the Town Clerk for a benefit hereunder on forms provided by the Town Clerk. Each form must be accompanied by satisfactory evidence of eligibility and benefit payment by the State of Maine under the State Program for the current period, including a statement of the amount of the State Program benefit and the basis and/or type of such benefit. The Town Clerk shall review and determine if the application is complete and accurate and if the applicant is eligible for a benefit hereunder.~~

~~If the Town Clerk determines that the applicant is qualified for a benefit hereunder, the Town Clerk shall then determine the total benefit amount based on the formula set forth in Section 4 of this ordinance, and the Town Clerk shall then within 20 days pay the applicant 50% of the total benefit amount as their initial benefit payment.~~

~~6. **Final Benefit Payments**~~

~~On or about February 28th annually, the Town Clerk shall determine the total amount of benefits due to all eligible York applicants as of that date. After deducting the total of the initial benefit payments then due or paid, the Town Clerk will divide the total of remaining benefit amounts by the total remaining funds provided for in the current year budget account established for this program.~~

~~If the total of remaining benefit amounts is less than or equal to the funds available in such budgetary account, then each eligible applicant shall be paid their full remaining benefit amount as their final benefit payment.~~

~~If the total of remaining benefit amounts is greater than the funds remaining in such budgetary account, then these remaining funds shall be allocated among all then qualified applicants on a pro-rata basis, and then paid to those applicants as their final benefit payment.~~

~~Applications received after February 28th shall be paid only if funds remain after distribution of all benefits for applications received prior to February 28th. Applications received after February 28th shall be: A) approved and paid on a first come, first serve basis until the budgetary account is exhausted, and B) shall be paid at 65% of the total benefit eligibility only.~~

~~7. **Failure to Appropriate Funds**~~

~~Failure of the taxpayers of York to appropriate funds to pay for this program shall constitute a suspension of the program for that year.~~

DRAFT Business Licensing Ordinance



Town of York, Maine

Date of Original Enactment: _____

ENACTMENT BY THE LEGISLATIVE BODY

Date of the vote to enact/amend this Ordinance: _____.

Certified by the Town Clerk: _____ on _____.
(signature) (date)

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SECTION 1: PURPOSE AND SCOPE

1.1 Purpose

The purpose of this Ordinance is to establish a unified licensing process and standard for all types of business licenses which the Town issues. Through this Ordinance the Town seeks to apply reasonable controls on businesses as it seeks to protect public health, safety and welfare.

1.2 Licensed Activities

No person or business shall engage in any of the following activities unless they possess a valid Town business license to do so. Section references point to license-specific requirements of this Ordinance.

Lodging

- Bed and Breakfast (see §4.2.1)
- Innkeepers (see §4.2.2)

Food and Beverage

- Food Service (see §4.2.3)
- Liquor (see §4.2.4)
- Bottle Club (see §4.2.5)

Entertainment

- Special Amusement (see §4.2.6)
- Dance Hall (see §4.2.7)
- Coin-Operated Amusement (see §4.2.8)
- Bowling Alley (see §4.2.9)

Miscellaneous

- Transient Sellers (see §4.2.10)
- Flea Market (see §4.2.11)
- Junkyard, Automobile Graveyard, and Automobile Recycling Business (see §4.2.12)

For local approvals required for State licenses, see also:

- Bingo, Beano and Games of Chance (see §4.3.1)
- Off-premise Catering (see §4.3.2)

SECTION 2: GENERAL PROVISIONS

2.1 Licensing Authority

The Board of Selectmen shall serve as the Town's licensing board.

2.2 Licenses Not Transferrable

A license shall be specific to the applicant and the property, and shall not be transferrable to another person or property.

2.3 License Expiration

All licenses shall expire one year from the last day of the month of the vote to issue or renew, except that in the case of an applicant with multiple licenses where the Board shall ensure that all licenses have a single expiration date to simplify future renewals. In addition, the Board may, for good cause, shorten the timeframe for which a particular license is issued.

2.4 Display of License Placard Required

When the Board issues a new license, renews a license, or amends a license, the Town Manager's Office shall issue a new printed license placard. This license placard shall be displayed at the licensed establishment such that it is readily visible to customers, people at the establishment, and Town officials.

The license placard shall indicate the following information:

- applicant's name
- establishment name;
- street address of establishment;
- license type(s);
- date of license issuance;
- date of license expiration;
- if applicable, seating capacity or occupancy limits; and
- other limits or restrictions specified by the Board.

2.5 Inspections

Inspections are mandatory for most licensed businesses. The following shall apply.

2.5.1 Required Inspections

Each establishment shall be inspected by Town staff as a condition of the issuance of new license or for renewal. For each license type, the Ordinance specifies which departments are required to inspect and describes the frequency and nature of inspections (see Section 4.2). Submittal of an application to the Town Manager's Office constitutes agreement to make the premises available for inspection during normal working hours. Such inspections shall generally be conducted prior to action by the Board of Selectmen, but may be deferred by the Board if the operation is seasonal and not open at the time of application, or for other good cause.

- A. Code Inspection. Code inspections are to be conducted by a Code Enforcement Officer (CEO). The purpose of code inspection is to ensure overall cleanliness of the establishment, to look for signs of septic failure/septic tank pumping/grease trap cleaning (as applicable), to look for code-related problems such as exposed wiring or faulty plumbing, and to look for compliance with standards and requirements of this Ordinance and applicable permits and approvals. For a new or expanded establishment, the CEO shall also verify the possession of a valid Occupancy Permit from the Town.
- B. Fire Inspection. Fire inspections are to be conducted by the fire department with jurisdiction. The purpose of fire inspection is to ensure initial and ongoing compliance with life/safety code requirements, with a focus on safe means of egress, exit signs, emergency lighting, audible alarms, building sprinkling, provision of fire extinguishers, and other such matters. For a new or expanded establishment, the fire inspector shall also verify compliance the possession of any approvals needed from the State Fire Marshall's Office.
- C. Police Inspection. Police inspections are to be conducted by York Police Officers. The purpose of police inspection is to help prevent situations which would violate codes within their jurisdiction, such as but not limited to liquor laws and the Noise Ordinance.

2.5.2 Optional Inspections

Any Town department which has been assigned inspection responsibilities with respect to license issuance shall also have the authority to make an unannounced inspection during open hours of the establishment. The license holder shall accommodate this request unless there is reasonable cause to delay the matter.

2.6 Application Fee

The application fee shall be paid at the time of application submittal, and shall be non-refundable. The following shall apply.

2.6.1 New Licenses and Renewals

The fee shall be the sum of the following:

- A. \$60; plus
- B. \$30 for each license after the first; plus
- C. \$50 if a public hearing is required by the Ordinance.

2.6.2 License Amendments

The fee for a license amendment shall be \$25.

2.7 Enforcement

Enforcement of this Ordinance shall be as follows.

2.7.1 Enforcement Responsibilities

Enforcement authority pursuant to this Ordinance varies by license type, and is specified for each license type as being the Code Enforcement Officer (CEO), a York Police Officer, or the Fire Chief with jurisdiction or their designee. In the

event CEO enforcement action is required at a time when a CEO is not working, a Police Officer may initiate necessary enforcement action until such time as the matter can be turned over to a CEO. Reference in this Ordinance to the enforcement authority of the Fire Chiefs in no way diminishes their authority under Life Safety 101 and other applicable codes and statutes.

2.7.2 Enforcement Actions

Actions taken to enforce this Ordinance shall generally follow the sequence provided here, except that steps may be skipped in the event there is an expectation that delay would cause significant harm to public health or safety.

A. Reminder

When a business fails to renew its license(s) in a timely manner, the Town Manager's Office shall contact the person to remind them of the requirement to renew. If the lapse in license(s) exceeds 60 days this matter shall be turned over to the designated enforcement authority for formal enforcement action.

B. Verbal Warning

Provide a verbal warning to the license holder and any other relevant parties citing the specific violation and advising them to cease the violation. All verbal warnings shall be documented in writing following delivery.

C. Written Citation

In the event the Verbal Warning does not result in compliance, a Written Citation shall be issued. This citation shall document the violations in terms of actions and code sections violated, and shall order the violation to cease immediately unless a later deadline is expressly included. This shall be delivered in person or by any means where receipt is documented in writing (such as certified mail/return receipt requested).

D. Selectmen's Action

In the event the Notice of Violation and Order for Corrective Action does not result in compliance, the matter shall be documented in writing and turned over to the Board. For any violation forwarded to the Board and not resolved within 7 working days thereafter, the Board shall schedule a public hearing on the matter. Public notice shall meet the requirements as specified in §3.5, except that the license holder shall be notified by certified mail or an equivalent means, sent at least 7 days prior to the public hearing. If the Board chooses to take enforcement action, it shall have the authority to take any of the following actions, which is not necessarily a sequence of steps but rather a list of options:

1. Suspend License. The Board may suspend the license(s) for a fixed period of time not to exceed 30 days. No license may be suspended more than once per year.
2. Revoke License. The Board may revoke the license(s). If revoked, the license holder shall not re-apply for a new license within 60 days of the Board's vote.

3. **Prosecute.** The Board may initiate any and all actions and proceedings, either legal or equitable, including seeking injunctions of violations and the imposition of fines, that may be appropriate and necessary to enforce the provisions of this Ordinance in the name of the Town. If successfully prosecuted, the Town shall not accept any applications for a new or renewed license within 120 days of the Court Decision.

2.8 Administrative Provisions

The following shall apply:

2.8.1 Application Form and Instructions

The Board shall adopt, and may from time to time amend, an application form and printed application instructions, which are to be followed by applicants. These shall be available in the Town Manager's Office and on the Town's web page.

2.8.2 Penalties

Violation of any provision of this Ordinance after receipt of a Written Citation shall be subject to a minimum fine of \$100 per day per violation for a first offense, or a minimum fine of \$250 per day per violation for subsequent offenses within a 2 year period. The "per day" period shall begin at the first date on which the violation can be demonstrated.

2.8.3 Transition Period

A. Existing Licenses

Any license issued under prior licensing codes shall remain in effect for either one year or until the current license expires, whichever occurs first.

B. Applications in Process

Any complete application which has been received by Town staff, but not yet decided by the Board of Selectmen at the time this Ordinance is enacted or amended, shall be heard and decided based on the codes in effect at the time of receipt by Town staff.

C. Exception for Newly Regulated Establishments

In cases where a Town license had not been required of an establishment in the past, a newly required license shall be obtained no later than 6 months after the date of enactment of the relevant code provision.

2.8.4 Saving Clause

In the event any provision of this Ordinance is found by a court of competent jurisdiction to be invalid, this finding shall not affect the remainder of this Ordinance.

2.8.5 Effective Date

Except as otherwise provided, this code and any subsequent amendments shall take effect immediately upon approval by the voters of the Town of York.

SECTION 3: APPLICATION PROCESS

3.1 Application Procedures

An application shall be submitted to obtain a new license, renew an existing license, or amend an existing license. The review process is identical for each of these procedures with the exception of the public hearing. The Board shall conduct a public hearing prior to reaching a decision on an application for a new license. The Board may decide to conduct a public hearing prior to reaching a decision on renewals and amendments if it concludes this is in the public interest.

3.2 Submittal of Application

The applicant shall complete and submit to the Town the application form along with all supplemental information and materials per the instructions included with the form. Application materials shall be delivered to the Town Manager's Office by any of the following means:

- 3.2.1 Delivered in person to the Town Manager's Office in Town Hall during normal business hours; or
- 3.2.2 Delivered by mail to: Town Manager/License Application, 186 York St., York, ME 03909

3.3 Timing of Application

3.3.1 New Licenses and License Amendments

Application for a new or amended license may be applied for any time, but must be obtained before the licensed activity is started. Generally it is best to apply 30 to 60 days in advance of the anticipated start date.

3.3.2 License Renewals

An application for license renewal shall be submitted no sooner than 90 days prior to expiration of the current license(s). It is advised to apply no later than 30 days prior the expiration date.

3.4 Administrative Review of Application

The Town Manager's Office shall initiate an administrative review of the application by the Departments as specified in this Ordinance. Copies of the application shall be distributed to: any department which is required to evaluate the application and/or perform an inspection; the Police Department for information about any criminal record of the applicant (where applicable); to the Tax Collector for verification that all taxes have been paid for the property and business in question; and to any applicable utility district serving the property.

3.5 Public Notice

Prior to the Board meeting at which the application will be considered, the Town Manager's Office shall provide public notice in accordance with the following:

3.5.1 Agenda

An agenda for the meeting shall be posted in Town Hall no later than noon the Friday prior to the Board meeting. This agenda shall identify the name of the applicant, the name of the property owner (if different than the applicant), the street address of the property, and the list of licenses being applied for.

3.5.2 Legal Notice if a Public Hearing

If there is to be a public hearing, legal notice of the hearing shall be required. Such notice shall indicate the same information as included on the agenda, plus the date, time and place of the hearing. No later than 5 days in advance of the meeting, the notice shall be: published in a newspaper with general circulation in Town; and posted in at least 2 public places in York.

3.5.3 Optional Supplemental Postings

In the name of transparency and full disclosure, it is recommended, though not required, that the agenda be posted at other locations such as post offices, on the Town's web page, and on the Town's public access cable television station. Failure to post in such ways shall not invalidate any action of the board.

2.5.4 Notice to Applicant

The applicant shall be notified by first-class mail of the Board meeting at which the license application will be decided. If there is to be a public hearing, the applicant shall be asked to attend if a public hearing in case there are questions to be answered.

2.5.5 Conflicting Provision

In the event there are conflicting requirements in state statute or another ordinance, the standard which imposes the higher standard for public notification shall apply.

3.6 Public Hearing

The Board shall conduct a public hearing prior to deciding on an application for a new license or to amend an existing license. The public hearing is an opportunity during the process where the public has a right to offer input to the Board, either speaking at the hearing or providing written comments to be read at the meeting.

3.7 Decision

The Board shall vote to make one of the following decisions.

3.7.1 Approval

The Board shall grant approval of an application when the applicant demonstrates full compliance with this Ordinance and other applicable Town codes. Conditions may be imposed by the Board to achieve the purposes of this Ordinance and other applicable Town codes, as follows:

- A. Conditions Precedent. The Board may impose conditions precedent to ensure the applicant fulfills certain obligations prior to receipt of the license. (Example: septic tank to be pumped before the license is issued.)
- B. Conditions Subsequent. The Board may impose conditions subsequent to ensure the licensed activity will comply with specified parameters (for

example: outside lights shall be turned off no later than 30 minutes after the close of business each night; operation to remain in compliance with the Noise Ordinance; etc.).

3.7.2 Denial

Except as provided below, the Board shall deny an application that has not demonstrated compliance with the requirements of this Ordinance and other relevant Town ordinances. The motion to deny must identify the specific reason(s) for denial.

- A. Life Safety 101 Code. With a corrective plan approved in writing by the Fire Chief, an applicant may be allowed not more than 3 years to fully remedy identified Life Safety 101 Code violations, and licenses may be issued during this time.
- B. Consent Agreements. Where a Consent Agreement with the Board of Selectmen allows a violation to persist for a period of time before being fully remedied, licenses may be issued during this time.

3.8. Appeals

Any decision, action or inaction pertaining to this Ordinance by the Board, or any official charged with administration or enforcement of this Ordinance shall be appealed to York County Superior Court, unless otherwise specified by license type per §4.2. Any appeal must be filed within 30 days of the decision or action being appealed.

SECTION 4: STANDARDS

4.1 General Standards and Requirements Applicable to All Licenses

The following shall be considered prior to any license-related actions by the Board, and compliance shall be required throughout the license period. Failure to comply with these standards and requirements shall be a basis for enforcement action pursuant to this Ordinance.

4.1.1 Character of the Applicant

No license shall be issued to anyone who has not demonstrated good moral character. In determining good moral character, the Board shall consider all evidence presented. This shall include, but not be limited to the following:

- A. The applicant's police record, if any. Conviction of a Class D or more serious crime may be considered as evidence that the applicant lacks good moral character.
- B. The applicant's past and present compliance with the provisions of this Ordinance and other applicable Town and State codes, and with requirements of any utility districts which provide service.

4.1.2 Taxes and Fees Paid

All property taxes, personal property taxes and any Town fees shall be paid in full before the license is issued. Compliance shall be verified by the Tax Collector before issuance, renewal or amendment of a license.

4.1.3 On-Site Septic

If the licensed establishment utilizes a septic system, compliance with Town septic tank pumping requirements shall be required. Compliance shall be verified by the CEO before the Board issues, renews or amends a license.

4.1.4 Grease Traps

If the licensed establishment utilizes a grease trap, compliance with cleaning requirements of State and/or local plumbing codes shall be required. Compliance shall be verified by the CEO before the Board issues, renews or amends a license.

4.1.5 Land Use Compliance

The licensed activity shall occur on a property permitted, approved or grandfathered for the use. Compliance shall be verified by the CEO before the Board issues or amends a license.

4.1.6 Code Compliance

All license holders shall comply with all Town codes, including but not limited to the Noise Ordinance. Compliance shall be verified by the CEO before the Board issues, renews or amends a license. If a violation has been cited in writing, it shall either be resolved or an appeal filed before the Board issues, renews or amends a license.

4.1.7 Life Safety Code Compliance

For any license which requires a fire inspection, the purpose of such inspection shall be to ensure compliance with Life Safety 101 Code requirements.

4.1.8 Nudity

The purpose of this section is to regulate nudity as a form of live entertainment in those establishments which are licensed under this Ordinance.

- A. No license holder shall permit entertainment on the licensed premises, whether provided by professional entertainers, employees of the establishment, or any other person, when such entertainment involves any of the following:
 - 1. the performance of acts, or simulated acts, of sexual intercourse, masturbation, sodomy, bestiality, oral copulation, flagellation, or any sexual acts which are prohibited by law;
 - 2. the actual or simulated touching, caressing, or fondling of the breasts, buttocks, anus, or genitals; and/or
 - 3. the actual or simulated displaying of the genitals, pubic hair, buttocks, anus, or any portion of the female breasts at or below the areola.
- B. No license holder shall permit any person to remain in or upon the licensed premises who exposes to any public view any portion of his or her genitals or anus or any portion of the female breasts at or below the areola.

For the purpose of this section, “display” or “displaying,” and “expose” or “exposing” shall mean unclothed or un-costumed or not covered by a fully opaque material.

4.2 License-Specific Standards and Requirements

The following are standards and requirements unique to each type of license issued by the Town. These are required in addition to other standards specified in this Ordinance. For other instances when the Board is required to act on a local license (such as but not limited to closing out sales, billiard rooms, etc.), the Board shall apply the general standards of this Ordinance and any applicable statutory requirements.

4.2.1 Bed and Breakfast License

This license shall be required for operation of a Bed and Breakfast as defined in the York Zoning Ordinance. The following shall apply:

- A. Annual Inspections Required:
 - 1. Code Inspection - annual.
 - 2. Fire Inspection - annual.
- B. Concurrent Victualers License. The Bed and Breakfast License implicitly includes food preparation, so a separate Food Service License from the Town shall not be required, but all standards pertaining to the Food Service License shall apply.
- C. Concurrent Liquor License. If liquor is to be sold, a separate Liquor License is required per Title 28-A M.R.S. §1061-A.

- D. State Licenses. A State Bed and Breakfast License from the Maine Department of Health and Human Services shall be required. Possession of a Lodging Place License or an Eating and Lodging License is not an acceptable alternative. A license from the Maine State Fire Marshal's Office shall also be required.
- E. Verification of Use for Transient Occupancy. For license renewals, the code inspection shall include a review of the records of guest registration and departure during the prior license year to ensure that all guest stays comply with requirements for transient occupancy if so limited by the Zoning Ordinance.
- F. Related Laws. See Zoning Ordinance, Section 7.7.
- G. Statutory Authority. Home rule authority.
- H. Enforcement Authority. CEO and Fire Chief.
- I. Appeals. The Board of Appeals shall have jurisdiction to hear appeals.

4.2.2 Innkeeper's License

This license shall be required for operation of a Hotel, Motel or Inn as defined in the York Zoning Ordinance or Life Safety 101 Code, whichever is more broadly defined. The following shall apply:

- A. Inspections Required:
 - 1. Code Inspection - annual.
 - 2. Fire Inspection - annual.
- B. State License. A State Lodging Place License or an Eating and Lodging License shall be required.
- C. Verification of Use for Transient Occupancy. For license renewals, the code inspection shall include a review of the records of guest registration and departure during the prior license year to ensure that all guest stays comply with requirements for transient occupancy if so limited by the Zoning Ordinance.
- D. Related Laws. See Title 30-A M.R.S. §3801 et seq.
- E. Statutory Authority. Mandated per Title 30-A M.R.S. §3811.
- F. Enforcement Authority. CEO and Fire Chief.

4.2.3 Food Service License

This license shall be required for any person who prepares and offers for sale food or drink for public consumption on-site (restaurant) or off-site (take-out restaurant), but not for the preparation of packaged foods. This License was formerly called the Victualers License. The following shall apply:

- A. The purpose of this license is solely to ensure compliance with the general standards imposed on all licensed businesses. This is not a health-related permit and the Town will not engage in health-related inspection of the premises because the Town does not have certified health inspectors as would be required to inspect per Title 22 MRS §2499.
- B. Inspections Required:
 - 1. Code Inspection - annual.
 - 2. Fire Inspection - annual.
- C. State License. A State Eating Establishment License or an Eating and Lodging License shall be required per Title 22 MRS §2492(1).
- D. Statutory Authority. Home Rule Authority.
- E. Enforcement Authority. CEO and Fire Chief.

4.2.4 Liquor License

This license is required for the sale of liquor (as defined in Title 28-A MRS §2) to be consumed on the premises. The following shall apply:

- A. Inspections Required:
 - 1. Fire Inspection - annual.
 - 2. Police Inspection - annual.
- B. State License. Maine Liquor License per Title 28-A MRS §1051(1) from the Maine Bureau of Alcoholic Beverages and Lottery Operations, or other if the liquor is manufactured on-site.
- C. Statutory Authority. Title 28-A MRS §1051(2).
- D. Enforcement Authority. York Police Department and Fire Chief.

4.2.5 Bottle Club License

This license shall be required for any Bottle Club, as defined in Title 28-A MRS §2(3). The following shall apply:

- A. Additional Public Notice Requirement. See Title 28-A MRS §161-B(2) because it requires greater public notice than the general standards of this Ordinance.
- B. Inspections Required:
 - 1. Fire Inspection – annual.
 - 2. Police – annual.
- C. State Registration. A bottle club shall register annually with the Maine Bureau of Alcoholic Beverages and Lottery Operations. This shall be verified by the Police Department prior to license renewal.

- D. Restriction on Hours of Operation. No bottle club shall operate between the hours of 2:00 AM and 6:00 AM on January 1st, or between the hours of 1:00 AM and 6:00 AM on other days. The operator of a bottle club shall require all members, guests or other patrons to vacate the premises by 2:15 AM on January 1st and by 1:15 AM on all other days.
- E. Related Laws. See Title 28-A §161-162.
- F. Statutory Authority. Title 28-A MRS §161-B(4).
- G. Enforcement Authority. York Police Department and Fire Chief.
- H. Appeals. The Maine Bureau of Alcoholic Beverages and Lottery Operations shall have jurisdiction to hear appeals of actions by the Board per Title 28-A MRS §161-B(4). Appeals relating to administration or enforcement shall be filed with the York County Superior Court.

4.2.6 Special Amusement License

This license shall be required for an establishment where liquor is sold for on-site consumption and which also provides live music, dancing, and/or entertainment of any kind. The following shall apply:

- A. Inspections Required:
 - 1. Code Inspection – annual.
 - 2. Fire Inspection – annual.
 - 3. Police Inspection – annual.
- B. State License. State Liquor License is required. If dancing is involved, a Dance Hall license from the Maine State Fire Marshall shall also be required. To be verified annually for license renewal.
- C. Performance Standards. Music, dancing and entertainment shall occur entirely indoors, and all doors and windows shall be closed after 9:00 PM and before 9:00 AM.
- D. Concurrent Licenses. Town Liquor License, and if applicable Dance Hall License, shall also be required.
- E. Related Laws. Title 28-A MRS §1054.
- F. Statutory Authority. Title 28-A MRS §1054(2).
- G. Enforcement Authority. CEO, York Police Department and Fire Chief.
- H. Appeals. The Board of Appeals shall have jurisdiction to hear appeals - see Town of York Home Rule Charter Article IV, Section 7(C)(4) and Title 28-A MRS §1054(8).

4.2.7 Dance Hall License

This license shall be required for any establishment with public dancing that is subject to State licensing under Title 8 MRS §161, unless that establishment has a Special Amusement License. The following shall apply:

- A. Inspections Required:
 - 1. Fire Inspection - annual.
 - 2. Police Inspection - annual.
- B. State License. A permit from the State Fire Marshall shall be required.
- C. Statutory Authority. Home rule authority.
- D. Enforcement Authority. York Police Department and Fire Chief.

4.2.8 Coin-Operated Amusement License

This license shall be required for any pin ball machines or video games offered for public entertainment for a fee. The following shall apply:

- A. Inspections Required:
 - 1. Police Inspection - annual.
- B. Number of Devices. This license shall not limit the number of devices at a particular location, nor shall the application fee be based on the number of devices.
- C. Statutory Authority. Generally see Title 8 MRS §441 – 450. Requirement for this license is established in Title 8 MRS §441. For specific authorization for the Board to issue such licenses, see Title 8 MRS §446-A.
- D. Copy of License to Police Department. Upon issuance of a Coin-Operated Amusement License, a copy of the License shall be forwarded to the York Police Department per Title 8 MRS §448.
- E. Enforcement Authority. York Police Department.

4.2.9 Bowling Alley License

This license shall be required for the operation of any bowling alley. The following shall apply:

- A. Inspections Required:
 - 1. Fire Inspection - annual.
- A. Statutory Authority. Title 8 MRS §2.
- B. Enforcement Authority. CEO and Fire Chief.

4.2.10 Transient Sellers License

This license shall be required of any Transient Seller in York. The following shall apply.

A. Inspections Required: none.

B. Definitions. In the context of Transient Sellers Licenses, the definitions of Title 32, M.R.S. §14701 shall apply, except as provided below:

1. Transient Seller. Any person who engages in the business of selling merchandise and/or services to consumers by means of personal contact and who does not have, for the purposes of carrying on such business, any permanent place of business within the Town of York. This shall not include:
 - a person who sells at public fairs, expositions or bazaars;
 - a person who sells exclusively by mail contact, except for a person who offers merchandise or money prizes as free of charge, such as contest prizes or gifts for answering a survey, but who requires the recipient to pay something of value in order to participate in this offer, including, but not limited to entrance fees, processing fees or handling charges; or
 - a member selling on behalf of a public service organization;
 - a supervised lender as defined in Title 9-A M.R.S. §1-301(39).
2. Public Service Organization. Any organization classified as a 501.C.3 under the Internal Revenue Code, and other non-profit and community service groups such as the Boy Scouts, Girl Scouts, American Legion, Rotary Club, public school groups and religious organizations.

C. Police Department Review. Prior to issuance of a Transient Sellers License, input from the Police Department shall be obtained regarding the proposed activity.

D. Performance Standards. The following shall apply:

1. Registration. Licensees shall be registered with the Maine Department of Professional and Financial Regulations.
2. Identification. When engaged in transient sales, licensees or an agent/designee shall carry a current Maine Transient Sellers registration, and a picture ID approved by the York Police Department, attached to the outside of their clothing and clearly visible at all times.
3. Hours of Solicitation. Solicitation of door-to-door sales shall only take place Monday through Saturday between the hours of 9:00 AM and 5:00 PM, but no later than sunset.
4. License Duration. The Board shall determine the duration for this license based on the needs of the applicant and the recommendation of the Police Department. In no case shall this exceed the limit established in §2.3.

E. Related Laws. Title 32 M.R.S. §14701-14716.

F. Statutory Authority. Title 32 M.R.S. §14705 and home rule authority.

G. Enforcement Authority. York Police Department.

4.2.11 Flea Market License

This license shall be required for operation of a flea market, as defined in the York Zoning Ordinance. The following shall apply.

A. Inspections Required: none.

B. Public Safety Review. Prior to issuance of a new or amended Flea Market License, input from the Police Department and Fire Department of jurisdiction shall be obtained regarding the layout of the flea market and each of the performance standards listed below.

C. Performance Standards. In addition to any requirements imposed by other Town codes, the following shall apply:

1. Access. There shall be only one vehicular access to the site unless more are requested by Police or Fire to improve public safety.
2. Control Along Road Frontage. All road frontage, except at the entrance, shall be curbed, fenced or otherwise barricaded to control unauthorized vehicle access to the site.
3. Off-Street Parking. Off-street parking shall be provided in the amount of 900 square feet of parking area per table or vendor, whichever is more numerous.
4. Sanitary Facilities. Separate male and female sanitary facilities shall be provided for public use.
5. Storage. All displays, tables, goods, rubbish containers, chairs and other such materials shall be stored within a building when sales are not occurring.

D. Related Laws. See Zoning Ordinance.

E. Statutory Authority. Home rule authority.

F. Enforcement Authority. CEO.

4.2.12 Junkyard, Automobile Graveyard, and Automobile Recycling Business License

This license shall be required for the establishment, operation or maintenance of a junkyard, automobile graveyard, and/or automobile recycling business, as these terms are defined in Title 30-A MRS §3751. The following shall apply:

- A. Inspections Required:
 - 1. Code Inspection – annual.
 - 2. Fire Inspection – annual.
 - 3. Police Inspection – annual.
- B. Statutory Authority. Title 30-A MRS §3753.
- C. Related Laws. See also the Zoning Ordinance, and Title 30-A MRS §3751-3760, and Title 29-A MRS §1101-1112.
- C. Enforcement Authority. CEO, York Police Department and Fire Chief.

4.3 Local Approval For State Licenses

For any State license which requires local approval but for which no local license is required, the Board of Selectmen shall place the request on a meeting agenda and shall act on that item without the need for any local application, fee or public hearing.

4.3.1 Bingo, Beano and Games of Chance License

To obtain necessary State licenses, local approval is required for any organizations which offer bingo, beano and/or games of chance. The Board typically issues an annual blanket approval for all organizations which offer these games to help streamline the process for all parties. The following shall apply:

- A. State License. Licenses from the Chief of the Maine State Police - Bingo and Beano License per Title 17 MRS §312, and/or Games of Chance License per Title 17 MRS §1832. These licenses are issued after local approval.
- B. Statutory Requirement for Local Approval. Regarding Bingo and Beano – see Title 17 MRS §313. Regarding Games of Chance – see Title 17 §1832(4). For general standards see Title 17 MRS §311-329 (bingo & beano) and §1831-1846 (games of chance).
- C. Enforcement Authority. York Police Department.

4.3.2 Off-Premise Catering License

This license is required for an establishment with a Liquor License to sell liquor at a location other than their licensed place of business, such as at a catered event. This approval is specific to the caterer, the date of the event, and the property. The following shall apply:

- A. State License. State Liquor License and Special Permit for Catering Privileges. The Special Permit is not available before local approval is granted.
- B. Related Law. See Commercial Functions on Residential Lots Accessory to Residential Use – Zoning Ordinance §7.17, if applicable.
- C. Designation of Authority to Town Manager and Reduced Public Notice Requirement. Because these approvals may be required with very little advance notice, the Town Manager shall be designated to provide local

approval without advance public notice on behalf of the Board, as allowed by Title 28-A MRS §1052(4)(G). The Board shall receive copies of any such approvals granted by the Town Manager at or before the next regularly scheduled meeting of the Board.

D. Statutory Authority. Title 28-A MRS §1052.

D. Enforcement Authority. York Police Department.

SECTION 5: DEFINITIONS

The following definitions shall apply in this Ordinance:

APPLICANT: During the application process, “applicant” is defined as follows:

1. The principal owner of the establishment is the applicant. If a corporation is the principal owner, then the principal stockholder of the corporation is the applicant.
2. If the principal owner is not primarily responsible for the actual operation of the establishment, then the person (or people) primarily responsible for the actual operation of the establishment shall be included as a co-applicant.

BOARD: The Board of Selectmen.

CEO: Code Enforcement Officer. Any of the individuals appointed by the Board of Selectmen to fulfill duties of code enforcement within the Town.

CONDITION PRECEDENT: A condition imposed at the time of approval, with which the applicant shall comply before the license is granted.

CONDITION SUBSEQUENT: A condition imposed at the time of approval, with which the applicant shall comply after the approval is granted.

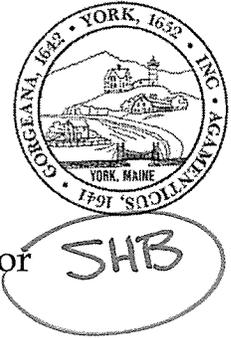
FIRE DEPARTMENT: Either the York Beach Fire Department or the York Village Fire Department, whichever has jurisdiction at the location of the licensed activity.

LICENCE: A grant of authority from the Board to an applicant and their establishment to conduct a particular activity on a particular property pursuant to this Ordinance and/or state law.

LICENSE AMENDMENT: A change to the activity being licensed.

LICENSE HOLDER: Same as “Applicant,” but after completion of the application process and issuance of the license.

MEMO



TO: Robert Yandow, Town Manager
FROM: Stephen H. Burns, Community Development Director
DATE: January 24, 2014
RE: Status Report – Paras Properties in York Beach

Per your request, I am providing this status report for the Board of Selectmen regarding the Paras Pizza building. There are issues at the family's 2 other properties in York Beach (10 Railroad and 10 Bay Street) which relate to the construction at the Paras Pizza building, so I will address these other lots as well.

There has been a long go-around over construction at the Paras Pizza property. I won't belabor the history, but suffice it to say that it's been ugly, and it resulted in a Consent Order from Superior Court Judge Fritzsche in March 2011. Work under way now is under Building Permit #2012-69, issued by Ben McDougal on February 17, 2012.

Ben's approach to this project was to give the Paras the maximum opportunity to do their project as they see fit, and at their own pace, within the confines of the Consent Order and building codes. This was his recommendation in response to the animosity directed at the Town from the applicant. He sought to de-escalate. I believe it was a good approach then, and we are continuing that approach now.

The Building Permit has conditions imposed by Ben at the time of issuance:

1. No work below the sidewalk unless Paras demonstrates a legal right to do so;
2. Old Permit #2009-601 is expired;
3. Must have inspections by a CEO, professional engineer or architect every 90 days;
4. Must provide the Town with list of contractors on site;
5. Permit remains valid if work commences and a significant amount of work is done during each 6 month period; and
6. The maximum amount of time this permit can be valid is 3 years.

The Paras hired Fred Emanuel, PE, of Stratham NH to develop structural plans and perform structural inspections. Through his inspections Mr. Emanuel has been very helpful to us in monitoring work at this site, and he has helped to ensure the structural

integrity of the buildings. Mr. Emanuel directed the Paras to install structural steel to stabilize the building, and he supervised that work. At this point the building is safe from collapse so this aspect of our dangerous building concerns has been resolved. There may be on-going electrical, plumbing and fire problems relating to our concerns but until work gets to the point where a non-structural inspection is required we are not sure.

In the Paras Pizza building complex, there are 3 business spaces and 11 residential apartments. There have been no business tenants operating in this building for the past few years. I believe, though I am never certain, that the only apartment currently occupied is that of the owner on the second floor of the building.

There are 3 related but relatively minor issues which relate to the construction project, but which we have deferred action because we don't want these to drive the overall approach to dealing with the Paras. Each relates to a temporary trailer or structure, so the long-term implications are minimal. If we get to the point where the Building Permit expires before project completion or we need to initiate enforcement action on the primary project, these issues will need to be addressed as part of the overall resolution:

1. Outside the current permit, the Paras have constructed a temporary shed around an RV behind the Paras Pizza building. Being a mixed use property, any such structure over 100 square feet in area requires a building permit per building codes.
2. There is a storage trailer (in which is stored restaurant equipment, I believe) behind the building at 10 Railroad Ave. Ben issued a permit for to allow that trailer on a temporary basis subject to meeting setbacks. In August I determined it did not meet the side setback by 5', and I raised the issue to the Paras but they have not yet moved the trailer. There is a person who is upset I haven't taken formal enforcement action on this, but to me it's a secondary issue and I don't want to aggravate or drive the overall situation by trying to force the issue of moving a trailer 5' to one side.
3. There are 2 box storage units on the lot at 10 Bay Street. These are unpermitted and don't meet setbacks. However, I believe these also have materials from the restaurant business - being stored while the restaurant is gutted. I could pursue

these as being un-permitted and out of compliance with setbacks, but it passes a straight-face test to determine these are construction-related and therefore don't need a permit even though they are on a separate lot. Again, I don't want these temporary units to aggravate or drive the overall situation.

In conclusion, this building is under construction despite the extremely slow pace. The Paras have up to another year (until February 17, 2015) to complete work under the building permit. Based on experiences to date, I feel that a positive outcome is highly unlikely with regard to eventual completion of construction, businesses re-opening, and clean-up of the facade on Railroad Ave. I don't think the physical outcome will differ whether we continue to follow Ben's approach or change tact and take a more hard line approach. However, given this applicant's propensity to blame the Town for preventing him from re-opening his business I think it is best to let him have the remaining year on his building permit as long as continues to do some work. We are doing nothing to prevent this project from moving forward, and in fact we're deliberately trying to stay out of his way. Despite this, the applicant shows no outward signs of substantial progress.



PUBLIC HEARING NOTICE

January 27, 2014

7:00PM

York Public Library

The Selectmen will hold a Public Hearing on January 27, 2014 regarding a New Business License Application for the following:

- Diane Pace DBA: Lighthouse Inn (Victualers); Located at 20 Nubble Road



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: January 23, 2014	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: January 27, 2014	
Regular <input checked="" type="checkbox"/> Work Session <input type="checkbox"/>	
Subject: Business License Applications (5)	

TO: BOARD OF SELECTMEN
FROM: Kathryn Newell, Code Enforcement Officer
RECOMMENDATION: Approve Business License Applications (5)
PROPOSED MOTION: <i>I move to approve the following licenses:</i> <ol style="list-style-type: none">1. Global Motello Group Corporation DBA: Mr. Mike's; Located at 519 US Route One (Victualers)2. The York Harbor Reading Room; Located at 491 York Street (Victualers, Liquor, Special Amusement)3. Cliff Realty Corporation DBA: Cape Neddick Country Club; Located at 650 Shore Road (Victualers, Liquor, Special Amusement)4. Norma Clark DBA: Norma's Restaurant Inc.; Located at 529 US Route One (Victualers)5. Diane Pace DBA: Lighthouse Inn; Located at 20 Nubble Road (Victualers) <p style="text-align: center;"><i>... subject to taxes, fees and inspections being current and compliant with the usual noise stipulations</i></p>

Discussion: All appropriate departments have been notified and given approval, see attached.

FISCAL IMPACT:
DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared By: Melina M. Arexj

Reviewed By: Robert S. Gandon



Town of York

186 York Street
York, Maine 03909-1314

Town Manager/
Selectmen
(207)363-1000

Town Clerk/
Tax Collector
(207)363-1003

Finance/
Treasurer
(207)363-1004

Code Enforcement
(207)363-1002

Planning
(207)363-1007

Assessor
(207)363-1005

Police Department
(207)363-1031

Dispatch
(207)363-2557

York Beach Fire
Department
(207)363-1014

York Village Fire
Department
(207)363-1015

Public Works
(207)363-1011

Harbor Master
(207)363-1000

Senior Center/
General Assistance
(207)363-1036

Parks and
Recreation
(207)363-1040

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

www.yorkmaine.org

TO: Board of Selectmen

FROM: Kathryn Newell *K. Newell*
Code Enforcement Officer

DATE: January 22, 2014

RE: LICENSE INSPECTIONS AND RECOMMENDATIONS

Based on my review, I recommend the following position on the Licenses to be heard on January 27, 2014.

ENDORSEMENTS

Global Montello Group Corp
DBA: Mr. Mike's York
Victualers

MAP 0048/LOT 0043-1

Gobal Montello Group Corp
c/o Alliance Energy, LLC
404 Wyman Street, Suite 425
Waltham, MA

**FACILITY
ZONE
USE
RECOMMENDATION**

Convenience Store w/Food Prep
Rt. 1-3
Conforming, Existing
Approval

The York Harbor Reading Room
DBA: The York Harbor Reading Room
Victualers/Liquor/Special Amusement

MAP 0058/LOT 0009

Benjamin J. Lawlor, General Manager
P.O. Box 66
York Harbor, ME 03911

**FACILITY
ZONE
USE
RECOMMENDATION**

Private Social Club/Function
Hall/200 Seats
RES-4
Conforming, Existing
Approval

Cliff Realty Corp
DBA: Cape Neddick Country Club
Victualers/Liquor/Special Amusement

MAP 0100/LOT 0003

Cliff Realty Corp
P.O. Box 2249
Ogunquit, ME 03907

FACILITY
ZONE
USE
RECOMMENDATION

Restaurant/75 Seats
RES-2
Conforming, Existing
Approval

Norma Clark
DBA: Norma's Restaurant, Inc.
Victualers/Liquor/Special Amusement

MAP 0048/LOT 0043-A

Norma Clark
147 Chases Pond Road
York, ME 03909

FACILITY
ZONE
USE
RECOMMENDATION

Restaurant/111
Rt. 1-3
Conforming, Existing
Approval

Diane Pace
DBA: Lighthouse Inn
Victualers

MAP 0027/LOT 0084

Diane Pace
P.O. Box 249
York Beach, ME 03910

FACILITY
ZONE
USE
RECOMMENDATION

Food Provided in Lobby/15 Seats
RES-2
Conforming, Existing
Approval

TOWN OF YORK- (186 York Street, York Me 03909)
BUSINESS LICENSE APPLICATION



Business Name MR. MIKE'S YORK
 Business Location 519 US ROUTE 1
YORK, ME 03909
 Telephone Number 207-363-3414

OWNER'S Name and Mailing Address GLOBAL MONTELO GROUP CORP.
c/o ALLIANCE ENERGY LLC
404 WYMAN ST, SUITE # 425
WALTHAM, MA 02451

APPLICANT'S Name and Mailing Address GLOBAL MONTELO GROUP CORP.
404 WYMAN ST, SUITE # 425
WALTHAM, MA 02451

Is applicant same operator as prior year? Yes No

INSPECTION DATA (Office Use Only)		
DEPARTMENT	DATE	INITIALS
Zoning/Land Use		
Building Structural		
Electrical		
Plumbing		
Fire	1/23	Apgar
Tax Collector	1/22	Szeiniawski

APPLICATION FEE IS \$50.00 PLUS \$25 PER SUBSEQUENT LICENSE. PLEASE CHECK APPLICABLE BOX(ES) BELOW AND ADD THE FEE INDICATED TO YOUR APPLICATION FEE. MAKE CHECK PAYABLE TO THE TOWN OF YORK.

MAP/LOT: <u>0048-0043-001</u> License Year: <u>2014</u> No. Of Seats: <u>0</u> No. Of Parking Spaces: _____ New License (One Time \$30 Fee): YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> License Renewal: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Bed and Breakfast License: # of Rooms <u>N/A</u> Hotel/Motel with Cooking Facilities: # of Rooms <u>N/A</u> Is Your Establishment Closed for More Than 120 Consecutive Days? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	REQUESTING THE FOLLOWING LICENSES: <input checked="" type="checkbox"/> \$25.00 Victualers <input type="checkbox"/> \$25.00 Liquor <input type="checkbox"/> \$25.00 Special Amusement <input type="checkbox"/> \$25.00 Bottle Club <input type="checkbox"/> \$25.00 Theater <input type="checkbox"/> \$25.00 Dance Hall <input type="checkbox"/> Coin-OP Amusement (\$75 each or \$250 for 3 or more) Nature of Entertainment (If Applicable): _____ <input type="checkbox"/> Bed and Breakfast (\$10 Per Room): Total _____ <input type="checkbox"/> Hotel/Motel with Cooking Facilities (\$25 Per Every 10 Rooms): Total _____
--	--

Have you ever been convicted of a Felony? YES (Please Explain) _____ NO

I certify the above statements are true and understand false statements may be cause to revoke a license.
1-6-14 Date
[Signature] Applicant's Signature By: Dan Dillon vice president of operations

Please Read and Initial the Following Statements:

- I understand that a license is required before operating or conducting any business or activity governed by the Town of York Licensing Ordinance.
- I understand that a Town of York Business License must be filled out COMPLETELY and all fees are to be paid before my license is considered for re/approval
- I understand that before my business license is issued I must have and pass a full inspection by the Town of York Code Enforcement Office and Fire Department.
- I understand that as a business owner I am responsible for calling and setting up an appointment for an inspection and any necessary follow-up inspection with the Code Enforcement Office and Fire Department
- I understand that I will not be granted re/approval of a business license through the Town of York until all inspections and taxes on my business are made current and compliant.

Business Owner Signature [Signature]
 By: Andrew Silva executive vice president

Business Manager Signature (If Applicable) _____

 Date Town Manager for the Board of Selectmen

Issued pursuant to the provisions of Title 30A MRSA Chapter 3811 through 3814

AMT. RECD. \$75.00 RECEIPT NO. #25681 RECEIPT DATE 1/21/14 MI PM MM MS
mma

Melissa M. Avery

From: Mary-Anne Szeniaowski
Sent: Wednesday, January 22, 2014 9:49 AM
To: Melissa M. Avery
Subject: RE: Business License: Mr. Mikes

Current

Mary-Anne Szeniaowski
Town Clerk/Tax Collector
Town of York, Maine
186 York Street, York, ME 03909-1314
i: www.yorkmaine.org
e: mszeniaowski@yorkmaine.org
p: (207) 363-1003, Ext. 272
f: (207) 363-1009

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From: Melissa M. Avery
Sent: Tuesday, January 21, 2014 2:43 PM
To: David K. Bridges; David Apgar; Mary-Anne Szeniaowski
Cc: Melissa M. Avery
Subject: Business License: Mr. Mikes

Attached is the Business License application for Mr. Mike's located at 519 US Route One (0048-0043-001).

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.

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Melissa M. Avery

From: David Apgar
Sent: Thursday, January 23, 2014 5:54 AM
To: Melissa M. Avery
Subject: Inspection Completed - Mr. Mike's

Hi Missy,

I have completed a fire inspection at Mr. Mike's. Please proceed with their license renewal .

Thank you,

David Apgar
Deputy Fire Chief
York Village Fire Dept
Fire Inspector
207-451-8258

Issues: none.

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TOWN OF YORK- (186 York Street, York Me 03909)
BUSINESS LICENSE APPLICATION



Business Name The York Harbor Reading Room
 Business Location 491 YORK STREET
YORK HARBOR, MAINE 03911
 Telephone Number 207-363-2563

OWNER'S Name and Mailing Address The York Harbor Reading Room
P.O. Box 66
YORK HARBOR, MAINE 03911

APPLICANT'S Name and Mailing Address Benjamin J. Lawlor
P.O. Box 66
YORK HARBOR, MAINE 03911
 Is applicant same operator as prior year? Yes No

INSPECTION DATA (Office Use Only)		
DEPARTMENT	DATE	INITIALS
Zoning/Land Use	15 JAN 14	MM
Building Structural		
Electrical		
Plumbing		
Fire	1/23	Apgar
Tax Collector	1/14	Szeniaowski

APPLICATION FEE IS \$50.00 PLUS \$25 PER SUBSEQUENT LICENSE. PLEASE CHECK APPLICABLE BOX(ES) BELOW AND ADD THE FEE INDICATED TO YOUR APPLICATION FEE. MAKE CHECK PAYABLE TO THE TOWN OF YORK.

MAP/LOT: <u>0058-0009</u> License Year: <u>2014</u> No. Of Seats: <u>200</u> No. Of Parking Spaces: <u>0</u> New License (One Time \$30 Fee): YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> License Renewal: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Bed and Breakfast License: # of Rooms _____ Hotel/Motel with Cooking Facilities: # of Rooms _____ Is Your Establishment Closed for More Than 120 Consecutive Days? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	REQUESTING THE FOLLOWING LICENSES: <input checked="" type="checkbox"/> \$25.00 Victualers <input checked="" type="checkbox"/> \$25.00 Liquor <input checked="" type="checkbox"/> \$25.00 Special Amusement <input type="checkbox"/> \$25.00 Bottle Club <input type="checkbox"/> \$25.00 Theater <input type="checkbox"/> \$25.00 Dance Hall <input type="checkbox"/> Coin-OP Amusement (\$75 each or \$250 for 3 or more) Nature of Entertainment (If Applicable): <u>Bands for Annual Events</u> _____ _____ Bed and Breakfast (\$10 Per Room): Total _____ _____ Hotel/Motel with Cooking Facilities (\$25 Per Every 10 Rooms): Total _____
---	--

Have you ever been convicted of a Felony? YES (Please Explain) _____ NO

I certify the above statements are true and understand false statements may be cause to revoke a license.

1/6/14
Date

Benjamin Lawlor
Applicant's Signature

Please Read and Initial the Following Statements:

- I understand that a license is required before operating or conducting any business or activity governed by the Town of York Licensing Ordinance.
- I understand that a Town of York Business License must be filled out COMPLETELY and all fees are to be paid before my license is considered for re/approval
- I understand that before my business license is issued I must have and pass a full inspection by the Town of York Code Enforcement Office and Fire Department.
- I understand that as a business owner I am responsible for calling and setting up an appointment for an inspection and any necessary follow-up inspection with the Code Enforcement Office and Fire Department
- I understand that I will not be granted re/approval of a business license through the Town of York until all inspections and taxes on my business are made current and compliant.

Business Owner Signature Amelia
 TREASURER:

Business Manager Signature (If Applicable) Benjamin J. Lawlor

Date _____ Town Manager for the Board of Selectmen _____

Issued pursuant to the provisions of Title 30A MRSA Chapter 3811 through 3814

AMT. RECD. \$125.00 RECEIPT NO. #13751 RECEIPT DATE 1/13/14 MI PM MM MS
MM

**BUREAU OF ALCOHOLIC BEVERAGES
DIVISION OF LIQUOR LICENSING & ENFORCEMENT
164 STATE HOUSE STATION
AUGUSTA, ME 04333-0164**



Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded.

To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

DEPARTMENT USE ONLY	
LICENSE NUMBER:	CLASS:
DEPOSIT DATE	
AMT. DEPOSITED:	BY:
CK/MO/CASH:	

PRESENT LICENSE EXPIRES 4/30/17

INDICATE TYPE OF PRIVILEGE: MALT SPIRITUOUS VINOUS

INDICATE TYPE OF LICENSE:

- RESTAURANT (Class I,II,III,IV)
- HOTEL-OPTINONAL FOOD (Class I-A)
- CLASS A LOUNGE (Class X)
- CLUB (Class V)
- TAVERN (Class IV)

- RESTAURANT/LOUNGE (Class XI)
- HOTEL (Class I,II,III,IV)
- CLUB-ON PREMISE CATERING (Class I)
- GOLF CLUB (Class I,II,III,IV)
- OTHER: _____

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

1. APPLICANT(S) –(Sole Proprietor, Corporation, Limited Liability Co., etc.) <u>The York Harbor Reading Room Corp.</u> DOB: _____			2. Business Name (D/B/A) <u>The York Harbor Reading Room</u>		
DOB: _____			Location (Street Address) <u>491 YORK STREET</u>		
Address <u>491 YORK STREET</u>			City/Town <u>York Harbor</u>	State <u>MAINE</u>	Zip Code <u>03911</u>
			Mailing Address <u>P.O. Box 66</u>		
City/Town <u>York Harbor</u>	State <u>MAINE</u>	Zip Code <u>03911</u>	City/Town <u>York Harbor</u>	State <u>Maine</u>	Zip Code <u>03911</u>
Telephone Number <u>207-363-2563</u>		Fax Number <u>207-363-7349</u>		Business Telephone Number <u>207-363-2563</u>	
Federal I.D. # <u>01-018637</u>		Seller Certificate # <u>0017098</u>			

3. If premises is a hotel, indicate number of rooms available for transient guests: _____
4. State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ 268,000 LIQUOR \$ 122,000 -
5. Is applicant a corporation, limited liability company or limited partnership? YES NO

If YES, complete Supplementary Questionnaire

6. Do you permit dancing or entertainment on the licensed premises? YES NO
7. If manager is to be employed, give name: Benjamin J. Lawlor
8. If business is NEW or under new ownership, indicate starting date: _____

Requested inspection date: Any time Business hours: Call business

9. Business records are located at: 491 York Street, York Harbor, Maine, 03911

10. Is/are applicants(s) citizens of the United States? YES NO
11. Is/are applicant(s) residents of the State of Maine? YES NO

12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
Benjamin J. Lawlor	3/5/1949	Dover, N.H.

Residence address on all of the above for previous 5 years (Limit answer to city & state)
 5 Chestnut Street
 Dover, N.H. 03820

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES NO

Name: _____ Date of Conviction: _____
 Offense: _____ Location: _____
 Disposition: _____

14. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?
 Yes No If Yes, give name: _____

15. Has/have applicant(s) formerly held a Maine liquor license? YES NO

16. Does/do applicant(s) own the premises?. Yes No If No give name and address of owner:
 The York Harbor Reading Room Corporation, 491 York St. York Harbor, ME

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) _____
 Private Social Club, Seasonal Operation May - October

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?
 YES NO Applied for: _____

19. What is the distance from the premises to the **NEAREST** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? -.50 Miles Which of the above is nearest? Church

20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES NO

If YES, give details: _____

The Division of Liquor Licensing & Inspection is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: York Harbor, Maine on January 6, 20 14
Town/City, State Date

Benjamin J. Lawlor
 Signature of Applicant or Corporate Officer(s)
Benjamin J. Lawlor
 Print Name

Please sign in blue ink

Anne C. Saer
 Signature of Applicant or Corporate Officer(s)
ANNE C. SAER
 Print Name

NOTICE – SPECIAL ATTENTION

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval of their application for liquor licenses prior to submitting them to the bureau.

THIS APPROVAL EXPIRES IN 60 DAYS.

FEE SCHEDULE

Class I	Spirituos, Vinous and Malt	\$ 900.00
	CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.	
Class I-A	Spirituos, Vinous and Malt, Optional Food (Hotels Only)	\$1,100.00
	CLASS I-A: Hotels only that do not serve three meals a day.	
Class II	Spirituos Only	\$ 550.00
	CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
Class III	Vinous Only	\$ 220.00
	CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class IV	Malt Liquor Only	\$ 220.00
	CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
Class V	Spirituos, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)	\$ 495.00
	CLASS V: Clubs without catering privileges.	
Class X	Spirituos, Vinous and Malt – Class A Lounge	\$2,200.00
	CLASS X: Class A Lounge	
Class XI	Spirituos, Vinous and Malt – Restaurant Lounge	\$1,500.00
	CLASS XI: Restaurant/Lounge; and OTB.	
FILING FEE		\$ 10.00

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All fees must accompany application, made payable to: **TREASURER, STATE OF MAINE. – DEPARTMENT OF PUBLIC SAFETY, LIQUOR LICENSING AND INSPECTION DIVISION, 164 STATE HOUSE STATION, AUGUSTA ME 04333-0164.** Payments by check subject to penalty provided by Sec. 3, Title 28A, MRS.

STATE OF MAINE

Dated at: _____, Maine _____ SS
City/Town (County)

On: _____

Date

The undersigned being: ڤ Municipal Officers ڤ County Commissioners of the
ڤ City ڤ Town ڤ Plantation ڤ Unincorporated Place of: _____, Maine

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Maine Revised Statutes and herby approve said application.

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§ 653. Hearings; bureau review; appeal

1. **Hearing.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, shall hold a public hearing for the consideration of applications for new on-premise licenses and applications for transfer of location of existing on-premise licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.
 - A. The bureau shall prepare and supply application forms. [1993, c.730, §27(amd).]
 - B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c.140, §4 (amd).]
 - C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premise license, for transfer of the location of an existing on-premise license or for renewal of an on-premise license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premise license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premise license that has been extended pending renewal with 120 days of the filing of the application. [1999, c.589, §1 (amd).]
2. **Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:
 - A. Conviction of the applicant of any Class A, Class B or Class c crime: [1987, c.45, Pt.A§4 (new).]
 - B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c.45, Pt.A§4(new).]
 - C. Conditions of record such as waste disposal violations, health or safety violation or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c.730, §27 (amd).]
 - D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c.592, §3 (amd).]
 - E. A violation of any provision of this Title; and [1989, c.592, §3 (amd).]
 - F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601. [1989, c.592, §4 (new).][1993, c.730, §27 (amd).]
3. **Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all license requirements and findings referred to in subsection 2.
 - A. [1993, c.730, §27 (rp).]
4. **No license to person who moved to obtain a license. (REPEALED)**
5. **(TEXT EFFECTIVE 3/15/01) Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.



State of Maine
 Bureau of Alcoholic Beverages
 Division of Liquor Licensing and Enforcement

For Office Use Only:	
License #:	_____
Date Filed:	_____

**Supplemental Information Required for
 Business Entities Who Are Licensees**

For information required for Questions 1 to 4, this information is on file with the Maine Secretary of State's office and must match their record information. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752. Please clearly complete this form in its entirety.

- Exact legal name:
The York Harbor Reading Room, Inc.
- Other business name for your entity (DBA), if any:
The York Harbor Reading Room
- Date of filing with the Secretary of State: 8/22/1901
- State in which you are formed: MAINE
- If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: _____
- List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attached additional sheets as needed)

Name	Address for Previous 5 years	Date of Birth	Ownership %
Scott Ramsey, Pres	P.O. Box 282 York Harbor ME.	5/9/46	-1%
Ann Saer Treas	P.O. Box 1034 York Harbor ME.	2/19/57	-1%
William Hart, V.P.	13 Vine Street South Berwick ME	9/17/43	-1%
Sandra Steele	82 Lindsey Rd. York ME.	11/4/47	-1%

- Is any principal person involved with the entity a law enforcement official?
 Yes No
- If Yes to Question 7, please provide the name and law enforcement agency:
 Name: _____ Agency: _____

9. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States?

Yes No

10. If Yes to Question 8, please complete the following: (attached additional sheets as needed)

Name: _____

Date of Conviction: _____

Offense: _____

Location of Conviction: _____

Disposition: _____

Signature:

Benjamin Lawlor
Signature of Duly Authorized Person

January 6, 2014
Date

Benjamin J. Lawlor
Print Name of Duly Authorized Person

Submit Completed Forms To: Bureau of Alcoholic Beverages
Division of Liquor Licensing and Enforcement
164 State House Station
Augusta, Me 04333-0101
Telephone Inquiries: (207) 624-7220



Bureau of Alcoholic Beverages
 Division of Liquor Licensing & Enforcement
 164 State House Station
 Augusta, ME 04330-0164
 Tel: (207) 624-7220 Fax: (207) 387-3424

PPLEMENTARY QUESTIONNAIRE FOR CLUB APPLICANTS

1. Exact Club Name: The York Harbor Reading Room

2. Title, name, birth date and telephone number of each principal officer of the club:

Title	Name	Birth Date	Telephone
President	Scott Ramsay	5/19/46	207-363-7837
Vice President	William Hart	9/17/43	207-384-5075
TREASURER	ANN SAER	2/19/57	207 363 8049
Secretary	Debby Ethridge	2/20/56	401-274-5413

3. Date Club was incorporated: August 22, 1901

4. Purpose of Club: Social () Recreational () Patriotic () Fraternal

5. Date regular meetings are held: 3RD Wednesday of Month

6. Date of election of Club Officers: August 2, 2014

7. Date elected officers are installed: August 2, 2014

8. Total Membership: 212 Annual Dues: \$1,080⁰⁰ Payable When: January

9. Does the Club cater to the public or to groups of non-members on the premises? Yes No

10. Excluding salaries, will any person, other than the Club, receive any of the financial profits from the sales of liquors? Yes No

11. If a manager or steward is employed, complete the following:

Name: Benjamin J. Leavelle Date of Birth: 3/5/49
 G.M. Benjamin J. Leavelle
 Sign in blue ink

* Anne C. Saer Signature & Title of Club Officer 1/13/14 Date

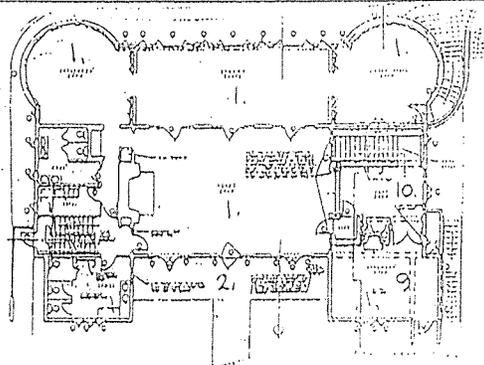
* ANNE C. SAER, TREASURER Print Name & Title of Club Officer



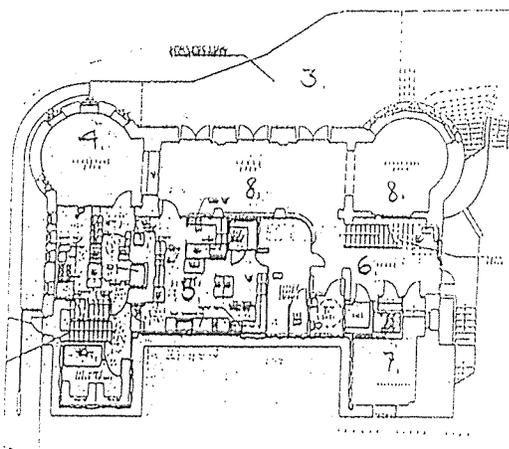
SUPPLEMENTAL APPLICATION FORM ON-PREMISE DIAGRAM

In an effort to clearly define your license premise and the areas that the consumption of liquor is allowed, The Liquor Licensing & Inspection Division is requiring all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. You must label the areas of your diagram including entrances, office area, kitchen, storage areas, lounge rooms, lounges, function rooms, decks and all areas that you are requesting approval from the Department for liquor consumption.



- First Floor
- 1. Dining Room
 - 2. Porch
 - 9. Fireman's Room
 - 10. West Room



- Ground Floor
- 3. Deck
 - 4. Bar Area
 - 5. Kitchen
 - 6. Storage Area
 - 7. Storage Area
 - 8. Dining Area

Melissa M. Avery

From: Mary-Anne Szeniewski
Sent: Tuesday, January 14, 2014 8:32 AM
To: Melissa M. Avery
Subject: RE: Business Licnese: York Harbor Reading Room

Current.

Mary-Anne Szeniewski
Town Clerk/Tax Collector
Town of York, Maine
186 York Street, York, ME 03909-1314
i: www.yorkmaine.org
e: mszeniewski@yorkmaine.org
p: (207) 363-1003, Ext. 272
f: (207) 363-1009

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.

From: Melissa M. Avery
Sent: Monday, January 13, 2014 1:47 PM
To: Mary-Anne Szeniewski; David K. Bridges; David Apgar
Cc: Melissa M. Avery
Subject: Business Licnese: York Harbor Reading Room

Attached is the Business License Application for the York Harbor Reading Room, located at 491 York Street (0058-0009).

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.

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Melissa M. Avery

From: David Apgar
Sent: Thursday, January 23, 2014 4:16 PM
To: Melissa M. Avery
Subject: Inspection Completed - York Harbor Reading Room

Hi Missy,

I have completed a fire inspection at the York Harbor Reading Room. Please proceed with their license renewal .

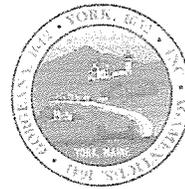
Thank you,

David Apgar
Deputy Fire Chief
York Village Fire Dept
Fire Inspector
207-451-8258

Issues: none.

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TOWN OF YORK- (186 York Street, York Me 03909)
BUSINESS LICENSE APPLICATION



Business Name CAPE NEDDICK COUNTRY CLUB
 Business Location 650 SHORE RD.
CAPE NEDDICK, ME. 03902
 Telephone Number 207-361-2011

OWNER'S Name and Mailing Address
CLIFF REALTY CORP.
PO Box 2249
OGUNQUIT, ME 03907

APPLICANT'S Name and Mailing Address
PAUL L. HASELTINE
353 OCEAN AVE
WELLS, ME 04090

Is applicant same operator as prior year? Yes No

INSPECTION DATA (Office Use Only)		
DEPARTMENT	DATE	INITIALS
Zoning/Land Use	16 JAN 14	KAWSTM
Building Structural		
Electrical		
Plumbing		
Fire		
Tax Collector	1/14	Szeniauski

APPLICATION FEE IS \$50.00 PLUS \$25 PER SUBSEQUENT LICENSE. PLEASE CHECK APPLICABLE BOX(ES) BELOW AND ADD THE FEE INDICATED TO YOUR APPLICATION FEE. MAKE CHECK PAYABLE TO THE TOWN OF YORK.

MAP/LOT: <u>0100/0003</u> License Year: <u>2014-2015</u> No. Of Seats: <u>75</u> No. Of Parking Spaces: <u>100</u> New License (One Time \$30 Fee): YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> License Renewal: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Bed and Breakfast License: # of Rooms <u>0</u> Hotel/Motel with Cooking Facilities: # of Rooms <u>0</u> Is Your Establishment Closed for More Than 120 Consecutive Days? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	REQUESTING THE FOLLOWING LICENSES: <input checked="" type="checkbox"/> \$25.00 Victualers <input checked="" type="checkbox"/> \$25.00 Liquor <input checked="" type="checkbox"/> \$25.00 Special Amusement <input type="checkbox"/> \$25.00 Bottle Club <input type="checkbox"/> \$25.00 Theater <input type="checkbox"/> \$25.00 Dance Hall <input type="checkbox"/> Coin-OP Amusement (\$75 each or \$250 for 3 or more) Nature of Entertainment (If Applicable): <u>CLUB EVENTS & PARTIES</u> ___ Bed and Breakfast (\$10 Per Room): Total _____ ___ Hotel/Motel with Cooking Facilities (\$25 Per Every 10 Rooms): Total _____
---	---

Have you ever been convicted of a Felony? YES (Please Explain) _____ NO

I certify the above statements are true and understand false statements may be cause to revoke a license.

Date 1/13/2013 Applicant's Signature _____

Please Read and Initial the Following Statements:

- I understand that a license is required before operating or conducting any business or activity governed by the Town of York Licensing Ordinance.
- I understand that a Town of York Business License must be filled out COMPLETELY and all fees are to be paid before my license is considered for re/approval
- I understand that before my business license is issued I must have and pass a full inspection by the Town of York Code Enforcement Office and Fire Department.
- I understand that as a business owner I am responsible for calling and setting up an appointment for an inspection and any necessary follow-up inspection with the Code Enforcement Office and Fire Department
- I understand that I will not be granted re-approval of a business license through the Town of York until all inspections and taxes on my business are made current and compliant.

Business Owner Signature _____ Business Manager Signature (If Applicable) _____

Date _____ Town Manager for the Board of Selectmen _____

Issued pursuant to the provisions of Title 30A MRSA Chapter 3811 through 3814

AMT. RECD. \$125.00 RECEIPT NO. #18424 RECEIPT DATE 1/13/14 MI PM MM MS

mna

**Department of Public Safety
Division**

Liquor Licensing & Inspection



Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded. To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

BUREAU USE ONLY	
License No. Assigned:	
Class:	
Deposit Date:	
Amt. Deposited:	

PRESENT LICENSE EXPIRES 3/28/2014

INDICATE TYPE OF PRIVILEGE: MALT SPIRITUOUS VINOUS

INDICATE TYPE OF LICENSE:

- | | |
|--|---|
| <input type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI) |
| <input type="checkbox"/> HOTEL-OPTIONAL FOOD (Class I-A) | <input type="checkbox"/> HOTEL (Class I,II,III,IV) |
| <input type="checkbox"/> CLASS A LOUNGE (Class X) | <input type="checkbox"/> CLUB-ON PREMISE CATERING (Class I) |
| <input type="checkbox"/> CLUB (Class V) | <input checked="" type="checkbox"/> GOLF CLUB (Class I,II,III,IV) |
| <input type="checkbox"/> TAVERN (Class IV) | <input type="checkbox"/> OTHER: _____ |

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

1. APPLICANT(S) –(Sole Proprietor, Corporation, Limited Liability Co., etc.) <u>CLIFF REALTY, CORP.</u> DOB: _____	2. Business Name (D/B/A) <u>CAPE NEDDICK COUNTRY CLUB</u>
DOB: _____	
DOB: _____	Location (Street Address) <u>650 SHORE RD.</u>
Address <u>650 SHORE RD</u>	City/Town <u>CAPE NEDDICK</u> State <u>ME</u> Zip Code <u>03902</u>
	Mailing Address <u>P.O. Box 2249</u>
City/Town <u>CAPE NEDDICK</u> State <u>ME</u> Zip Code <u>03902</u>	City/Town <u>OGUNQUIT</u> State <u>ME</u> Zip Code <u>03907</u>
Telephone Number <u>207-361-2011</u> Fax Number <u>207-361-1713</u>	Business Telephone Number <u>207-361-2011</u> Fax Number <u>207-361-1713</u>
Federal I.D. # <u>01-6011293</u>	Seller Certificate # <u>1035032</u>

3. If premises are a hotel, indicate number of rooms available for transient guests: _____
4. State amount of gross income from period of last license: ROOMS \$ 0 FOOD \$ 141,515 LIQUOR \$ 84,752.
5. Is applicant a corporation, limited liability company or limited partnership? YES NO

If YES, complete Supplementary Questionnaire

6. Do you permit dancing or entertainment on the licensed premises? YES NO
7. If manager is to be employed, give name: PAUL HASELTINE
8. If business is NEW or under new ownership, indicate starting date: _____

Requested inspection date: _____ Business hours: _____

9. Business records are located at: CLUB OFFICE, 650 SHORE CAPE NEDDICK, ME
10. Is/are applicants(s) citizens of the United States? YES NO 03902

11. Is/are applicant(s) residents of the State of Maine? YES NO

12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married: Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
PAUL L. HASELTINE	9-28-50	NASHUA, NH

Residence address on all of the above for previous 5 years (Limit answer to city & state)

WELLS, ME

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES NO

Name: _____ Date of Conviction: _____
Offense: _____ Location: _____
Disposition: _____

14. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued? Yes No If Yes, give name: _____

15. Has/have applicant(s) formerly held a Maine liquor license? YES NO

16. Does/do applicant(s) own the premises? Yes No If No give name and address of owner: _____

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) CLUB HOUSE
RESTAURANT & BAR

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services? YES NO Applied for: _____

19. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 4/10 MI Which of the above is nearest? CHURCH

20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES NO

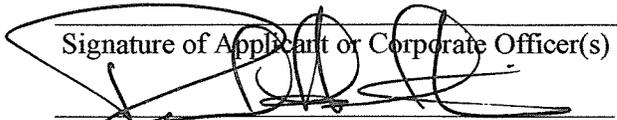
If YES, give details: MORTGAGE - SANFORD INSTITUTE OF SAVINGS

The Division of Liquor Licensing & Inspection is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: YORIK, ME. on 1/10/2014, 2014
Town/City, State Date

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)


Signature of Applicant or Corporate Officer(s)

Print Name **CLIFF REALTY CORP** Print Name
DBA CAPE NEDDICK COUNTRY CLUB

NOTICE – SPECIAL ATTENTION

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval of their application for liquor licenses prior to submitting them to the bureau.

THIS APPROVAL EXPIRES IN 60 DAYS.

FEE SCHEDULE

- Class I** Spirituous, Vinous and Malt \$ 900.00
CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.
- Class I-A** Spirituous, Vinous and Malt, Optional Food (Hotels Only) \$1,100.00
CLASS I-A: Hotels only that do not serve three meals a day.
- Class II** Spirituous Only \$ 550.00
CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.
- Class III** Vinous Only \$ 220.00
CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.
- Class IV** Malt Liquor Only \$ 220.00
CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.
- Class V** Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts) \$ 495.00
CLASS V: Clubs without catering privileges.
- Class X** Spirituous, Vinous and Malt – Class A Lounge \$2,200.00
CLASS X: Class A Lounge
- Class XI** Spirituous, Vinous and Malt – Restaurant Lounge \$1,500.00
CLASS XI: Restaurant/Lounge; and OTB.

FILING FEE \$ 10.00

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All fees must accompany application, made payable to: **TREASURER, STATE OF MAINE. – DEPARTMENT OF PUBLIC SAFETY, LIQUOR LICENSING AND INSPECTION DIVISION, 164 STATE HOUSE STATION, AUGUSTA ME 04333-0164.** Payments by check subject to penalty provided by Sec. 3, Title 28A, MRS.

910.00

STATE OF MAINE

Dated at: _____, Maine _____ SS
City/Town (County)

On: _____
Date

The undersigned being: _____ Municipal Officers _____ County Commissioners of the
_____ City _____ Town _____ Plantation _____ Unincorporated Place of: _____, Maine

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Maine Revised Statutes and hereby approve said application.

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§ 653. Hearings; bureau review; appeal

1. **Hearing.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, shall hold a public hearing for the consideration of applications for new on-premise licenses and applications for transfer of location of existing on-premise licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.
 - A. The bureau shall prepare and supply application forms. [1993, c.730, §27(amd).]
 - B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant’s prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c.140, §4 (amd).]
 - C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premise license, for transfer of the location of an existing on-premise license or for renewal of an on-premise license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premise license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premise license that has been extended pending renewal with 120 days of the filing of the application. [1999, c589, §1 (amd).]
 2. **Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:
 - A. Conviction of the applicant of any Class A, Class B or Class c crime: [1987, c45, Pt.A§4 (new).]
 - B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c.45, Pt.A§4(new).]
 - C. Conditions of record such as waste disposal violations, health or safety violation or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c.730, §27 (amd).]
 - D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c.592,§3 (amd).]
 - E. A violation of any provision of this Title; and [1989, c.592, §3 (amd).]
 - F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601. [1989, c.592, §4 (new).]
- [1993, c730, §27 (amd).]
3. **Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.
 - A. [1993, c.730, §27 (rp).]
 4. **No license to person who moved to obtain a license. (REPEALED)**
 5. **(TEXT EFFECTIVE 3/15/01) Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt. Upon resolution of the appeal, if an applicant’s license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.



Cliff Realty Corporation

Shareholder Interests, Post Stock Sale to Douglas and Bruce Dunnan, 9-27-2013

<u>Block</u>	<u>Legal Shareholder</u>	<u>Number of Shares</u>	<u>% of Outstanding Stock</u>	<u>% of Outstanding Stock</u>
1	Judith Burke	5.1136	0.682%	0.682%
2	Philip Burke	3.7500	0.500%	0.500%
3	Jerry Burke	3.7500	0.500%	0.500%
4	Estate of Brian Burke	3.7500	0.500%	0.500%
5	Kathleen Calo	15.0000	2.000%	2.000%
6	Robert and Kathy Cammarota	15.0000	2.000%	2.000%
7	Helen L. Clements	18.8811	2.517%	2.517%
8	Bruce Dunnan	12.8932	1.719%	1.719%
9	Douglas Dunnan	12.8932	1.719%	1.719%
10	Stuart Dunnan	495.0000	66.000%	66.000%
11	Joseph A. English and Jean English	16.3636	2.182%	2.182%
12	Penelope Fraser, Trustee of the Penelope Fraser Trust	18.8811	2.517%	2.517%
13	Donald L. Gillespie	16.3636	2.182%	2.182%
14	Paul Haseltine	15.0000	2.000%	2.000%
15	Martin Levine	15.0000	2.000%	2.000%
16	Judith A. Mercer	5.0000	0.667%	0.667%
17	Joan G. Satter, Trustee u/d/t 12-10-81	5.6818	0.758%	0.758%
18	Jonathan Satter Revocable Trust u/d/t 11-4-2003	18.9165	2.522%	2.522%
19	William R. Tower, Jr.	18.8811	2.517%	2.517%
20	Emily Whipple	17.6224	2.350%	2.350%
21	Monte Living Trust u/d/t 3-15-1996, Judith and Kenneth Wood, Trustee	16.2587	2.168%	2.168%
	Current Shareholders	750.000	100.0000%	100.00%

STATE OF MAINE
 Liquor Licensing & Inspection Unit
 164 State House Station
 Augusta, Maine 04333-0164
 Tel: (207) 624-7220 Fax: (207) 287-3424

SUPPLEMENTARY QUESTIONNAIRE FOR CLUB APPLICANTS

1. Exact Club Name: CAPE NEDDICK COUNTRY CLUB

2. Title, name, birth date and telephone number of each principal officer of the club:

Title	Name	Birth Date	Telephone #
PRESIDENT	PAUL HASELTINE	9.28.50	207.251.9897
TREASURER	DOUG DUNNAN	11-3-55	203-629-8337
SECRETARY	HELEN CLEMENTS	5.22.38	207.363.2203

3. Date Club was incorporated: 10/13/49

4. Purpose of Club: () Social Recreational () Patriotic () Fraternal

5. Date regular meetings are held: BOARD OF DIRECTORS MEETINGS 3-4/HR

6. Date of election of Club Officers: OCTOBER

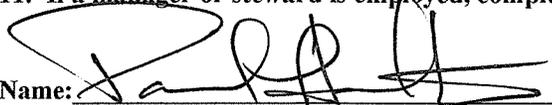
7. Date elected officers are installed: OCTOBER

8. Total Membership: 300 + Annual Dues: \$195 - \$2975 Payable When: DEC - MARCH

9. Does the Club cater to the public or to groups of non-members on the premises? YES () NO

10. Excluding salaries, will any person other than the Club, receive any of the financial profits from the sale of liquor?
 () YES NO

11. If a manager or steward is employed, complete the following:

Name:  Date of Birth: 9/28/50

 PRES.

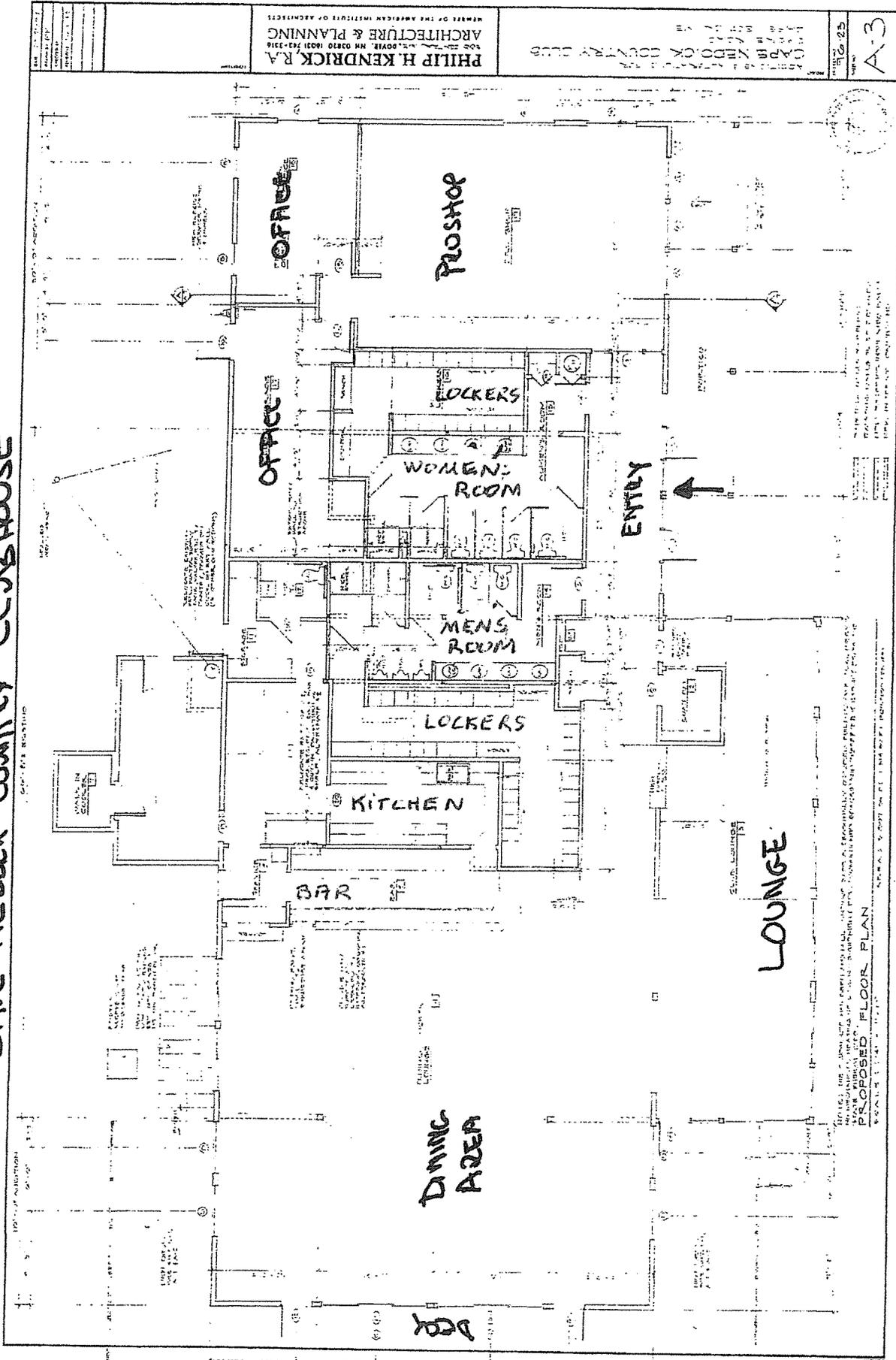
Signature and Title of Club Officer

PAUL HASELTINE
 Print Name and Title of Club Officer

PREMISE DIAGRAM

~~ATTACHED~~

CAPE NEEDX COUNTY CLUBHOUSE



PHILIP H. KENDRICK, R.A.
ARCHITECTURE & PLANNING
MEMBER OF THE AMERICAN INSTITUTE OF ARCHITECTS

CAPE NEEDX COUNTY CLUBHOUSE
ARCHITECTURE & PLANNING
PHILIP H. KENDRICK, R.A.

DATE: 10-10-74
DRAWN BY: [illegible]
CHECKED BY: [illegible]
SCALE: 1/8" = 1'-0"



NOTES:
1. THIS PLAN IS TO BE USED FOR THE CONSTRUCTION OF THE CLUBHOUSE.
2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
3. SEE SEPARATE DRAWINGS FOR DETAILS.
4. SEE SEPARATE DRAWINGS FOR FINISHES.
5. SEE SEPARATE DRAWINGS FOR EQUIPMENT.
6. SEE SEPARATE DRAWINGS FOR FURNITURE.
7. SEE SEPARATE DRAWINGS FOR LIGHTING.
8. SEE SEPARATE DRAWINGS FOR MECHANICAL.
9. SEE SEPARATE DRAWINGS FOR ELECTRICAL.

PROPOSED FLOOR PLAN
NOV. 15, 1974

1-10-74

Melissa M. Avery

From: Mary-Anne Szeniaowski
Sent: Tuesday, January 14, 2014 9:05 AM
To: Melissa M. Avery
Subject: RE: Business License: Cape Neddick Country Club

Current

Mary-Anne Szeniaowski
Town Clerk/Tax Collector
Town of York, Maine
186 York Street, York, ME 03909-1314
i: www.yorkmaine.org
e: mszeniaowski@yorkmaine.org
p: (207) 363-1003, Ext. 272
f: (207) 363-1009

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From: Melissa M. Avery
Sent: Monday, January 13, 2014 4:14 PM
To: Mary-Anne Szeniaowski; David K. Bridges; David Apgar
Cc: Melissa M. Avery
Subject: Business License: Cape Neddick Country Club

Attached is the Business License Application for the Cape Neddick Country Club, located at 650 Shore Road (0100-0003).

Thanks!
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

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TOWN OF YORK- (186 York Street, York Me 03909)
BUSINESS LICENSE APPLICATION



Business Name Norma's Restaurant Inc
 Business Location 589 US Rt #1

Telephone Number 207-363-3233

OWNER'S Name and Mailing Address Norma Clark
147 Chase's Pond Rd
York, Me 03909

APPLICANT'S Name and Mailing Address Norma Clark
ABOVE

Is applicant same operator as prior year? Yes No

INSPECTION DATA (Office Use Only)		
DEPARTMENT	DATE	INITIALS
Zoning/Land Use	1/14	MMW
Building Structural	1/2	MMW
Electrical	9 JAN	K
Plumbing		
Fire	1/6	Appgar
Tax Collector	1/8	Szeniauski

APPLICATION FEE IS \$50.00 PLUS \$25 PER SUBSEQUENT LICENSE. PLEASE CHECK APPLICABLE BOX(ES) BELOW AND ADD THE FEE INDICATED TO YOUR APPLICATION FEE. MAKE CHECK PAYABLE TO THE TOWN OF YORK.

MAP/LOT: <u>0048-0043-A</u> License Year: <u>2014</u> No. Of Seats: <u>111</u> No. Of Parking Spaces: _____ New License (One Time \$30 Fee): YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> License Renewal: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Bed and Breakfast License: # of Rooms _____ Hotel/Motel with Cooking Facilities: # of Rooms _____ Is Your Establishment Closed for More Than 120 Consecutive Days? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	REQUESTING THE FOLLOWING LICENSES: <input checked="" type="checkbox"/> \$25.00 Victualers <input type="checkbox"/> \$25.00 Liquor <input type="checkbox"/> \$25.00 Special Amusement <input type="checkbox"/> \$25.00 Bottle Club <input type="checkbox"/> \$25.00 Theater <input type="checkbox"/> \$25.00 Dance Hall <input type="checkbox"/> Coin-OP Amusement (\$75 each or \$250 for 3 or more) Nature of Entertainment (If Applicable): _____ <input type="checkbox"/> Bed and Breakfast (\$10 Per Room): Total _____ <input type="checkbox"/> Hotel/Motel with Cooking Facilities (\$25 Per Every 10 Rooms): Total _____
--	--

Have you ever been convicted of a Felony? YES (Please Explain) _____ NO

I certify the above statements are true and understand false statements may be cause to revoke a license.

Date 1/1/14

Applicant's Signature Norma Clark

Please Read and Initial the Following Statements:

- I understand that a license is required before operating or conducting any business or activity governed by the Town of York Licensing Ordinance.
- I understand that a Town of York Business License must be filled out COMPLETELY and all fees are to be paid before my license is considered for re/approval
- I understand that before my business license is issued I must have and pass a full inspection by the Town of York Code Enforcement Office and Fire Department.
- I understand that as a business owner I am responsible for calling and setting up an appointment for an inspection and any necessary follow-up inspection with the Code Enforcement Office and Fire Department
- I understand that I will not be granted re/approval of a business license through the Town of York until all inspections and taxes on my business are made current and compliant.

Business Owner Signature Norma Clark

Business Manager Signature (If Applicable) _____

Date _____

Town Manager for the Board of Selectmen

Issued pursuant to the provisions of Title 30A MRSA Chapter 3811 through 3814

AMT. RECD. \$75 RECEIPT NO. 27822 RECEIPT DATE 1/6/14 MI PM MM MS
MMW

Melissa M. Avery

From: David Apgar
Sent: Monday, January 06, 2014 6:31 PM
To: Melissa M. Avery
Subject: Inspection Completed - Norma's Rest.

Hi Missy,

I have completed a fire inspection at Norma's Restaurant. Please proceed with their license renewal .

Thank you,

David Apgar
Deputy Fire Chief
York Village Fire Dept
Fire Inspector
207-451-8258

Issues: 1 Emergency light out. Battery being replaced 1/7.

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Melissa M. Avery

From: Mary-Anne Szeniaowski
Sent: Wednesday, January 08, 2014 10:21 AM
To: Melissa M. Avery
Subject: RE: Business License: Norma's Restaurant

Current

Mary-Anne Szeniaowski
Town Clerk/Tax Collector
Town of York, Maine
186 York Street, York, ME 03909-1314
i: www.yorkmaine.org
e: mszeniaowski@yorkmaine.org
p: (207) 363-1003, Ext. 272
f: (207) 363-1009

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From: Melissa M. Avery
Sent: Monday, January 06, 2014 3:45 PM
To: Mary-Anne Szeniaowski; David Apgar; David K. Bridges
Subject: Business License: Norma's Restaurant

Attached is the Business License for *Norma's Restaurant*, located at 529 US Route One Unit #1 (0048-0043-A).

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

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TOWN OF YORK- (186 York Street, York Me 03909)
BUSINESS LICENSE APPLICATION



Business Name Lighthouse Inn
 Business Location 18-20 Nubble Rd
YORK BEACH, ME 03910
 Telephone Number 207 363-6072

OWNER'S Name and Mailing Address DIANE PACE
PO Box 249
YORK BEACH ME 03910

APPLICANT'S Name and Mailing Address SAME

Is applicant same operator as prior year? Yes No

INSPECTION DATA (Office Use Only)		
DEPARTMENT	DATE	INITIALS
Zoning/Land Use		
Building Structural		
Electrical		
Plumbing		
Fire		
Tax Collector	1/6	Szeniewski

APPLICATION FEE IS \$50.00 PLUS \$25 PER SUBSEQUENT LICENSE. PLEASE CHECK APPLICABLE BOX(ES) BELOW AND ADD THE FEE INDICATED TO YOUR APPLICATION FEE. MAKE CHECK PAYABLE TO THE TOWN OF YORK.

MAP/LOT: <u>27/84</u> License Year: <u>2014</u> No. Of Seats: <u>15</u> No. Of Parking Spaces: <u>31</u> New License (One Time \$30 Fee): <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO License Renewal: YES <input type="checkbox"/> <input checked="" type="checkbox"/> NO Bed and Breakfast License: # of Rooms _____ Hotel/Motel with Cooking Facilities: # of Rooms _____ Is Your Establishment Closed for More Than 120 Consecutive Days? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	REQUESTING THE FOLLOWING LICENSES: <input checked="" type="checkbox"/> \$25.00 Victualers <input type="checkbox"/> \$25.00 Liquor <input type="checkbox"/> \$25.00 Special Amusement <input type="checkbox"/> \$25.00 Bottle Club <input type="checkbox"/> \$25.00 Theater <input type="checkbox"/> \$25.00 Dance Hall <input type="checkbox"/> Coin-OP Amusement (\$75 each or \$250 for 3 or more) Nature of Entertainment (If Applicable): _____ _____ <input type="checkbox"/> Bed and Breakfast (\$10 Per Room): Total _____ <input type="checkbox"/> Hotel/Motel with Cooking Facilities (\$25 Per Every 10 Rooms): Total _____
---	---

Have you ever been convicted of a Felony? YES (Please Explain) _____ NO

I certify the above statements are true and understand false statements may be cause to revoke a license.

Date 1-3-14 Applicant's Signature [Signature]

Please Read and Initial the Following Statements:

- I understand that a license is required before operating or conducting any business or activity governed by the Town of York Licensing Ordinance.
- I understand that a Town of York Business License must be filled out COMPLETELY and all fees are to be paid before my license is considered for re/approval
- I understand that before my business license is issued I must have and pass a full inspection by the Town of York Code Enforcement Office and Fire Department.
- I understand that as a business owner I am responsible for calling and setting up an appointment for an inspection and any necessary follow-up inspection with the Code Enforcement Office and Fire Department
- I understand that I will not be granted re/approval of a business license through the Town of York until all inspections and taxes on my business are made current and compliant.

Business Owner Signature [Signature] Business Manager Signature (If Applicable) _____

Date _____ Town Manager for the Board of Selectmen _____

Issued pursuant to the provisions of Title 30A MRSA Chapter 3811 through 3814

AMT. RECD. \$105.00 RECEIPT NO. _____ RECEIPT DATE 1/3/14 MI PM MM MS
mra

Melissa M. Avery

From: Mary-Anne Szeniaewski
Sent: Monday, January 06, 2014 8:18 AM
To: Melissa M. Avery
Subject: RE: New Business License: Lighthouse Inn

New owner so nothing owed.

Mary-Anne Szeniaewski
Town Clerk/Tax Collector
Town of York, Maine
186 York Street, York, ME 03909-1314
i: www.yorkmaine.org
e: mszeniaewski@yorkmaine.org
p: (207) 363-1003, Ext. 272
f: (207) 363-1009

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From: Melissa M. Avery
Sent: Friday, January 03, 2014 11:53 AM
To: Mary-Anne Szeniaewski; David K. Bridges
Cc: Melissa M. Avery
Subject: New Business License: Lighthouse Inn

Attached is the Business License application from the new owner of *Lighthouse Inn*, located at 18 Nubble Road (0027-0084).

Let me know should you need anything further,
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.

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**Town of York
Proposed FY15 Budget Summary**

	Actual FY12	Actual FY13	Budget FY14	Proposed FY15	\$ Change	% Change
Administration						
Board of Selectmen	12,236	23,586	24,884	25,644	760	3.05%
Town Manager	235,242	241,556	263,782	292,073	28,291	10.72%
Finance Department	441,928	219,611	231,253	238,672	7,419	3.21%
Information Technology	0	0	189,614	198,366	8,752	100.00%
Human Resources	0	0	113,671	79,756	-33,915	100.00%
Assessing Department	292,393	265,612	287,758	302,098	14,340	4.98%
Community Development Department	331,839	413,349	400,921	408,078	7,157	1.79%
Town Clerk/Tax Collector	325,809	328,867	343,991	375,640	31,649	9.20%
Elections	21,163	22,715	24,971	25,673	702	2.81%
Town Hall Operations	202,064	124,494	169,397	169,397	0	0.00%
Records Management	14,330	0	0	0	0	#DIV/0!
Earned Account/Unemployment	22,000	25,000	35,000	35,000	0	0.00%
Debt Service	1,223,936	1,778,516	1,898,288	2,034,108	135,820	7.15%
Contingency	10,056	5,200	50,000	50,000	0	0.00%
Cable TV Operations	5,599	7,530	12,263	12,663	400	3.26%
Academic Reimbursement	2,000	0	0	0	0	#DIV/0!
Short Sands Park	36,032	36,183	37,573	37,573	0	0.00%
Insurance	323,868	343,970	342,972	410,903	67,931	19.81%
MS4	0	0	67,996	95,100	27,104	39.86%
Circuit Breaker and Cliff Path	49,560	49,819	100,000	0	-100,000	-100.00%
Total Administration	3,550,055	3,886,009	4,594,335	4,790,745	196,410	4.28%
Public Safety						
Police	3,037,282	3,150,221	3,326,836	3,349,127	22,291	0.67%
Communications	547,688	618,234	621,230	637,430	16,200	2.61%
Animal Control	38,827	38,717	36,311	37,970	1,659	4.57%
Harbormaster	43,062	44,875	52,850	55,727	2,878	5.45%
York Village Fire	433,139	466,074	486,386	480,808	-5,579	-1.15%
York Beach Fire	415,345	377,473	465,778	467,796	2,018	0.43%
Firefighter Training	9,800	0	0	0	0	#DIV/0!
Public Health	80,000	80,000	80,000	80,000	0	0.00%
Hydrants	851,455	852,088	861,470	902,611	41,141	4.78%
Total Public Safety	5,456,598	5,627,682	5,930,861	6,011,469	80,609	1.36%
Public Works						
Tree Care	26,918	23,852	10,883	27,800	16,917	155.44%
White Goods	79,587	60,724	80,953	77,953	-3,000	-3.71%
Highway Maintenance	1,724,992	1,534,717	1,803,996	1,894,829	90,834	5.04%
Winter Maintenance	941,087	1,090,936	1,166,799	1,204,482	37,683	3.23%
Contracted Services	1,347,712	1,427,795	1,516,100	1,616,100	100,000	6.60%
Total Public Works	4,120,296	4,138,023	4,578,730	4,821,164	242,433	5.29%
Parks/Grounds/Beaches						
School Grounds Maintenance	125,196	132,236	134,789	139,004	4,214	3.13%
Mt. Agamenticus Trails and Coordinator Appropriation	25,250	25,250	25,250	39,500	14,250	56.44%
Public Buildings, Grounds and Beaches	561,595	595,934	644,708	631,158	-13,550	-2.10%
Total Parks/Grounds/Beaches	712,041	753,420	804,747	809,662	4,915	0.61%
Boards and Committees						
Veterans' Graves	3,040	2,516	3,000	16,696	13,696	456.53%
Planning Board	6,728	5,898	8,800	8,800	0	0.00%
Appeals Board	60	460	6,535	6,535	0	0.00%
Cemetery Maintenance	4,000	4,000	4,000	5,000	1,000	25.00%
Shellfish Commission	536	1,609	1,725	1,725	0	0.00%
Conservation Commission	2,830	2,830	0	2,830	2,830	#DIV/0!
Cable TV Board	0	0	400	400	0	0.00%
Budget Committee	0	115	100	100	0	0.00%
Historic District Committee	174	163	1,040	1,040	0	0.00%
Recycling Committee	0	0	1,000	1,000	0	0.00%
Total Boards and Committees	17,368	17,592	26,600	44,126	17,526	65.89%
Human Services						
Recreation Administration	127,458	131,166	136,587	138,438	1,851	1.36%
Senior Center	225,096	233,764	251,209	269,667	18,457	7.35%
General Assistance	19,040	29,278	38,688	38,688	0	0.00%
Senior Transportation Appropriation	32,500	32,500	0	0	0	0.00%
Outside Requests	36,200	37,200	36,000	36,400	400	1.11%
Total Human Services	440,294	463,908	462,484	483,193	20,709	4.48%
Total General Fund Cost Centers	14,296,652	14,886,634	16,397,758	16,960,359	562,601	3.43%
Other Items:						
Cliff Path/Fishermen's Walk	0	0	0	0	0	0.00%
Seawall Repair	3,390	3,390	0	0	0	0.00%
Library Appropriation	450,218	455,938	462,906	471,647	8,741	1.89%
Bonding Costs	0	0	44,000	44,000	0	0.00%
New Debt Service	0	0	55,527	55,527	0	0.00%
Total Other Items	453,608	459,328	562,433	571,174	8,741	0.00%
Total Budget Requests:	14,750,260	15,345,962	16,960,192	17,531,534	571,342	3.37%

SUM 1

**Town of York
Projected Revenues
FY 2015**

Account Name	FY 2011 Actual Revenues	FY 2012 Actual Revenues	FY 2013 Actual Revenues	FY 2014 Projected Revenues	FY 2015 Projected Revenues	% Change
Appeals Fees	3,005	1,500	2,000	3,500	3,500	0.00%
Bad Check Chgs.	708	1,032	680	750	750	0.00%
CATV Franchise	189,890	190,329	192,484	185,000	190,000	2.63%
Ellis Park Reimb.	28,942	29,524	26,790	29,000	29,000	0.00%
Excise Tax-Boats	28,485	29,633	28,586	27,000	28,000	3.57%
Excise Tax-Vehicles	2,488,940	2,510,477	2,665,269	2,705,000	2,720,000	0.55%
Foreclosures/Liens	6,030	(6,009)	339	2,500	2,500	0.00%
G/A Reimbursement	14,528	6,867	9,986	9,000	9,000	0.00%
Gas Tax Refund	3,197	-	-	-	-	#DIV/0!
Investment Interest	40,952	43,388	43,860	80,000	50,000	-60.00%
Local Roads Subsidy	195,352	201,220	198,548	175,000	175,000	0.00%
Map Sales	3	-	-	-	-	#DIV/0!
Meter Collections	192,957	209,754	206,272	205,000	206,000	0.49%
Miscellaneous	77,647	90,194	65,216	65,000	71,000	8.45%
Ordinance Fines	900	-	950	2,000	2,000	0.00%
Parking Stickers	90,692	98,214	98,833	97,500	99,000	1.52%
Photo Copies	1,253	886	740	1,500	1,500	0.00%
Plumbing Permits	34,190	28,197	34,350	30,000	35,000	14.29%
R/E Interest	134,598	173,201	139,924	145,000	148,000	2.03%
Refrigerant Disposal Fee	-	312	459	3,130	3,130	0.00%
State Rev Sharing	489,749	505,814	462,286	505,000	275,000	-83.64%
Tickets/Meters/Fines	112,824	72,474	76,386	110,000	113,000	2.65%
Town Fee-Clerks	100,863	100,842	99,631	100,000	100,000	0.00%
Transfer Station Permits	34,463	28,948	30,820	35,000	35,000	0.00%
Totals	4,270,167	4,316,796	4,384,409	4,515,880	4,296,380	-5.11%

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Administration					
Selectmen					
Salaries	7,950	9,600	9,600	0.00%	0
FICA	608	734	734	-0.05%	0
Total Salaries and Benefits	8,558	10,334	10,334	0.00%	0
Meetings & Memberships	13,896	13,400	14,160	5.67%	760
Travel	0	50	50	0.00%	0
Functions	0	600	600	0.00%	0
Printing/Advertising	1,132	250	250	0.00%	0
Supplies	0	250	250	0.00%	0
Office Supplies	0	0	0	#DIV/0!	0
Total Non-Salary Expenditures	15,028	14,550	15,310	5.22%	760
Total Requested Tax Appropriation	23,586	24,884	25,644	3.05%	760

Position	Salary	FICA	Retirement
Chair			
Other Board Members			
	0	0	0

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Town Manager					
Salaries	187,065	190,121	186,335	-1.99%	-3,786
FICA	13,827	14,544	14,254	-1.99%	-290
Vacation Payout	0	0	35,525	#DIV/0!	35,525
Retirement	12,760	14,060	12,022	-14.49%	-2,038
Health Benefits	22,886	34,673	33,553	-3.23%	-1,120
Total Salaries and Benefits	236,539	253,398	281,689	11.16%	28,291
Telephone	1,071	1,234	1,234	0.00%	0
Contracts	1,222	0	0	#DIV/0!	0
Printing/ Advertising	398	3,500	3,500	0.00%	0
Training & Travel	331	3,700	3,700	0.00%	0
Meetings & Memberships	1,466	1,200	1,200	0.00%	0
Supplies	0	0	0	#DIV/0!	0
Office Supplies	530	750	750	0.00%	0
Total Non-Salary Expenses	5,017	10,384	10,384	0.00%	0
Total Requested Tax Appropriation	241,556	263,782	292,073	10.72%	28,291

Position	Salary	FICA	Retirement
Town Manager	116,678	8,926	9,029
Assistant to the Town Manager (step included)	36,876	2,821	2,876
Clerical	27,681	2,118	
Auto Allowance	3,600	275	
Overtime	1,500	115	117
	186,335	14,254	12,022

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Finance Department					
Salaries	119,847	146,314	147,816	1.03%	1,501
Salaries - Treasurer	3,000	3,000	3,000	0.00%	0
FICA	9,287	11,679	11,638	-0.35%	-41
Retirement	6,515	8,878	11,290	27.16%	2,411
Health Benefits	24,711	30,057	25,699	-14.50%	-4,358
Total Salaries and Benefits	163,359	199,928	199,442	-0.24%	-486
Telephone	0	0	0	#DIV/0!	0
Contracts	16,909	500	7,700	1440.00%	7,200
Equipment	0	0	0	#DIV/0!	0
Printing/Advertising	934	400	500	25.00%	100
Training	0	1,500	1,500	0.00%	0
Meetings & Memberships	190	575	580	0.87%	5
Travel	0	250	600	140.00%	350
Audit	37,038	27,000	27,000	0.00%	0
Office Supplies	1,182	1,100	1,350	22.73%	250
Total Non-Salary Expenditures	56,252	31,325	39,230	25.24%	7,905
Finance Fees	0	0	0	0.00%	15,810
Total Requested Tax Appropriation	219,611	231,253	238,672	3.21%	7,419

Position	Salary	FICA	Retirement
Finance Director	67,823	5,189	5,290
Administrative Assistant	38,243	3,083	2,868
Treasurer	3,000		
Full time	41,750	3,366	3,131
	150,816	11,638	11,290

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Information Technology Department					
Salaries	60,471	61,675	0	-100.00%	-61,675
FICA	4,532	4,718	0	-100.00%	-4,718
Retirement	3,219	4,009	0	-100.00%	-4,009
Health Benefits	7,485	7,951	0	-100.00%	-7,951
Total Salaries and Benefits	75,707	78,353	0	-100.00%	-78,353
Telephone	1,552	2,256	1,981	-12.19%	-275
Contracts	79,880	80,000	169,385	111.73%	89,385
Equipment	29,602	27,000	27,000	0.00%	0
Training	99	1,250	0	-100.00%	-1,250
Meetings & Memberships	0	75	0	-100.00%	-75
Travel	572	480	0	-100.00%	-480
Office Supplies	54	200	0	-100.00%	-200
Total Non-Salary Expenditures	111,760	111,261	198,366	78.29%	87,105
Total Requested Tax Appropriation	187,467	189,614	198,366	4.62%	8,752

Position	Salary	FICA	Retirement
Technology Coordinator	0	5,028	5,127
	0	5,028	5,127

Cable Access

Salaries	1,600	1,750	1,750	0.00%	0
FICA	122	135	135	0.00%	0
Total Salaries and Benefits	1,722	1,885	1,885	0.00%	0
Telephone	404	420	420	0.00%	0
Office Supplies	0	50	50	0.00%	0
Contracts	4,912	4,308	4,308	0.00%	0
Equipment	89	5,000	5,000	0.00%	0
Repairs & Maintenance Equipment	402	600	1,000	66.67%	400
Total Non-Salary Expenditures	5,808	10,378	10,778	1	400
Total Requested Tax Appropriation	7,530	12,263	12,663	1	400

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Human Resource Department					
Salaries	77,213	83,805	65,380	-21.99%	-18,426
FICA	5,707	6,411	5,002	-21.99%	-1,410
Retirement	4,111	5,447	5,100	-6.38%	-347
Health Benefits	15,677	17,337	1,600	-90.77%	-15,737
Total Salaries and Benefits	102,708	113,001	77,081	-31.79%	-35,920
Printing/Advertising	0	80	100	25.00%	20
Training	0	130	2,205	1596.15%	2,075
Meetings & Memberships	0	205	195	-4.88%	-10
Travel	0	80	0	-100.00%	-80
Office Supplies	46	175	175	0.00%	0
Total Non-Salary Expenditures	46	670	2,675	299.25%	-33,915
Total Requested Tax Appropriation	102,754	113,671	79,756	-29.84%	-33,915

Position	Salary	FICA	Retirement
Human Resources Director	65,380	5,002	5,100
	65,380	5,002	5,100

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Assessors					
Salaries	191,073	201,310	205,333	2.00%	4,023
FICA	14,224	15,642	15,957	2.01%	315
Retirement	11,014	13,506	15,886	17.62%	2,380
Health Benefits	39,958	38,290	46,847	22.35%	8,557
Total Salaries and Benefits	256,269	268,748	284,023	5.68%	15,275
Telephone		0	0	#DIV/0!	0
Contracts	203	8,710	8,875	1.89%	165
Postage		0	0	#DIV/0!	0
Printing/Advertising	387	600	500	-16.67%	-100
Repairs & Maintenance - Equipment		0		#DIV/0!	0
Meetings/ Memberships	1,199	1,400	1,400	0.00%	0
Training	1,207	1,000	1,000	0.00%	0
Travel	3,296	3,800	3,500	-7.89%	-300
Deed Copies	1,523	2,200	1,500	-31.82%	-700
Supplies	761	400	500	25.00%	100
Office Supplies	766	900	800	-11.11%	-100
Total Non-Salary Expenditures	9,343	19,010	18,075	-4.92%	-935
Total Requested Tax Appropriation	265,612	287,758	302,098	4.98%	14,340

Position	Salary	FICA	Retirement
Assessor	97,313	7,445	7,591
Assistant Assessor	64,604	4,942	5,039
Lister Appraiser (75%)	43,416	3,570	3,256
	205,333	15,957	15,886

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Community Development					
Salaries	424,634	461,640	460,429	-0.26%	-1,211
FICA	33,325	37,120	37,050	-0.19%	-70
Retirement	28,930	33,151	34,958	5.45%	1,807
Health Benefits	71,917	81,795	65,687	-19.69%	-16,108
Total Salaries and Benefits	558,805	613,706	598,124	-2.54%	-15,582
Telephone	2,442	2,450	3,000	22.45%	550
Fuel/Gas	1,725	2,500	2,250	-10.00%	-250
Contracts	27,149	30,365	37,600	23.83%	7,235
Uniforms		0	0	**	0
Equipment	56,540	20,500	38,500	87.80%	18,000
Repairs & Maintenance - Equip	1,427	2,000	2,000	0.00%	0
Printing/Advertising	3,731	5,000	5,000	0.00%	0
Training	2,554	6,500	6,500	0.00%	0
Rent		0	0	0.00%	0
Meetings & Memberships	10,886	1,400	1,400	0.00%	0
Travel	5,720	2,000	2,000	0.00%	0
Supplies	659	0	0	0.00%	0
Office Supplies	1,868	4,500	3,504	-22.13%	-996
Total Non-Salary Expenditures	114,700	77,215	101,754	31.78%	24,539
Permit Fees/Reserve	-260,156	-290,000	-291,800	0.62%	-1,800
Total Requested Tax Appropriation	413,349	400,921	408,078	1.79%	7,157

Position	Salary	FICA	Retirement
Community Development Director	102,125	8,398	7,659
CEO/LPI	53,242	4,073	4,153
Planner	62,715	5,157	4,704
Stormwater Manager/Shoreland Resource Officer	54,928	4,202	4,284
Total Core Salaries	273,009	21,831	20,800
Health Officer	0	0	0
Assistant CEO (Inspector)	62,729	5,159	4,705
GIS Manager	76,501	6,291	5,738
Assistant CEO (25%)	14,471	1,190	1,085
Clerk	33,719	2,579	2,630
Total Salaries paid by Fees	187,420	15,219	14,158
Total Combined Salaries	460,429	37,050	34,958

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Town Clerk/Tax Collector					
Salaries	159,233	167,660	178,335	6.37%	10,675
Town Clerk/Tax Collector Salary	88,053	93,520	95,111	1.70%	1,591
FICA	18,953	20,297	21,256	4.72%	959
Retirement	13,406	15,827	18,614	17.61%	2,787
Health Benefits	26,976	28,487	44,454	56.05%	15,967
Total Salaries and Benefits	306,622	325,791	357,770	9.82%	31,979
Telephone		0	0	0.00%	0
Contracts	6,993	4,000	6,000	50.00%	2,000
Equipment		900	500	--	-400
Printing/Advertising	700	3,060	2,500	-18.30%	-560
Repairs & Maintenance - Equip	325	900	500	-44.44%	-400
Training		1,800	1,000	-44.44%	-800
Postage	3,850	0	0	0.00%	0
Meetings & Memberships	20	270	270	0.00%	0
Travel	450	990	800	-19.19%	-190
Supplies		0	0	0.00%	0
Office Supplies	9,907	6,280	6,300	0.32%	20
Total Non-Salary Expenditures	22,246	18,200	17,870	-1.81%	-330
Tax Collector User Fees	0	0	0	0.00%	31,649
Total Requested Tax Appropriation	328,867	343,991	375,640	9.20%	31,649

Position	Salary	FICA	Retirement
Town Clerk/Tax Collector	95,111	7,276	7,419
Deputy Tax Collector	58,783	4,834	4,409
Clerk #2	44,375	3,395	3,461
Clerk #3	42,636	3,262	3,326
Clerk #4	32,541	2,489	0
Part time clerks/overtime			
	273,446	21,256	18,614

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Elections					
Salaries	7,178	6,310	6,310	0.00%	0
FICA	291	483	483	0.00%	0
Total Salaries and Benefits	7,470	6,793	6,793	0.00%	0
Contracts	4,592	6,600	6,800	3.03%	200
Printing/Advertising	117	450	450	0.00%	0
Postage		0	0	#DIV/0!	0
Travel		630	630	0.00%	0
Office Supplies	842	0	0	#DIV/0!	0
Supplies	9,694	10,498	11,000	4.78%	502
Total Non-Salary Expenditures	15,245	18,178	18,880	3.86%	702
Total Requested Tax Appropriation	22,715	24,971	25,673	2.81%	702

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Town Hall Operations/Management					
Utilities	10,465	12,327	12,327	0.00%	0
Telephone	7,336	7,680	7,680	0.00%	0
Heat	3,035	4,200	4,200	0.00%	0
Contracts (includes \$12,000 Cleaners)	25,924	22,690	22,690	0.00%	0
Equipment	0	0	0	#DIV/0!	0
Legal	41,536	70,000	70,000	0.00%	0
Repairs and Maintenance - Bldg	3,969	10,000	10,000	0.00%	0
Postage	19,550	25,000	25,000	0.00%	0
Town Report	1,487	2,000	2,000	0.00%	0
Outside Consulting	0	3,500	3,500	0.00%	0
Supplies	5,040	5,000	5,000	0.00%	0
Office Supplies	6,151	7,000	7,000	0.00%	0
Total Non-Salary Expenditures	124,494	169,397	169,397	0.00%	0
Total Requested Tax Appropriation	124,494	169,397	169,397	0.00%	0

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Printing and Records Management					
Contracts	0	0	0	#DIV/0!	0
Additions to Special Revenues					
Earned Account	20,000	30,000	30,000	0.00%	0
Unemployment	5,000	5,000	5,000	0.00%	0
Debt Service					
Long Sands Road Rebuild	21,667	6,931	0	--	-6,931
2001 Bond Issue	0	0	0	#DIV/0!	0
Financial Software Lease/Purchase	33,848	33,849	0	-100.00%	-33,849
Public Safety Phone Lease/Purchase	6,243	6,300	0	-100.00%	-6,300
Energy Efficiency	59,025	0	0	#DIV/0!	0
2008 Bond Issue	151,166	147,147	141,703	-3.70%	-5,444
2010 Bond Issue	749,543	738,583	727,457	-1.51%	-11,126
2011 Bond Issue (includes 2001 refunding)	733,844	723,444	713,044	-1.44%	-10,400
	0	0	212,477	#DIV/0!	212,477
2012 Bond Issue	23,182	242,034	239,428	0.00%	-2,606
Total Debt Service	1,778,516	1,898,288	2,034,108	7.15%	135,820
Contingency					
Contingency	5,200	50,000	50,000	0.00%	0
Academic Reimbursement					
Tuition reimbursement per personnel policy	0	0	0	#DIV/0!	0

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Short Sands/Ellis Park					
Salaries	17,753	19,300	19,300	0.00%	0
Utilities	7,923	7,997	7,997	0.00%	0
Supplies	9,540	8,800	8,800	0.00%	0
FICA	967	1,476	1,476	-0.03%	0
Total Requested Tax Appropriation	36,183	37,573	37,573	0.00%	0

Position	Salary	FICA	Retirement
Restroom Attendants (2)	0	0	0
	0	0	0

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Insurance					
Workers' Compensation	196,731	199,236	245,511	23.23%	46,275
Police Liability	22,719	23,855	25,048	5.00%	1,193
Public Official Liability	13,853	14,546	15,273	5.00%	727
Municipal Office Bond	720	778	817	5.00%	39
General Liability	43,850	46,043	48,345	5.00%	2,302
Vehicle	46,902	49,247	51,709	5.00%	2,462
Deductibles	11,195	4,000	4,200	5.00%	200
Health Contingency	8,000	5,267	20,000	279.72%	14,733
Total Requested Tax Appropriation	343,970	342,972	410,903	19.81%	67,931
Public Health					
Mosquito Control	40,000	40,000	40,000	0.00%	0
York Volunteer Ambulance Association	40,000	40,000	40,000	0.00%	0
Policy Items					
Circuit Breaker Program	49,819	50,000		-100.00%	-50,000
Municipal Separate Storm Sewer System	0	67,996		-100.00%	-67,996
Cliff Path	0	50,000		--	-50,000
					0
Total Requested Tax Appropriation	49,819	167,996	0	-100.00%	-167,996

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Public Safety					
Police					
Salaries	1,711,858	1,846,526	1,743,741	-5.57%	-102,785
Overtime/Differential	238,193	159,000	165,000	3.77%	6,000
Salaries - Clerks	182,214	181,992	193,837	6.51%	11,845
Salaries - Seasonal	74,076	90,500	90,500	0.00%	0
Salary-Cleaner	0	0	0	0.00%	0
FICA	169,442	177,974	168,032	-5.59%	-9,942
Retirement	158,234	155,710	171,254	9.98%	15,544
Health Benefits	365,849	395,678	360,868	-8.80%	-34,810
Total Salaries and Benefits	2,899,867	3,007,381	2,893,232	-3.80%	-114,149
Utilities	10,414	23,100	23,100	0.00%	0
Telephone	18,945	21,000	21,000	0.00%	0
Heat	4,586	10,625	10,625	0.00%	0
Fuel/Gas	77,556	87,500	87,500	0.00%	0
Contracts	65,040	51,060	54,500	6.74%	3,440
Equipment	75,517	26,000	29,000	11.54%	3,000
Printing/Advertising	1,855	3,170	3,170	0.00%	0
Repairs & Maintenance - Bldg	4,705	6,000	6,000	0.00%	0
Repairs & Maintenance - Equip	41,195	30,000	32,000	6.67%	2,000
Repairs & Maintenance - Radio	1,878	8,000	8,000	0.00%	0
Training	30,788	26,800	28,000	4.48%	1,200
Postage	3,028	4,500	4,500	0.00%	0
Meetings & Memberships	3,116	5,000	5,000	0.00%	0
Travel	8,519	6,200	7,000	12.90%	800
Computer Services	4,328	10,000	12,000	20.00%	2,000
Supplies	7,117	6,000	7,000	16.67%	1,000
Office Supplies	9,265	6,500	7,500	15.38%	1,000
Uniforms	32,143	30,000	32,000	6.67%	2,000
Total Non-Salary Expenditures	399,997	361,455	377,895	4.55%	16,440
Total Expenditures	3,299,864	3,368,836	3,271,127	-2.90%	-97,709
York Hospital User Fee	-114,000	-110,000		-100.00%	110,000
Grants and other revenues	-81,545	0	0	0.00%	0
Net Operating Expenditures	3,104,319	3,258,836	3,271,127	0.38%	12,291
Capital Maintenance Items					
Vehicles	45,902	68,000	78,000	14.71%	10,000
Public Safety Plan	0	0	0	0.00%	0
Telephone System	0	0	0	0.00%	0
Total Capital	45,902	68,000	78,000	14.71%	10,000
Total Requested Tax Appropriation	3,150,221	3,326,836	3,349,127	0.67%	22,291

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Public Safety					
Police (continued)					
Police Salaries					

Position	Salary	FICA	Retirement
Chief	112,348	8,595	9,325
Captain	0	0	0
Lieutenant	98,279	7,518	8,157
Lieutenant	98,279	7,518	8,157
Sergeant	73,299	5,607	6,084
Sergeant	70,014	5,356	5,811
Sergeant Detective	69,888	5,346	5,801
Sergeant	68,432	5,235	5,680
Sergeant	67,731	5,181	5,622
Patrolman Middle SRO	64,376	4,925	5,343
Patrolman	60,098	4,597	4,988
Patrolman	61,256	4,686	5,084
Detective	60,778	4,650	5,045
Patrolman	59,114	4,522	4,906
Patrolman HS SRO	59,488	4,551	4,938
Patrolman	59,384	4,543	4,929
Patrolman	58,032	4,439	4,817
Patrolman	58,872	4,504	4,886
Patrolman	56,451	4,319	4,685
Patrolman	58,152	4,449	4,827
Patrolman	56,514	4,323	4,691
Patrolman	56,169	4,297	4,662
Patrolman	49,442	3,782	4,104
Patrolman	47,403	3,626	3,934
Patrolman	48,971	3,746	4,065
Patrolman	45,802	3,509	3,807
Patrolman	44,169	3,379	3,666
Promotional Step Coast	28,000	2,142	2,324
Holiday Buyback /Shift Differential	53,000	4,055	4,399
	1,743,741	133,399	144,737

Position	Salary	FICA	Retirement
Administrative #1	59,821	4,576	4,666
Administrative #2	61,201	4,682	4,774
Administrative #3	45,099	3,709	3,382
Part-Time	27,716	2,120	
	193,837	15,087	12,822

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Communications					
Salaries	405,919	369,576	383,689	3.82%	14,113
Overtime/Differential	77,593	105,000	105,000	0.00%	0
FICA	36,748	36,571	37,654	2.96%	1,083
Retirement	27,484	32,361	36,339	12.29%	3,978
Health Benefits	94,979	94,290	91,316	-3.15%	-2,974
Total Salaries and Benefits	642,724	637,798	653,998	2.54%	16,200
Utilities	2,313	2,500	2,500	0.00%	0
Telephone	23,159	31,000	31,000	0.00%	0
Heat	1,896	3,500	3,500	0.00%	0
Contracts	37,631	25,509	25,509	0.00%	0
Printing/Advertising		600	600	0.00%	0
Repairs & Maintenance - Bldg		1,500	1,500	0.00%	0
Repairs & Maintenance - Equip	2,995	3,000	3,000	0.00%	0
Repairs & Maintenance - Radio	2,316	2,750	2,750	0.00%	0
Training		3,500	3,500	0.00%	0
Meetings/Memberships		0	0	0.00%	0
Travel		1,500	1,500	0.00%	0
Computer Services	1,834	10,000	10,000	0.00%	0
State Terminal	2,145	2,700	2,700	0.00%	0
Supplies	659	2,000	2,000	0.00%	0
Office Supplies	19	3,800	3,800	0.00%	0
Uniforms	4,820	6,000	6,000	0.00%	0
Total Non-Salary Expenditures	79,787	99,859	99,859	0.00%	0
Total Expenditures	722,511	737,657	753,857	2.20%	16,200
Communication User Fees	-104,276	-116,427	-116,427	0.00%	0
Total Requested Tax Appropriation	618,234	621,230	637,430	2.61%	16,200

Communications (continued)

Communications Salaries

Position	Salary	FICA	Retirement
Communication Specialist #1	55,120	4,217	4,299
Communication Specialist #2	55,120	4,217	4,299
Communication Specialist #3	55,120	4,217	4,299
Communication Specialist #4	50,939	3,897	3,973
Communication Specialist #5	49,670	3,800	3,874
Communication Specialist #6	49,670	3,800	3,874
Communication Specialist #7	47,050	3,869	3,529
Part Time	5,000	383	
Holiday Buy-back	10,000	765	
Stipend	6,000	459	
	383,689	29,622	28,149

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Animal Control Officer					
Salaries	44,217	40,048	43,168	7.79%	3,120
FICA	3,359	3,064	3,302	7.79%	239
Total Salaries and Benefits	47,576	43,111	46,470	7.79%	3,359
Telephone	266	600		-100.00%	-600
Fuel and Gas	3,472	3,800		-100.00%	-3,800
Contracts	4,815	4,000	6,000	50.00%	2,000
Equipment	199	500		-100.00%	-500
Printing and Advertising		800		-100.00%	-800
Repairs & Maintenance - Equip		1,100		-100.00%	-1,100
Training	442	1,000		-100.00%	-1,000
Meetings & Memberships	2,070	200	500	150.00%	300
Supplies	107	500		-100.00%	-500
Uniforms		700		-100.00%	-700
Total Non-Salary Expenditures	11,372	13,200	6,500	-50.76%	-6,700
Total Expenditures	58,949	56,311	52,970	-5.93%	-3,341
ACO User Fees	-20,232	-20,000	-15,000	-25.00%	5,000
Net Operating Expenditures	38,717	36,311	37,970	4.57%	1,659
Capital Maintenance Items					
Vehicles	0	0	0	#DIV/0!	0
Total Capital	0	0	0	#DIV/0!	0
Total Requested Tax Appropriation	38,717	36,311	37,970	4.57%	1,659

Position	Salary	FICA	Retirement
ACO1	31,675	2,423	0
ACO2	7,493	573	0
RK1	4,000	306	0
	43,168	3,302	0

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Harbor Management					
Salaries	30,144	33,720	34,396	2.00%	676
FICA	2,306	2,580	2,631	2.00%	52
Total Salaries and Benefits	32,450	36,300	37,027	2.00%	728
Telephone	477	950	950	0.00%	0
Fuel/Gas	1,603	2,800	2,600	-7.14%	-200
Contracts	1,621	2,200	2,500	13.64%	300
Repairs & Maintenance - Equip	5,785	4,500	5,000	11.11%	500
Training	0	2,500	2,000	-20.00%	-500
Equipment	0	0	1,000	#DIV/0!	1,000
Meetings/Membership	450	0	500	#DIV/0!	500
Travel	451	300	500	66.67%	200
Supplies	1,551	2,500	2,200	-12.00%	-300
Signs/Advertising	0	0	250	#DIV/0!	250
Printing/Advertising	0	0	400	#DIV/0!	400
Uniforms	486	800	800	0.00%	0
Town Mooring	0	0		0.00%	0
Total Non-Salary Expenditures	12,425	16,550	18,700	12.99%	2,150
Total Requested Tax Appropriation	44,875	52,850	55,727	5.45%	2,878
Capital Maintenance Items					
HarborMaster Boat	0	0	0	0.00%	0
Total Requested Tax Appropriation	44,875	52,850	55,727	0.00%	2,878

Position	Salary	FICA	Retirement
Harbor Master	22,220	1,700	0
Harbor Master's Assistant	7,576	580	0
Harbor Master's Assistant	4,600	352	0
	34,396	2,631	0

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
York Village Fire Station					
Salaries	213,670	244,016	221,503	-9.23%	-22,513
Salaries - Fire Chief	8,000	8,160	8,200	0.49%	40
Salaries - Fire Inspections	2,689	2,200	2,000	-9.09%	-200
FICA	20,711	19,875	18,143	-8.71%	-1,732
Retirement	17,151	17,980	17,058	-5.13%	-922
Health Benefits	49,904	53,381	50,329	-5.72%	-3,052
Total Salaries and Benefits	312,125	345,611	317,233	-8.21%	-28,379
Utilities	6,258	8,800	8,800	0.00%	0
Telephone	6,038	8,000	8,000	0.00%	0
Heat	9,372	9,000	9,000	0.00%	0
Fuel/Gas	10,889	12,000	12,000	0.00%	0
Contracts	1,948	2,600	2,600	0.00%	0
Equipment	34,745	28,000	40,000	42.86%	12,000
Printing/Advertising	1,049	775	775	0.00%	0
Repairs & Maintenance - Bldg	9,376	10,000	10,000	0.00%	0
Repairs & Maintenance - Equip	37,783	28,000	32,000	14.29%	4,000
Repairs & Maintenance - Radio	5,411	9,000	12,000	33.33%	3,000
Training & Meet/Members	10,908	8,500	16,200	90.59%	7,700
Volunteer compensation for training time	10,237	4,900	0	-100.00%	-4,900
Firefighter Insurance	3,677	3,800	3,800	0.00%	0
Supplies	2,327	1,200	1,200	0.00%	0
Office Supplies	250	0	0	#DIV/0!	0
Uniforms	1,684	2,000	2,000	0.00%	0
Medical Supplies	1,399	2,200	2,200	0.00%	0
Fire Prevention Supplies	598	2,000	3,000	50.00%	1,000
Total Non-Salary Expenditures	153,949	140,775	163,575	16.20%	22,800
Miscellaneous Revenue	0	0	0	0.00%	45,600
Total Requested Tax Appropriation	466,074	486,386	480,808	-1.15%	-5,579

Position	Salary	FICA	Retirement
FF1	73,330	5,607	5,720
FF2	74,843	5,725	5,838
FF3	73,330	6,030	5,500
additional part-time/overtime/sick time			
	221,503	17,363	17,058

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
York Beach Fire Station					
Salaries	221,785	234,467	239,156	2.00%	4,689
Salaries - Fire Chief	8,001	8,160	8,323	2.00%	163
Salaries - Fire Inspection	5,001	5,000	5,100	2.00%	100
FICA	17,457	18,316	19,322	5.49%	1,005
Retirement	16,654	17,656	18,653	5.65%	997
Health Benefits	44,767	53,381	45,865	-14.08%	-7,516
Total Salaries and Benefits	313,664	336,980	336,419	-0.17%	-561
Utilities	4,728	7,500	7,500	0.00%	0
Telephone	4,548	5,950	5,950	0.00%	0
Heat	9,206	13,598	13,500	-0.72%	-98
Fuel/Gas	517	6,500	6,500	0.00%	0
Contracts	1,974	3,000	3,000	0.00%	0
Equipment	8,600	20,000	20,000	0.00%	0
Printing/Advertising		650	650	0.00%	0
Repairs & Maintenance - Building	3,080	10,000	10,000	0.00%	0
Repairs & Maintenance - Equip	15,114	22,000	22,000	0.00%	0
Repairs & Maintenance - Radio	3,000	8,000	8,000	0.00%	0
Training	3,114	10,000	12,400	24.00%	2,400
Volunteer compensation for training time	2,750	4,900	4,900	0.00%	0
Firefighters' Insurance	3,677	3,400	3,677	8.15%	277
Supplies	2,000	4,000	4,000	0.00%	0
Uniforms	1,500	2,000	2,000	0.00%	0
Medical Supplies		4,000	4,000	0.00%	0
Fire Prevention Supplies		3,300	3,300	0.00%	0
Total Non-Salary Expenditures	63,809	128,798	131,377	2.00%	2,579
Miscellaneous Revenue	0	0	0	#DIV/0!	5,158
Total Requested Tax Appropriation	377,473	465,778	467,796	0.43%	2,018

Position	Salary	FICA	Retirement
FF1	76,339	5,840	5,954
FF2	76,339	5,840	5,954
FF3	67,037	5,128	5,229
additional part-time/overtime/sick time	19,441	1,487	1,516
	239,156	18,295	18,653

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Firefighter Training					
Volunteer compensation for training time	0	0	0	#DIV/0!	0
Hydrants					
York Water District	811,400	817,970	858,869	5.00%	40,899
Kennebunk, Kennebunkport & Wells Water	5,558	5,500	5,500	0.00%	0
Kittery	35,130	38,000	38,242	0.64%	242
Total Requested Tax Appropriation	852,088	861,470	902,611	4.78%	41,141

* York 366 hydrants, Kennebunk 6 hydrants and Kittery 46 hydrants

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Department of Public Works					
Tree Care					
Fuel	1,000	1,300	1,300	0.00%	0
Tree Removal	16,608	10,300	20,000	94.17%	9,700
Tree Replacement	0	0	0	--	0
Hired Equipment	4,800	4,600	5,000	8.70%	400
Supplies	1,445	1,010	1,500	48.51%	490
Transfer in from Reserve		-6,327		-100.00%	6,327
Total Requested Tax Appropriation	23,852	10,883	27,800	155.44%	16,917
White Goods					
Salaries	22,605	24,000	25,000	4.17%	1,000
Retirement	337	0	0	#DIV/0!	0
FICA and benefits	1,970	2,000	2,000	0.00%	0
Total Salaries and Benefits	24,912	26,000	27,000	3.85%	1,000
Fuel/Gas		500	500	0.00%	1,000
Contracted Services (brush grinding)	26,562	28,000	28,000	0.00%	0
Property Maintenance/Paving	0	10,500	10,500	0.00%	0
Utilities	2,255	1,700	2,300	35.29%	600
Repairs & Maintenance - Equip	3,004	2,700	3,000	11.11%	300
Wells/Permits	2,957	5,233	4,333	-17.20%	-900
Supplies	1,430	6,000	2,000	-66.67%	-4,000
Uniforms	64	320	320	0.00%	0
Total Non-Salary Expenditures	36,271	54,953	50,953	-7.28%	-4,000
Misc Revenue	-459	0	0	0.00%	0
Total Requested Tax Appropriation	60,724	80,953	77,953	-3.71%	-3,000

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
General Highway					
Salaries	589,010	608,865	619,626	1.77%	10,762
FICA	45,112	48,451	49,238	1.62%	787
Retirement	34,525	41,458	42,772	3.17%	1,315
Health Benefits	139,181	141,302	148,059	4.78%	6,757
Total Salaries and Benefits	807,829	840,076	859,695	2.34%	19,620
Utilities/Services	9,147	10,675	10,675	0.00%	0
Telephone	6,081	7,000	6,100	-12.86%	-900
Heat	1,034	1,000	1,000	0.00%	0
Fuel/Gas	35,219	30,000	34,000	13.33%	4,000
Contracts	105,398	119,979	120,000	0.02%	21
Cleaning & Maintenance	1,819	2,721	2,000	-26.50%	-721
Printing/Advertising	444	1,000	750	-25.00%	-250
Repairs & Maintenance - Bldg	7,769	7,800	7,800	0.00%	0
Repairs & Maintenance - Equip	65,555	63,000	65,500	3.97%	2,500
Training	80	500	500	0.00%	0
Travel	1,791	1,800	1,800	0.00%	0
Hired Equipment	23,625	20,100	23,500	16.92%	3,400
Signal Maintenance	8,922	5,000	7,400	48.00%	2,400
Supplies	16,894	16,000	16,000	0.00%	0
Office Supplies	1,519	1,700	1,700	0.00%	0
Culverts/Catch Basins	23,755	30,000	30,000	0.00%	0
Sand/Gravel	56,957	57,000	57,000	0.00%	0
Signs/Street Markers	41,800	43,000	43,000	0.00%	0
Hot Top/Cold Patch	15,253	17,000	17,000	0.00%	0
Uniforms	6,614	6,460	7,000	8.36%	540
Total Non-Salary Expenditures	429,677	441,735	452,725	2.49%	10,990
Transfer in from Reserves/Misc Revenues	-20,120	-15,224		0.00%	15,224
Total Operating Expenditures	1,217,386	1,266,587	1,312,420	3.62%	45,834
Capital Maintenance Items:					
Paving Town Roads	281,363	512,409	512,409	0.00%	0
Signal Maintenance	0	0	0	0.00%	0
Cliff & Fisherman's Walk	0	0	0	0.00%	0
Bell Marsh	740	25,000	25,000	0.00%	0
Church Street Sidewalk	34,000	0	0	0.00%	0
Pickup Truck w/Plow	0	0	45,000	0.00%	45,000
Bog Road	1,229	0	0	0.00%	0
Total Capital Maintenance	317,331	537,409	582,409	8.37%	45,000
Total Requested Tax Appropriation	1,534,717	1,803,996	1,894,829	5.04%	90,834

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
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General Highway (continued)

General Highway Salaries

Position	Salary	FICA	Retirement
Superintendent	63,354	4,847	4,118
Foreman	50,429	4,147	3,782
Vehicle Maintenance Supervisor	36,815	2,816	2,393
Equipment Operator	37,907	2,900	2,464
Equipment Operator	28,593	2,351	2,144
Equipment Operator	36,169	2,974	2,713
Equipment Operator	32,035	2,634	2,403
Equipment Operator (includes step)	27,307	2,246	2,048
Equipment Operator	27,307	2,246	2,048
Equipment Operator	21,640	1,655	1,407
Equipment Operator	29,146	2,230	1,894
Equipment Operator	30,753	2,529	2,306
Equipment Operator	22,693	1,736	1,475
Heavy Equipment Operator	41,702	3,190	2,711
Equipment Operator	28,593	2,351	2,144
Clerk (includes step)	22,250	1,830	1,669
Equipment Operator	35,508	2,716	2,308
Overtime	26,600	2,188	1,995
Part-Time/Special Detail	20,825	1,650	750
	619,626	49,238	42,772

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Winter Maintenance					
Salaries	510,892	533,745	544,589	2.03%	10,845
FICA	39,206	42,586	42,878	0.69%	292
Retirement	31,019	35,485	37,230	4.92%	1,745
Health Benefits	95,523	102,323	107,215	4.78%	4,892
Total Salaries and Benefits	676,639	714,139	731,913	2.49%	17,774
Utilities/Services	5,293	3,300	5,300	60.61%	2,000
Telephone	5,661	5,000	5,000	0.00%	0
Heat	6,296	5,000	6,300	26.00%	1,300
Fuel/Gas	59,323	47,000	50,000	6.38%	3,000
Training	315	500	500	0.00%	0
Travel		0	0	0.00%	0
Contracts	12,058	14,231	20,000	40.54%	5,769
Cleaning & Maintenance	1,542	1,969	1,969	0.00%	0
Repairs & Maintenance - Buildings	18,079	17,000	18,000	5.88%	1,000
Repairs & Maintenance - Equipment	59,823	50,000	55,000	10.00%	5,000
Hired Equipment	27,514	27,500	27,500	0.00%	0
Supplies	10,955	9,000	10,500	16.67%	1,500
Office Supplies	939	1,100	1,100	0.00%	0
Sand/Gravel	5,470	17,800	17,800	0.00%	0
Culvert/Catch Basins		0		#DIV/0!	0
D Icing Materials	203,893	248,500	248,500	0.00%	0
Uniforms	4,750	4,760	5,100	7.14%	340
Total Non-Salary Expenditures	421,909	452,660	472,569	4.40%	19,909
Misc Revenue	-7,613	0	0	#DIV/0!	37,818
Total Requested Tax Appropriation	1,090,936	1,166,799	1,204,482	3.23%	37,683

Winter Maintenance Salaries

Position	Salary	FICA	Retirement
Superintendent	46,460	3,554	3,020
Foreman	38,998	3,206	2,905
Vehicle Maintenance Supervisor	27,601	2,111	1,794
Equipment Operator	29,315	2,243	1,905
Equipment Operator	20,968	1,724	1,573
Equipment Operator	26,524	2,181	1,989
Equipment Operator	25,472	2,095	1,910
Equipment Operator	20,025	1,647	1,502
Equipment Operator	20,025	1,647	1,502
Equipment Operator	15,870	1,214	1,032
Equipment Operator	21,844	1,671	1,420
Equipment Operator	23,050	1,896	1,729
Equipment Operator	16,642	1,273	1,082
Heavy Equipment Operator	30,581	2,339	1,988
Equipment Operator	20,968	1,724	1,573
Clerk (includes step)	16,317	1,342	1,224
Equipment Operator	26,469	2,025	1,720
Overtime	98,180	7,511	7,364
Part-Time	ADM 33	19,280	1,475
		544,589	42,878
			37,230

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
DPW Contracted Services					
Street Lights	128,844	135,000	135,000	0.00%	0
Traffic Lights	1,508	2,100	2,100	0.00%	0
Paint/Hazardous Waste/R&M/Utility/svs	21,145	29,000	29,000	0.00%	0
Waste Pickup	1,276,298	1,350,000	1,450,000	7.41%	100,000
Total Requested Tax Appropriation	1,427,795	1,516,100	1,616,100	6.60%	100,000

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
School Grounds and Maintenance					
Salaries	59,841	60,658	61,504	1.40%	847
FICA	4,761	4,926	4,996	1.41%	69
Retirement	3,622	3,739	3,803	1.70%	63
Health Benefits	7,485	7,951	7,701	-3.14%	-250
Total Salaries and Benefits	75,710	77,274	78,004	0.94%	729
Gas/Fuel	5,384	5,000	5,000	0.00%	0
Contracts - turf maintenance	25,864	23,000	25,000	8.70%	2,000
Equipment	1,788	3,000	3,000	0.00%	0
Repairs & Maintenance - Building		0		#DIV/0!	0
Repairs & Maintenance - Equipment	3,559	5,000	5,000	0.00%	0
Grounds Maintenance		2,400	3,000	25.00%	600
Supplies	19,932	19,115	20,000	4.63%	885
Total Non-Salary Expenditures	56,527	57,515	61,000	6.06%	3,485
Total Requested Tax Appropriation	132,236	134,789	139,004	3.13%	4,214

Position	Salary	FICA	Retirement
Grounds Keeper	50,704	4,170	3,803
Part Time			
Grounds Maintenance	10,800	826	-
	61,504	4,996	3,803

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Public Buildings, Grounds and Beaches					
Salaries	379,313	391,688	403,888	3.11%	12,200
FICA	29,199	30,990	32,186	3.86%	1,196
Retirement	17,215	17,997	19,205	6.71%	1,208
Health Benefits	50,056	53,610	51,929	-3.14%	-1,681
Total Salaries and Benefits	475,782	494,285	507,208	2.61%	12,923
Utilities	10,386	11,500	11,500	0.00%	0
Telephone	2,503	2,400	2,400	0.00%	0
Heat	5,443	6,000	6,000	0.00%	0
Fuel/Gas	13,848	17,000	16,000	-5.88%	-1,000
Contracts	44,812	36,973	39,000	5.48%	2,027
Equipment	1,853	7,500	7,500	0.00%	0
Printing/Advertising	239	500	500	0.00%	0
Repairs & Maintenance - Bldg	6,843	2,500	2,500	0.00%	0
Repairs & Maintenance - Equip	7,100	8,000	8,000	0.00%	0
Postage		500	500	0.00%	0
Travel	53	0	0	0.00%	0
Meetings & Memberships	610	300	300	0.00%	0
Grounds Maintenance		0	0	0.00%	0
Supplies	24,753	25,000	25,000	0.00%	0
Office Supplies		250	250	0.00%	0
Uniforms	1,709	4,500	4,500	0.00%	0
Total Non-Salary Expenditures	120,151	122,923	123,950	0.84%	1,027
Revenues from Harley Mason Estate	0	0	0	0.00%	0
Miscellaneous Revenue	0	0	0	0.00%	0
Total Operating Expenditures	595,934	617,208	631,158	2.26%	13,950
Capital Maintenance Items					
Grounds Mower	0	-	0	0.00%	0
4WD Pickup Truck	-	27,500	0	-100.00%	-27,500
Total Capital Maintenance Items	0	27,500	0	-100.00%	-27,500
Total Requested Tax Appropriation	595,934	644,708	631,158	-2.10%	-13,550

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Public Buildings, Grounds and Beaches (Continued)					

Position / Full Time	Salary	FICA	Retirement
Parks & Recreation Director	97,306	8,002	7,298
Parks Supervisor	61,188	5,032	4,589
Rec Supervisor/Sohier Park	22,595	1,858	1,695
Groundskeeper	43,153	3,549	3,236
1/2 Secretarial	30,605	2,341	2,387
Part Time			
Grounds Maintenance	28,800	2,204	0
Beach Maintenance	35,520	2,718	0
Lifeguards	84,720	6,482	0
	403,888	32,186	19,205

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Human Services					
Recreation Department					
Salaries	100,206	102,765	104,512	1.70%	1,747
FICA	7,866	8,278	8,419	1.70%	141
Retirement	6,752	7,406	7,930	7.07%	524
Health Benefits	16,342	18,137	17,576	-3.09%	-561
Total Salaries and Benefits	131,166	136,587	138,438	1.36%	1,851
Supplies	0	0	0	0.00%	0
Contracts	0	0	0	0.00%	0
Total Non-Personnel Expenditures	0	0	0	0.00%	0
Total Requested Tax Appropriation	131,166	136,587	138,438	1.36%	1,851

Position / Full-Time	Salary	FICA	Retirement
Assistant Recreation Director	73,908	6,078	5,543
1/2 Secretarial Position	30,605	2,341	2,387
	104,512	8,419	7,930

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Public Library					
Salaries	223,496	232,577	239,554	3.00%	6,977
FICA	18,665	18,850	19,460	3.23%	609
Retirement	12,210	13,833	14,822	7.15%	989
Health Benefits	48,990	52,167	50,712	-2.79%	-1,456
Total Salaries and Benefits	303,361	317,427	324,547	2.24%	7,120
Utilities	32,745	36,000	36,700	1.94%	700
Telephone	2,967	2,800	2,800	0.00%	0
Heat	14,109	22,000	18,000	-18.18%	-4,000
Insurance	11,407	12,029	13,500	12.23%	1,471
Contracts	33,707	42,100	39,800	-5.46%	-2,300
Programs and Activities	4,651	3,500	3,500	0.00%	0
Training/Travel	266	1,000	1,000	0.00%	0
Publicity	252	500	500	0.00%	0
Repairs & Maintenance - Bldg/Equipment	20,076	9,200	16,000	73.91%	6,800
Postage	1,855	3,450	2,000	-42.03%	-1,450
Grounds Maintenance	3,820	3,400	4,300	26.47%	900
Acquisitions	21,426	26,000	26,000	0.00%	0
Supplies	5,296	6,000	6,000	0.00%	0
Total Non-Personnel Expenditures	152,577	167,979	170,100	1.26%	2,121
Total Expenditures	455,938	485,406	494,647	1.90%	9,241
Revenues - Service Fees		-5,500	-5,500	0.00%	0
Additional Library Contribution		-15,000	-15,500	3.33%	-500
Revenues - Non-Resident User Fees		-2,000	-2,000	0.00%	0
Total Requested Tax Appropriation	455,938	462,906	471,647	1.89%	8,741
Total Revenues	455,938	485,406	494,647	1.90%	9,241

Position	Salary	FICA	Retirement
Director	73,689	6,004	4,790
Assistant Director	40,409	3,292	2,627
Children's Librarian	39,561	3,223	2,571
Circulation Coordinator	37,154	3,027	2,415
Library Assistants	11,764	958	765
Public Services Librarian	30,000	2,387	1,200
Salary Adjustments	6,977	568	454
	239,554	19,460	14,822

Contracts includes: Custodian, Professional Services, Payroll Services, Accountant, Computers, Copiers, Elevator, Fire and Security, HVAC, Automated Systems (Minerva et.al.), Other

Utilities includes: Electric and Water and Sewer

Insurance includes: General Non-Staff Insurance and Workman's Comp.

Repairs and Maintenance-Bldg. Equipment includes: Maintenance/Repair, Other Expenses/Activities

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Senior Center					
Salaries	158,635	171,931	174,429	1.45%	2,498
FICA	12,370	13,677	13,882	1.49%	204
Retirement	9,077	10,364	11,252	8.57%	888
Health Benefits	25,376	26,887	41,254	53.43%	14,367
Total Salaries and Benefits	205,458	222,859	240,817	8.06%	17,957
Utilities	5,307	6,000	6,000	0.00%	0
Telephone	2,616	3,000	3,000	0.00%	0
Fuel/Gas		0	0	#DIV/0!	0
Heat	2,610	3,500	3,500	0.00%	0
Contracts	2,839	500	500	0.00%	0
Equipment	3,753	4,000	4,000	0.00%	0
Printing/Advertising		500	500	0.00%	0
Repairs & Maintenance - Bldg	3,809	5,000	5,000	0.00%	0
Repairs & Maintenance - Equip	868	0	0	#DIV/0!	0
Postage		300	300	0.00%	0
Meetings & Memberships		550	550	0.00%	0
Training		0	0	#DIV/0!	0
Travel	67	500	500	0.00%	0
Supplies	5,123	3,000	3,500	16.67%	500
Office Supplies	2,200	1,500	1,500	0.00%	0
Total Non-Salary Expenditures	29,191	28,350	28,850	1.76%	500
Revenues	-885	0	0	0.00%	0
Total Requested Tax Appropriation	233,764	251,209	269,667	7.35%	18,457

Senior Center Salaries

Position	Salary	FICA	Retirement
Senior Center Coordinator	54,483	4,168	4,249
Membership Services Administrator	51,958	4,273	3,897
Cook	41,416	3,406	3,106
Part-time cleaner/Driver	12,012	920	
Part-time (Kitchen)	14,560	1,115	
	174,429	13,882	11,252

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
General Assistance					
Salaries	3,761	6,000	6,000	0.00%	0
FICA	288	459	459	0.00%	0
Retirement	14	0	0	#DIV/0!	0
Total Salaries and Benefits	4,063	6,459	6,459	0.00%	0
Meetings & Memberships	0	30	30	0.00%	0
Travel	0	115	115	0.00%	0
Telephone	0	84	84	0.00%	0
General Assistance ¹	20,814	25,000	25,000	0.00%	0
R.E.D. ²	4,401	7,000	7,000	0.00%	0
Total Non-Salary Expenditures	25,215	32,229	32,229	0.00%	0
Total Requested Tax Appropriation	29,278	38,688	38,688	0.00%	0
1	<i>These funds are used for Welfare clients that are eligible for assistance according to the General Assistance Ordinance which is written and audited by the Department of Human Services. The rules and requirements are very specific and must be followed exactly</i>				
2	<i>These funds are available for those clients in crisis, who are perhaps not eligible for General Assistance due to income limits. We have used these funds for counseling, septic problems, plumbing repairs, eviction situations, including house cleaning</i>				

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Outside Requests					
AIDS Response	1,500	1,500	1,500	0.00%	0
American Red Cross	2,800	1,000	1,500	50.00%	500
Biddeford Free Clinic	0	0	225	--	225
Caring Unlimited/A Safe Place	3,500	3,500	3,500	0.00%	0
Child Abuse Prevention Council	0	0		#DIV/0!	0
Counseling Services, Inc.	2,800	2,800	2,800	0.00%	0
Crossroads House	2,000	2000	1,000	-50.00%	-1,000
Ethel's Tree of Life, Inc.	250	250	375	0.00%	125
Home Health/Visiting Nurses of So. ME	1,100	2,000	2,000	0.00%	0
Hospice of York	1,500	0	0	#DIV/0!	0
Kids Free Grow	1,000	1,000	1,000	0.00%	0
Sexual Assault Reponse Services	250	250	0	0.00%	-250
So. Me. Agency on Aging	8,800	9,200	9,500	3.26%	300
Southern Maine Parent Awareness	1,000	1,000	1,000	0.00%	0
York County Community Action	6,000	6,000	6,000	0.00%	0
York County Shelters, Inc.	3,500	3,500	3,500	0.00%	0
York County Food Rescue	1,200	2,000	2,500	--	500
Total Requested Tax Appropriation	37,200	36,000	36,400	1.11%	400

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Boards and Commissions					
Veteran's Grave Maintenance					
Salaries	0	0	10,400	#DIV/0!	10,400
FICA	0	0	796	#DIV/0!	796
Total Salaries and Benefits	0	0	11,196	#DIV/0!	11,196
Travel	0	0	1,000	#DIV/0!	1,000
Supplies	2,516	3,000	3,500	16.67%	500
Grounds Maintenance	0	0	1,000	#DIV/0!	1,000
Total Non-Salary Expenditures	2,516	3,000	5,500	83.33%	2,500
Total Operating Expenditures	2,516	3,000	16,696	456.53%	13,696
Planning Board					
Planning Board Secretary	4,060	5,400	5,400	0.00%	0
FICA	311	413	413	0.00%	0
Printing/Advertising	1,448	1,777	1,777	0.00%	0
Meetings & Memberships /Supplies	80	100	100	0.00%	0
Professional Services	0	310	310	--	0
Ordinance Printing	0	800	800	0.00%	0
Total Requested Tax Appropriation	5,898	8,800	8,800	0.00%	0
Appeals Board					
Salaries	0	5,000	5,000	0.00%	0
Printing/Advertising	0	700	700	0.00%	0
Training	150	150	150	0.00%	0
Office Supplies	310	300	300	0.00%	0
FICA	0	385	385	0.00%	0
Total Requested Tax Appropriation	460	6,535	6,535	0.00%	0
Cemetery					
Contracts	4,000	4,000	5,000	25.00%	1,000
Shellfish					
Salaries	720	720	720	0.00%	0
Telephone	0			#DIV/0!	0
Travel	0			#DIV/0!	0
Supplies	834	950	950	0.00%	0
FICA	55	55	55	0.00%	0
Total Requested Tax Appropriation	1,609	1,725	1,725	0.00%	0

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Conservation Commission					
Telephone	0	30	30	0.00%	0
Contracts	0	750	750	0.00%	0
Printing/Advertising	0	250	250	0.00%	0
Meetings & Memberships	1,785	250	250	0.00%	0
Travel	0	50	50	0.00%	0
Public Education	612	1,000	1,000	0.00%	0
Supplies	433	450	450	0.00%	0
Office Supplies	0	50	50	0.00%	0
Transfer from the Reserve Account		-2,830	0	-100.00%	2,830
Total Requested Tax Appropriation	2,830	0	2,830	#DIV/0!	2,830
Cable TV Franchise					
Town General	0	400	400	0.00%	0
Budget Committee					
Salaries (including Stipends)	0	0	0	0.00%	0
Office Supplies	115	100	100	0.00%	0
Total Requested Tax Appropriation	115	100	100	0.00%	0
Historic District Committee					
Telephone	0	50	50	0.00%	0
Contracts	0	500	500	0.00%	0
Printing/Advertising	163	250	250	0.00%	0
Postage	0	20	20	0.00%	0
Meetings & Memberships	0	170	170	0.00%	0
Office Supplies	0	50	50	0.00%	0
Grants	0	-	0	0.00%	0
Total Requested Tax Appropriation	163	1,040	1,040	0.00%	0
Recycling					
Contracts	0	0	0	0.00%	0
Printing/Advertising	0	1,000	1,000	0.00%	0
Postage	0	0	0	0.00%	0
Meetings & Memberships	0	0	0	0.00%	0
Office Supplies	0	0	0	0.00%	0
Total Requested Tax Appropriation	0	1,000	1,000	0.00%	0

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Enterprise Funds					
Recreation Department					
Revenues					
Revenues - User Fees	442,389	415,000	435,000	4.82%	20,000
Revenues - Sponsorships/Donations	42,844	60,000	60,000	0.00%	0
Fund Balance beginning of year (prepaid)	67,692	62,664	70,653	12.75%	
Total Revenues	552,925	537,664	565,653	5.21%	27,989
Expenditures					
Salaries	240,222	199,360	219,980	10.34%	20,620
Benefits	20,220	15,251	16,828	10.34%	1,577
Health	600	800	0	0.00%	-800
Total Salaries and Benefits	261,042	215,411	236,808	9.93%	21,397
Utilities		0	0	0.00%	0
Telephone	2,224	2,400	2,400	0.00%	0
Contracts	141,979	160,000	156,000	-2.50%	-4,000
Heat	0	0	0	0.00%	0
Fuel/Gas	0	2,000	2,000	0.00%	0
Equipment	2,592	4,000	4,000	0.00%	0
Printing/Advertising	7,866	15,000	15,000	0.00%	0
Uniform	0	0	0	0.00%	0
Postage	2,281	2,700	2,700	0.00%	0
Meetings/ Memberships / Travel	1,637	3,000	3,000	0.00%	0
Refunds	5,016	5,000	5,000	0.00%	0
Supplies	59,254	56,000	60,000	7.14%	4,000
Office Supplies	119	1,500	1,500	0.00%	0
Total Non-Salary Expenditures	222,967	251,600	251,600	0.00%	0
Total Expenditures	484,009	467,011	488,408	4.58%	21,397
Net (Shortfall)/Excess (prepaid revenue)	68,917	70,653	77,244	9.33%	6,592

Recreation Department Salaries

Position / Full-Time	Salary	FICA	Retirement
	0		
Part-Time	Salary	FICA	Retirement
Recreation Clerk	18,460	1,412	0
Recreation Maintenance	53,520	4,094	0
Youth Enrichment Coordinator	8,000	612	0
Program Instructors	140,000	10,710	0
	219,980	16,828	0

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Mt. Agamenticus					
Revenues					
Tower Rental	45,086	42,000	43,550	3.69%	1,550
User Fees	3,060	1,500	3,500	133.33%	2,000
Grants/Donations	37,021	23,450	30,200	28.78%	6,750
Fund Balance beginning of year	27,725	1,000	2,276	127.60%	1,276
Total Revenues	112,892	67,950	79,526	17.04%	11,576
Expenditures					
Salaries	62,766	74,390	76,183	2.41%	1,793
FICA/Benefits	5,210	5,539	6,141	10.86%	602
Retirement	3,795	4,018	4,086	1.69%	68
Health Benefits	1,600	1,600	1,600	0.00%	0
Total Salaries and Benefits	73,371	85,547	88,010	2.88%	2,463
Utilities	1,649	2,000	2,000	0.00%	0
Heat	1,717	2,500	2,000	-20.00%	-500
Telephone	918	1,580	1,500	-5.06%	-80
Postage	0	250	250	0.00%	0
Fuel/Gas	0	1000	1,000	0.00%	0
Contracts	12,114	8,140	8,200	0.74%	60
Printing/Advertising	21	500	500	0.00%	0
Repairs & Maintenance - Bldg	275	3,000	6,000	100.00%	3,000
Repairs & Maintenance - Equip	1,756	1,000	1,000	0.00%	0
Grounds Maintenance	0	0	0	#DIV/0!	0
Supplies	12,545	4,500	5,500	22.22%	1,000
Uniforms/Refunds	0	800	1,000	0.00%	200
Total Non-Salary Expenditures	30,994	25,270	28,950	14.56%	3,680
Total Expenditures	104,365	110,817	116,960	5.54%	6,143
Total Requested Tax Appropriation	25,250	25,250	39,500		
Net (Shortfall)/Excess	33,777	(17,617)	2,066	-111.73%	19,683
Transfer out	(11,798)	0	0	#DIV/0!	0
Net (Shortfall)/Excess	21,979	(17,617)	2,066	-111.73%	19,683

Status	Position	Salary	FICA	Retirement
	Conservation Coordinator	54483	4481	4086
	Trails Supervisor	15,200	1,163	0
	Conservation Crew (Grant Match)	6,500	497	
		76,183	6,141	4,086

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Sohier Park Gift Shop					
Revenues					
Miscellaneous	0	1,000	0	-100.00 %	-1,000
Gift Shop	246,522	260,000	265,000	1.92 %	5,000
Donations	4,271	5,000	5,000	0.00 %	0
Interest Earned	11	1,000	0	-100.00 %	-1,000
Fund Balance beginning of year	53,081	55,847	75,550	35.28 %	19,703
Total Revenues	303,885	322,847	345,550	7.03 %	22,703
Expenditures					
Salaries	12,970	34,968	35,595	1.79 %	627
FICA	998	2,807	2,853	1.63 %	46
Retirement	76	1,723	1,695	-1.62 %	-28
Health Insurance	0	800	800	0.00 %	0
Total Salaries and Benefits	14,044	40,297	40,942	1.60 %	645
Utilities	130	0	0	#DIV/0!	0
Telephone	2,428	2,000	2,500	25.00 %	500
Fuel/Gas/Travel/Training	1,080	3,000	3,000	100.00 %	0
Contracts	11,376	4,600	5,000	8.70 %	400
Postage	0	0	0	#DIV/0!	0
Equipment	3,493	1,200	1,500	25.00 %	300
Printing/Advertising	0	500	500	0.00 %	0
Grounds Maintenance	0	0	0	#DIV/0!	0
Supplies	4,142	2,700	3,000	11.11 %	300
Resale Items	73,159	130,000	130,000	0.00 %	0
Total Non-Salary Expenditures	95,808	144,000	145,500	1.04 %	1,500
Total Expenditures	109,851	184,297	186,442	1.16 %	2,145
Net (Shortfall)/Excess (to be used for Sohier Park Maintenance)	194,034	138,550	159,107	14.84 %	20,558
Transferred out to Sohier Park Maintenance	(62,386)	(63,000)	(60,000)	-4.76 %	3,000
Transferred out to Welcome Center Const. Loan	0	0	(32,400)	#DIV/0!	-32,400
Net (Shortfall)/Excess (to be carried forward)	131,648	75,550	66,707	-11.70 %	-8,842
Status	Position		Salary	FICA	Retirement
PT	Gift Shop Manager		22,595	1,858	1,695
PT	Gift Shop Sales Assistant		13,000	995	0
			35,595	2,853	1,695

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Sohier Park Maintenance					
Revenues					
Transfer From Gift Shop (above)	62,386	63,000	60,000	-4.76%	-3,000
Fund Balance beginning of year	3,742	4,279	4,980	16.37%	701
Total Revenues Available	66,128	67,279	64,980	-3.42%	-2,300
Expenditures					
Salaries	12,910	23,000	17,275	-24.89%	-5,725
FICA	987	1,760	1,322	-24.89%	-438
Total Salaries and Benefits	13,897	24,760	18,597	-24.89%	-6,163
Utilities	4,712	5,000	5,000	0.00%	0
Telephone	0	540	540	0.00%	0
Contracts	37,892	2,850	3,000	5.26%	150
Printing/Advertising	1,487	2,350	2,000	-14.89%	-350
Repairs and Maintenance - building	158	19,000	20,000	5.26%	1,000
Repairs and Maintenance - equipment	0	1,000	1,000	0.00%	0
Supplies	7,982	6,800	7,500	10.29%	700
Total Non-Salary Expenditures	52,231	37,540	39,040	4.00%	1,500
Total Expenditures	66,128	62,300	57,637	-7.48%	-4,663
Net (Shortfall)/Excess	0	4,980	7,343	47.46%	2,363

Status	Position	Salary	FICA	Retirement
PT	Grounds Maintenance	9,600	734	
PT	Custodian	7,675	587	
		17,275	1,322	0

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Grant House					
Revenues					
Apartment Rental	7,200	8,400	8,400	0.00%	0
User Fees & Donations	0	-	-	0.00%	0
Fund Balance Beginning of year	1,744	4,144	6,544	57.92%	2,400
Total Revenues Available	8,944	12,544	14,944	19.13%	2,400
Expenditures					
Contracts	587	-	0	0.00%	0
Repairs & Maintenance - Bldg	1,523	4,000	8,500	112.50%	4,500
Grounds Maintenance & Supplies	2,574	2,000	2,000	0.00%	0
Total Expenditures	4,684	6,000	10,500	75.00%	4,500
Net (Shortfall)/Excess	4,259	6,544	4,444	-32.09%	-2,100

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Hartley Mason Park/Harbor Beach Restrooms					
Revenues					
Hartley Mason Estate	8,000	8,500	8,500	0.00%	0
Beach Reserve Account	19,366	18,000	18,000	0.00%	0
Fund Balance beginning of year	0	316	4,469	1314.08%	4,153
Total Revenues	27,366	26,816	30,969	15.49%	4,153
Expenditures					
Salaries	15,217	15,000	17,425	16.17%	2,425
Utilities	1,961	2,600	2,600	0.00%	0
Equipment/Contracts	2,537	0	0	0.00%	0
Repairs & Maintenance - Bldg	580	600	1,000	66.67%	400
Supplies	1,327	3,000	4,000	33.33%	1000
FICA	0	1,148	1,333	16.17%	185.5
Total Expenditures	21,622	22,348	26,358	17.95%	4010.5
Net (Shortfall)/Excess to/from Special Revenue Fund Balance	5,744	4,469	4,611	3.18%	142

**Town of York
Proposed Budget FY 2015**

	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Mount Agamenticus Coordinator Conservation					
Revenues					
Grants and Donations	0	9,894	0	-100.00%	-9894
Mt Agamenticus Enterprise	0	10,000	0	-100.00%	-10000
Donation - Town of South Berwick	0	0	0	#DIV/0!	0
Donation - York Land Trust	0	6,200	0	-100.00%	-6200
Donation - York Water District	0	8,000	0	-100.00%	-8000
Donation - Nature Conservancy	0	0	0	#DIV/0!	0
Donation - Great Works Regional Land Trust	0	4,250	0	-100.00%	-4250
Mount Agamenticus Donation	0	0	0	#DIV/0!	0
Fund Balance beginning of year	0	0	0	#DIV/0!	0
Total Revenues	0	38,344	0	-100.00%	-38,344
Expenditures					
Salaries	0	53,570	0	-100.00%	-53,570
FICA	0	4,405	0	-100.00%	-4,405
Retirement	0	4,018	0	-100.00%	-4,018
Health Benefits	0	1,600	0	-100.00%	-1,600
Total Expenditures	0	63,594	0	-100.00%	(63,594)
Total Requested Tax Appropriation	25,250	25,250	0	-100.00%	25,250
Net (Shortfall)/Excess to/from Special	25,250	0	0	-100.00%	0
Position/Full-Time					
			Salary	FICA	Retirement
Conservation Coordinator - now combined with Mt. A.			0	0	0
Trail Crew			0	0	0
			0	0	0

MS4					
	Actual FY13	Approved Budget FY14	Proposed Budget FY15	% Change	\$ Change
Contracts	0	27,500	34,400	25.09%	6,900
Equipment	0	18,000	15,000	-16.67%	-3,000
Infrastructure Maint/Retrofit	0	0	40,000	#DIV/0!	40,000
Culverts & Catch Basins	0	18,000	0	-100.00%	-18,000
Training	0	2,000	2,500	25.00%	500
Travel	0	2,000	2,000	0.00%	0
Supplies	0	496	1,200	141.94%	704
Total Non-Salary Expenditures	0	67,996	95,100	39.86%	27,104
Revenues	0	0	0	0.00%	0
Total Requested Tax Appropriation	0	67,996	95,100	39.86%	27,104



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: January 24, 2014	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: January 27, 2014	
Regular <input checked="" type="checkbox"/> Work Session	
Subject: FY15-FY19 Capital Plan	

TO: Board of Selectmen
FROM: Robert G. Yandow, Town Manager
RECOMMENDATION: Approve Capital Plan after a determination has been made regarding the Davis property and the Hodgin parking lot.
PROPOSED MOTION:

Discussion: On January 16, 2014 the Capital Planning Committee adopted the FY15-FY19 Capital Plan. The committee's adoption included recognition that the Board of Selectmen would later decide whether to include the possible purchase of the Davis property and the Hodgin parking lot in the Capital Plan. The Selectmen may choose to take action on the Capital Plan now excepting the two property purchases which can be decided at a later time, or wait until the two property issues have been decided before taking action.

FISCAL IMPACT:
DEPARTMENT LINE ITEM ACCOUNT:
BALANCE IN LINE ITEM IF APPROVED:

Prepared By: Robert B. Yandow

Reviewed By: _____

Proposed FY15 - FY19
Capital Plan

PROJECT FUNDING COSTS					
DESCRIPTION	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Major Drainage					
York Beach Traffic Improvements					
Long Sands Bathhouse					
Senior/Community Center			3,500,000		
Substations/Ponds					1,000,000
Road Reconstruction	400,000	500,000	500,000	500,000	500,000
Other Open Space	5,500,000				
Alternate Energy Solutions and Energy Conservation	100,000	100,000		100,000	
Heavy Plow Truck	153,000	159,000	165,000	170,000	
Town Hall Expansion		TBD			
Auditorium		5,500,000			
School Paving	100,000				
Generator at YMS					
YHS Field House			500,000		
VES Roof	630,000				
CRES Roof					
Athletic field upgrades					
HS Aged HVAC Equipment Replacement					
VES Aged HVAC Equipment Replacement					
MS Boiler Plant					
Replace VES Water Main	110,000				
School Telephone System					
Hodgin Parking Lot	325,000				
Land Use Study for Davis Property					
Design/Cost Analysis for Aud/PAC	80,000				
Channel 3 Broadcast Upgrade	46,000				
Fiber Optic Wide Area Network		275,000			
Storage Building for Town Records	105,000				
Financial Software			200,000		
Mount A Trail Phase 1	61,000				
York Middle School Roof					212,000
Roadside Mower	125,000				
Totals	\$ 7,735,000	\$ 6,534,000	\$ 4,865,000	\$ 770,000	\$ 1,712,000



Capital Improvements Project Request Form FY 2015

Capital Improvements Project Definition: An expenditure for equipment, facilities, infrastructure or land that costs more than \$10,000 and provides a useful life of two or more years.

Department: <p align="center">DPW</p>	Contact Person & Phone <p align="center">Dean Lessard</p>	Year Requested: <p align="center">FY 2015</p>	Completion Date: <p align="center">FY 2015</p>
Project Description: <p>This project involves removing & replacing the failing metal pipe arch just west of Bog Road as well as all undersized/ failing road and driveway culverts on the road by York Public Works crews. 3,500' of the existing roadway from Rte 1 to Cider hill creek will get a leveling shim by the Town's paving contractor. Existing shoulders and subbase failures from Cider Hill Creek to Pudding Lane will be excavated and rehabilitated with gravel by Public Works Crews to improve the structure of the road base. The rehabilitated areas will be shimmed and base paved by the Town's paving contractor. Public works crews will then clean out the existing drainage ditches, install under drain, catch basins and concrete curb where needed in this section of the road. Finally 5,400' of surface pavement will be place by the Town's paving contractor and the new paved and curbed areas will be backed up with loam and seeded by Public Works Crews.</p>			
Is the Project a replacement, an expansion or is it new?			
Estimated Project Cost. Please break out components when possible: <p align="center">Cost =\$400,000</p>		Source of Estimate:	
Estimated Annual Operating Costs for new or expanded items only:			

ROAD RECONSTRUCTION/DRAINAGE IMPROVEMENT PROJECT (Cider Hill Road – Route 91)

NEED: Over the last three years staff at the Department of Public Works have observed and monitored extreme structural failure and problems on a large portion of Cider Hill Road. The road is experiencing excessive wheel rutting and shoulder failure. In the winter months the heaving from the freeze/thaw cycles is cracking the pavement surface. The surface cracks in the pavement are making winter maintenance difficult and costly. The structurally inadequate sub base drainage needs to be improved before new surface pavement can be placed.

DESCRIPTION: This project involves removing & replacing the failing metal pipe arch just west of Bog Road as well as all undersized/ failing road and driveway culverts on the road by York Public Works crews. 3,500' of the existing roadway from Rte 1 to Cider hill creek will get a leveling shim by the Town's paving contractor. Existing shoulders and subbase failures from Cider Hill Creek to Pudding Lane will be excavated and rehabilitated with gravel by Public Works Crews to improve the structure of the road base. The rehabilitated areas will be shimmed and base paved by the Town's paving contractor. Public works crews will then clean out the existing drainage ditches, install under drain, catch basins and concrete curb where needed in this section of the road. Finally 5,400' of surface pavement will be place by the Town's paving contractor and the new paved and curbed areas will be backed up with loam and seeded by Public Works Crews.

BENEFIT: The project will replace failing and undersized road culverts. The drainage improvements will help remove ground water from the road base. The combination of the new pavement surface, additional road base structure and the drainage improvements will extend the life of the road and pavement surface. It will reduce the cost to the town to maintain the road and will make the road safer for motorist during all driving conditions.

COST: The cost of replacing culverts, reclaiming and cleaning out water courses is estimated at \$400,000.

York Energy Steering Committee (ESC)
Tentative Plans for Next Round of Funding

The following is in response to a request to the ESC by the Capital Planning Committee regarding plans for municipal energy upgrades for FY15.

First, a quick summary: Over the last four years, the Energy Steering Committee has worked to identify opportunities for saving future energy use in municipal buildings through improvements in weatherization and insulation and by installing more efficient electrical and heating equipment. In three separate warrant articles specified for this purpose, York voters have, by large margins, approved a total of \$300,000. Last year at this time, the ESC recommended postponing the next \$100,000 warrant article because we still had a significant amount of money left. During 2013, we spent most of the remaining funds and therefore are requesting that another \$100,000 article be placed on the May 2014 budget referendum.

Because our committee has been busy with two large projects -- insulating and sealing the Village Fire Station and installing a new boiler at the Grant House -- we are not in a position to specify exactly how we intend to use the next round of funding. The only two projects that we definitely plan to recommend are the replacement of old and inadequate truck bay lighting with high-efficiency fluorescent lights at both the York Beach Fire Station and the York Village Fire Station.

Beyond these two improvements, the committee intends to pursue the same careful and data-based process that we have used to date. The ESC has now made significant energy efficiency improvements to the five municipal buildings that were identified in a 2009 professional energy study to be the highest priorities. Tentatively, our next steps are as follows:

1. Examine in detail the latest municipal building energy bills. Compare electrical and heating fuel usage before and after renovations as soon as there is enough data to evaluate improvements.
2. Using the latest data from all town buildings, calculate the total energy used per square foot to identify opportunities for additional improvements. If the root causes or the most effective solutions are not clear, the ESC would probably recommend contracting with a professional energy auditor or engineer to ensure that any further improvements would have a reasonable return on investment.
3. Study the feasibility of installing a solar photovoltaic array on an appropriate municipal building or buildings. At today's prices, a solar electric system is expected to pay for itself in around 10 years. As the cost of grid power increases, that system would pay for itself even sooner.
4. Examine other opportunities for reducing the town's energy bills, including, but not limited to, street lights and fleet vehicle fuel use.

The Energy Steering Committee is an advisory committee only. It is made up of a group of dedicated volunteers who are concerned both about minimizing waste and pollution and about saving real dollars for future taxpayers. As a further check, each of our recommended improvements is first presented to and approved by the Board of Selectmen before spending the money.

If the Capital Planning Committee has any further questions, we would be glad answer them in writing or in person.

Wayne Boardman
Chair, Energy Steering Committee

Robert G. Yandow

From: Wayne Boardman [wayne31r@gmail.com]
Sent: Wednesday, December 11, 2013 3:44 PM
To: Robert G. Yandow
Subject: Additional information for the Capital Planning Committee
Attachments: Plans for FY 2015 funding-3dec13.rtf; Pellets vs Propane heat - Grant House.pdf

Rob,

You asked if I would provide some additional information on the ESC's plans for the next round of funding. I'd like to be able to prove that our previous work is producing the savings that were intended. However, because there hasn't been enough time elapsed to accurately measure the results of some of our building improvements, I can't provide many hard numbers.

As I have stated before, I believe that our committee has a careful process for identifying need, that each project will eventually pay for itself many times over, and that there are sufficient checks and balances in place (i.e., BOS approval). The original MACTEC report was a blueprint for identifying priorities for most of our previous work, but that report is less useful now because of the upgrades already performed (the "low hanging fruit"). We may need to invest in some highly-focused professional energy studies before we spend too much of our next allocation. But even that takes money.

The one-page explanation of our plans (attached) that I had already sent to the CPC is still the best explanation we can give at this time. In addition, I attached the document that we used to justify to the BOS our decision to go with a pellet boiler at the Grant House.

Perhaps the best argument for staying the course is that town still spends a lot of money on energy, and therefore there are still a lot of improvements that can be made. I did some calculations based on the most recent town energy expenditures (that I received from Missy). Over the last three complete fiscal years (FY11-FY13), the Town of York has spent an average of \$166,422 per year on electricity (including street lights) and \$35,327 per year on heating oil in municipal buildings.

We completed a variety of small- and medium-sized energy improvements on five municipal buildings before the last heating season. For those five buildings, \$6,233 less was spent on heating oil last winter than during the previous year, a 17% savings. This is despite the fact that 2012-13 was significantly colder (13.3% more heating degree days) than the 2011-12 heating season.

Most of the ESC improvements in 2012 involved insulation and air sealing, but they nevertheless contributed to the town saving \$2,393 (7.1%) in electricity costs in FY13 in the five buildings. This may have been the result of air conditioners and boiler pumps needing to run less.

Although I can't make Thursday's meeting because of work, a few of the other Energy Steering Committee members will be present to answer questions.

Thanks,
~Wayne



Capital Improvements Project Request Form FY 2015

Capital Improvements Project Definition: An expenditure for equipment, facilities, infrastructure or land that costs more than \$10,000 and provides a useful life of two or more years.

York School Department	Contact Person & Phone Zak Harding 207.363.3403	Year Requested: FY15	Planned Completion: FY15
Project Description:			
Overlay pavement of Webber Road entrance of York High School and overlay entrance, rear of school and parking at Village Elementary			
Is the project a replacement, an expansion or new?		replacement	
Estimated Project Cost. Please break out components when possible:			
Project Total:			\$100,000
VES paving approximately 3,258 square yards			\$43,125
YHS paving approximately 5,500 square yards			\$46,000
Striping allowance, and contingency			\$10,875

Source of Estimate: Libby Scott, Inc.
Estimated Annual Operating Costs for new or expanded items only: none
Are there other alternatives to the proposed project/equipment: none

Capital Improvements Project Request Form FY 2015

York Schools: York High School & Village Elementary paving

Need:

Paving assessment identified the planned areas as in need of overlay. Visible cracking in multiple locations and deterioration along edges.

Description:

Estimate includes cold plane butt joints, Petrotac® fabric over significant cracks, tack coat, removal of some pavement to allow for proper matching of existing structures. Overlay for traffic areas will be 1 ½" average depth with shim and overlay. Other areas 1" average depth.

Note:

Surfaces showing wear and reaching the end of expected life cycles.

Benefit:

Maintain safe driving and walking surfaces and asset value.

Cost: \$100,000



Capital Improvements Project Request Form FY 2015

Capital Improvements Project Definition: An expenditure for equipment, facilities, infrastructure or land that costs more than \$10,000 and provides a useful life of two or more years.

York School Department	Contact Person & Phone Zak Harding 207.363.3403	Year Requested: FY15	Planned Completion: FY15
Project Description:			
Village Elementary School replacement of EPDM roof and replacement of upper section of YHS modified bitumen roof			
Is the project a replacement, an expansion or new?		replacement	
Estimated Project Cost. Please break out components when possible:			
Project Total:			\$630,000
VES EPDM			\$507,000
VES required structural upgrades			\$51,000
YHS upper gym roof			\$50,000
Project administration & contingency (3.5%)			\$22,000

Source of Estimate:
Independent Roof Services, Inc. with Lincoln/Haney Engineering
Estimated Annual Operating Costs for new or expanded items only:
none
Are there other alternatives to the proposed project/equipment:
none

Capital Improvements Project Request Form FY 2015

York Schools: Village Elementary & York High School roofing

Need:

The VES roof needs replacing as it has reached the end of its useful life. Due to the age of the roof and prior overlays the current system must be stripped to the deck. The insulation will be reused when possible and structural upgrades will be required to meet current BGS drifting snow load requirements. The YHS gym roof upper section has reached the end of its useful life.

Description:

Replace approximately 40,000 SF. of fully adhered EPDM at Village Elementary including; disposal of current materials, new roof drains, new insulation, skylight fall protection, siding of step-up brick walls, and HVAC fall protection.

Replace approximately 5,000 SF. of modified bitumen roof membrane on the York High School gym. Remove old membrane and fiberboard, install one layer of 2.5" Iso., one layer of 7/16" OSB and a new modified bitumen for membrane.

Note:

Lincoln/Haney Engineering will provide stamped drawings for the BGS required structural upgrades to the VES roof and provided an estimate of construction cost for the upgrades. The other sections of the high school gym roof were replaced in 2008.

Benefit:

Required building upkeep, maintain the building envelope and value.

Cost: \$630,000



Capital Improvements Project Request Form FY 2015

Capital Improvements Project Definition: An expenditure for equipment, facilities, infrastructure or land that costs more than \$10,000 and provides a useful life of two or more years.

York School Department	Contact Person & Phone Zak Harding 207.363.3403	Year Requested:	Planned Completion:
		FY15	FY15
Project Description:			
Village Elementary Water Main			
Is the project a replacement, an expansion or new?		Replacement	
Estimated Project Cost. Please break out components when possible:			
Project Total:			<u>110,000</u>
Materials			25,000
Labor and temporary water service			56,000
Engineering & oversight			13,000
Survey & site evaluation			4,000
Contingency			12,000

Source of Estimate:
Materials, York Water District & linear foot estimate by Wesson & Sampson
Estimated Annual Operating Costs for new or expanded items only:
none
Are there other alternatives to the proposed project/equipment:
none

Capital Improvements Project Request Form FY 2015

Village Elementary Water Main

Need:

The water main is from the 1970's. It has had two failures (leaks) that have required emergency repair. After the latest failure in March 2013 the York Water District person on site recommended considering a full replacement. I contacted Don Newman at the York Water District; he had already prepared a materials list in January of 2008, which was updated for this budget.

Description:

Retain an engineering firm to draw up design specs and bid documents for the replacement of the water main serving Village Elementary School. The plan is to use the existing path to avoid cutting through the ledge, this would necessitate the use of temporary water service to maintain occupancy for cleaning, recreation, and special education programs as needed.

Benefit:

Replacement of aged main will avoid future service disruptions and reactive repairs.

Cost: \$110,000



Capital Improvements Project Request Form FY 2015

Capital Improvements Project Definition: An expenditure for equipment, facilities, infrastructure or land that costs more than \$10,000 and provides a useful life of two or more years.

York School Department	Contact Person & Phone Zak Harding 207.363.3403	Year Requested:	Planned Completion:
		FY15	FY15
Project Description:			
York High School Auditorium Design			
Is the project a replacement, an expansion or new?		Design work for replacement/expansion	
Estimated Project Cost. Please break out components when possible:			
Project Total:			\$80,000
Detail sheet attached			

Source of Estimate: HARRIMAN Architects + Engineers
Estimated Annual Operating Costs for new or expanded items only:
Are there other alternatives to the proposed project/equipment:

Capital Improvements Project Request Form FY 2015

York Schools: York High School Auditorium Design

Need:

- The current YHS Auditorium was built in 1977 with a seating capacity of 235. The existing auditorium is significantly below current standards for a high school auditorium.
- The population of YHS exceeds 600 students. The current Auditorium cannot accommodate two classes together at the same time.
- Given the size of the YHS Chorus, the public performances cannot be accommodated at the YHS Auditorium. We are required to use other venues in the community over several nights in order to accommodate the public performances.
- There is no communication technology program at YHS because there is no studio or facility. For those students who aspire to careers in the media, the resource of a communication technology program is an essential part of their education.
- Co-curricular activities like Band, Chorus, Drama and Athletics are at an unprecedented level of student participation. Our lack of suitable facilities is hindering our ability to provide for our students.
- When YHS was renovated in 2000, the Auditorium project was removed because the bids exceeded the money available for new construction. The cost of a new Auditorium accelerates as each year passes.
- There is no large assembly space of this kind anywhere in the community. A new Auditorium is essential for a modern community like York. Outside organizations would make good use of these facilities. The Auditorium would be a community investment.
- The current design plan is outdated and some of the spaces have been addressed through the Music Instructional Space addition that opened in may 2010

Description:

Retain an architectural firm to do a preliminary design on an auditorium/performing arts center to be located at York High School replacing the current auditorium. YHS programming and town meeting and performance space needs are to be considered in the design.

Benefit:

Design work needed to have a schematic for the town to assess for the capital plan in the future

Cost: \$80,000



Capital Improvements Project Request Form FY 2015

Capital Improvements Project Definition: An expenditure for equipment, facilities, infrastructure or land that costs more than \$10,000 and provides a useful life of two or more years.

Department: Information Technology	Contact Person & Phone Dana Moulton, Technology Coord.	Year Requested: FY2015	Completion Date: FY2015
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Project Description: Channel 3 Cable Broadcast Studio System Upgrade

This project encompasses the upgrade and replacement of audio and video components within the Community Meeting Room at the York Public Library which are used for board and committee meetings which are aired over the town's local cable access channel 3 provided through Time Warner, and also rebroadcast over the internet via a third party streaming service.

Upgrades and replacements include new cameras, monitors, audio mixers, microphones, camera control units, projection system, laptop presentation integration, cabling, and the professional installation labor associated with this.

Is the Project a replacement, an expansion or is it new?

Replacement / upgrade of existing equipment.

Estimated Project Cost. Please break out components when possible:

<u>Components</u>	<u>Cost</u>
Microphones/Audio System	\$8,080
Mixers	\$5,740
Cameras & Controls	\$20,303
Monitors	\$1,817
Equipment Mounts/Racks	\$1,000
Projection/Presentation System	\$7,500
Installation/Reconfig. Labor	\$1,560
Total Cost	\$46,000

Source of Estimate:

Various estimates/consults with existing service / equipment provider (Maine Video Systems of Portland Maine).

Estimated Annual Operating Costs for new or expanded items only:

No additional costs involved.

Are there other alternatives to the proposed project/equipment

Existing audio equipment can be repaired/maintained to extend useful life, however, this will not improve quality of the sound system, which many citizens and board members alike are not satisfied with.

An alternate (less expensive) camera replacement is available, although quality of the video product would be impacted, and would not meet current expected standards. This would also decrease usable life of the new cameras.

Channel 3 Cable Broadcast Studio System Upgrade

NEED:

The Town of York Broadcast Studio equipment supports the audio/video broadcast and recording of all cable- and internet-aired meetings of town boards, committees, subcommittees and commissions. Present equipment, while currently functional, is quirky, at best. Today's configuration is made up of some recent equipment, many older components moved from the Grant House when the Community Meeting Room was constructed in circa 2001 that age as far back as 20 years, and "quick fix" patch-jobs implemented to remedy unexpected system failures which occurred at inopportune times.

Board members, employees and citizens alike who have either spoken at, attended or watched a town-aired meeting utilizing this system can attest that the output product is marginal, at best. Continuing complaints of audio quality, last minute failures in equipment that result in broadcasts not reaching cable or internet customers, or recordings failing to complete are issues that IT staff and board/committee chairpersons encounter on an almost weekly basis.

DESCRIPTION:

This project involves the purchase and installation of new hardware to support the broadcast studio's function in serving the various boards, committees, subcommittees and commissions of the Town of York. Existing equipment will be upgraded, replaced and/or expanded in order to improve system stability and reliability, and should improve overall end-user (citizen) satisfaction with the broadcast product.

New microphones, audio mixers and cabling would be installed to address recurring issues revolving around lack of clarity. Upgraded cameras and control units as well as monitors will enable a smoother transition to the mandated digital conversion, will produce a clearer picture, and most importantly, address the question of reliability centered around an existing and temperamental, aging camera. A new projection system will provide speakers and booth operators alike a more streamlined, simplified interface with increased compatibility across multiple platforms, as well as a clearer output.

BENEFIT:

This project would allow a comprehensive assessment and overhaul of the existing broadcast system, fixing long-standing issues with existing configurations, bringing our equipment up-to-date, thereby increasing both reliability and operability, and would increase end-user (citizen, employee and board/committee member) satisfaction. Modernized equipment would also reduce costly emergency service calls and after-hours IT staff call-outs to repair issues with the existing, aging equipment.

COST:

The cost of this project is estimated at \$46,000 and is inclusive of the aforementioned equipment, any necessary cabling, and the installation and configuration as it pertains to the existing system.



Capital Improvements Project Request Form FY 2015

Capital Improvements Project Definition: An expenditure for equipment, facilities, infrastructure or land that costs more than \$10,000 and provides a useful life of two or more years.

Departments: Community Development Finance Public Works	Contact Person & Phone Steve Burns, 363-1007	Year Requested: FY15	Completion Date: June 30, 2015
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Project Description:
Construct an unheated document storage building. Total cost is \$105,000, including building construction and fit-out with shelving and other storage fixtures. See attached write-up.

Is the Project a replacement, an expansion or is it new? New.

Estimated Project Cost. Please break out components when possible:		Source of Estimate: 1) For building construction costs, Marshall & Swift Appraisal software was used, along with the construction cost schedule used for calculation of building permit fees. 2) For shelving, costs from Quill.Com for a suitable type of shelving unit for 12 units (not including 8 units requested in Com Dev operating budget) plus \$2,000 for custom carpentry for maps, etc..
<u>Components</u>	<u>Cost</u>	
Building Construction:	\$100,000	
Shelving and Storage Fixtures:	\$5,000	
<u>Total Cost</u> <u>\$105,000</u>		

Estimated Annual Operating Costs for new or expanded items only:
Estimate \$600/year for electricity (\$50/month), and \$1,000/year for fire suppression system maintenance.

Are there other alternatives to the proposed project/equipment: Something must be done if the Town is to comply properly with State laws about protection and archiving of paper documents. As long as the Town continues to generate significant volumes of paper records, there is a growing need for storage space. *Do nothing* is not a viable option. That said, there are options:

- 1) Enlarge Town Hall within the next 2 or 3 years, and include adequate document storage space.
- 2) Scanning and digital archiving could be part of a solution, but it is not a complete substitute and it hasn't been restarted since the lightning strike took out our digital files a few years ago.
- 3) Rent storage units and hope that nothing bad happens in adjacent storage units that could cause damage to the Town archives.
- 4) Hire an off-site document storage company, which makes it time-consuming and costly to get access back into the archived materials. Could be good for low-demand type of archives.

FY15 Capital Request

Document Storage Building

This is a proposal to construct an unheated storage building to be used specifically for paper document storage.

The building will be sited somewhere on Town property, but the location is yet unknown.

At this time the Town Hall is full. There is no room to carefully store the records we have in our possession. See accompanying photographs. Most offices have excess files in storage boxes crammed into every available space. The Public Works Department has a similar situation and has a parallel need for the older maps and documents in its possession.

The garage behind Town Hall, constructed a decade ago to ease the space crunch, has helped postpone this need, but it is nearing capacity. The building is essentially divided in half, with the Town utilizing the southern side and the First Parish Church utilizing the northern side. The Town's first floor garage bay holds documents, through not efficiently because it also must retain space for things like pallets of copy paper, the snow blower, signs, and other such materials. Election equipment used to be stored here, too, but that is now stored in a box trailer because there wasn't enough room. The Town's half of the upstairs is heaped full of a few hundred boxes – mostly belonging to Finance and Community Development.

State law (Title 5 MRS §95B, Local Government Records) requires each Town official to protect our local records. See especially Title 5 MRS §95-B(6), which reads as follows:

Protection of Records. Local government official shall carefully protect and preserve the records of their office from deterioration, mutilation, loss or destruction."

This is mandatory, not optional. "Shall," not "may." We need more space, and space that is properly fitted out specifically for the purpose of document protection. In the event that other options arise in the future, the space should be adaptable to other sorts of uses to the extent possible, but to begin with it must serve the immediate purpose.

The proposal is to spend not more than \$100,000 to construct the building, and \$5,000 to fit it out for document storage. The building need not be heated, though that might be helpful for climate control, but must be designed to be as fire-resistant as possible given its purpose. The most valuable and sensitive documents should still be housed in the fire-proof vault at Town Hall. This will be a compromise between the statutorily-required fire-proof vault and the haphazard storage that currently occurs. The amount of money for the building was derived from costing out a minimal 24' by 24' concrete block building, then adding about 1/3 more. (*A 24' by 24' building, fully equipped with industrial shelving throughout, should be capable of storing almost 1,000 boxes of documents – 20 shelving units at 48 boxes each.*) Depending on location, so money may be appropriately used to improve the exterior aesthetics of the building.

In any case it must be wired for outlets and lighting, and it should have a fire suppression system. As costs will vary, the size of the building may be enlarged or reduced to keep within the budgetary limit.

The location for this building is yet to be determined. Town-owned properties need to be reviewed to identify a site which would ideally be located in York Village and close to Town Hall. If possible the building will be sited where it can be permitted solely by the CEO to minimize permitting costs.

Per the Charter, a building committee will be required if this capital item is bonded. This committee should oversee a project management process to ensure proper engagement of the public and Town officials through to the point of building occupancy, and to guide the decision-making process for all matters such as location, design, heat, and so forth.

Roadside Mowing Tractor with Boom Flail Mowing Attachment

Need: The Department of Public Works (DPW) is responsible for maintaining roadside vegetation on town roads and streets in order to provide safe clear zones and adequate sight distances. In the past the DPW has been accomplishing that task by using the following two pieces of equipment: 1) A Town owned 1990 open cab tractor that is equipped with an Alamo sickle bar mowing attachment; 2) A rented 4wd tractor with an enclosed cab equipped with a boom flail mowing attachment. In the last few years the Town's 23 year old tractor has become unreliable and expensive to maintain. Replacement parts for the Alamo sickle bar mowing attachment are no longer available because of its age. The numerous breakdowns and length of time the machine is removed from service has made it impossible for the DPW to maintain the roadside vegetation at an acceptable and safe level. During the growing season the roadside vegetation grows quickly and threatens the safety of the traveling public when it is not mowed or cut. The vegetation also blocks drainage ditches and hampers the proper performance of roadside guardrail. The existing tractor and sickle bar mower has reached the end of its useful life and needs to be replaced in order for the DPW to continue to maintain the roadside vegetation at a safe condition.

Description: The Department of Public Works recommends replacing both the Town's 1990 open tractor/sickle bar mower and the expense of the rented 4wd tractor with an enclosed cab/boom flail mower with a new 4wd tractor with an enclosed cab. The new tractor would also be equipped with a boom flail mowing attachment to be able to better handle the challenging environments like ditches, guardrails, fences, side slopes and more.

Benefit: The proposed new piece of equipment would give the Department of Public Works the capability of accomplishing all the required roadside vegetation maintenance tasks with one machine. The new equipment would be much more efficient at mowing roadsides and also highly effective at trimming smaller trees and heavy-duty brush. The boom flail mower offers a safer operating platform, while providing a much more manicured and clean cut. The enclosed cab would provide a much safer working environment for the operator by providing protection from vehicles, flying debris, weather and biting insects like mosquitoes, bees, wasps, hornets and ticks. The enclosed cab would also extend the mowing and trimming season while also allowing these tasks to be performed on days when it is raining. The proposed equipment would allow for improved maintenance of our roadside ditches, guardrails, fences, side slopes and more. It would allow the DPW to get the most that we possibly can out of that one piece of equipment by giving us the ability to boom mow and side mow from the same platform. This makes the machine extraordinarily more valuable and productive.

Cost: The total cost for the new 4wd tractor with an enclosed cab equipped with a boom flail mowing attachment is \$125,000.

Proposed Implementation: FY-15. Equipment purchase: \$125,000.



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: January 23, 2014	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: January 27, 2014	
Regular <input checked="" type="checkbox"/> Work Session	
Subject: Proposed Settlement with the Kittery Water District	

TO: Board of Selectmen
FROM: Robert G. Yandow, Town Manager
RECOMMENDATION: Approve Motion
PROPOSED MOTION: Please see the attached motion as prepared by the Town Attorney.

Discussion: On January 8, 2014 Chairman Nowell, Selectman Macdonald, Town Attorney Durward Parkinson and Assessor Rick Mace represented the Town in a mediation session resulting from pending Quiet Title and Declaratory Judgment litigation with the Kittery Water District. As a result of the mediation, a proposed settlement was reached. That settlement is reflected in the attached motion as prepared by the Town Attorney.

FISCAL IMPACT:
DEPARTMENT LINE ITEM ACCOUNT:
BALANCE IN LINE ITEM IF APPROVED:

Prepared By: Robert G. Yandow

Reviewed By: _____

Robert G. Yandow

From: Durward Parkinson [dparkinson@bergenparkinson.com]
Sent: Tuesday, January 21, 2014 3:45 PM
To: Robert G. Yandow
Subject: kittery water district/motion to approve settlement

Rob:

Here is suggested language for a Motion approving settlement of the Kittery Water District case:

“In connection with the pending Quiet Title and Declaratory Judgment litigation against the Town of York brought by the Kittery Water District (York County Superior Court, Docket No. RE-13-114) regarding property located at 100 Mill Lane (Tax Map 401, Lot 17 and formerly Tax Map 89, Lot 34) consisting of 60 acres, more or less, and following mediation in the matter in which two members of the Board of Selectmen participated, I MOVE that the Board of Selectmen enter into a Consent Order with the Kittery Water District in final resolution of the matter and approved by the Court under which the Town grants a quitclaim release deed to the subject parcel to the Kittery Water District with a restrictive covenant limiting development on the subject parcel to 4 single family residences and that the Selectmen be authorized to execute any further documents reasonably necessarily to finalize this settlement.”

I recommend that the Selectmen allow public comment on the matter prior to voting.

Durward W. Parkinson
Bergen & Parkinson, LLC
62 Portland Road, Suite 25
Kennebunk, ME 04043
(207) 985-7000
dparkinson@bergenparkinson.com





AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: January 23, 2014	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: January 27, 2014	
Regular <input checked="" type="checkbox"/> Work Session <input type="checkbox"/>	
Subject: Planning Board Appointment	

TO: BOARD OF SELECTMEN
FROM: Melissa M. Avery, Assistant to the Town Manager
RECOMMENDATION: Appoint Amy Phalon to the Planning Board.
PROPOSED MOTION: I move to appoint Amy Phalon as an Alternate Member of the Planning Board, with a term expiring June 30, 2017.

Discussion: Ms. Phalon was interviewed by the Board of Selectmen on January 27, 2014. There is currently a Regular and an Alternate position vacant on the Planning Board, however the Regular vacancy must be filled by a citizen who resides in the York Beach.

FISCAL IMPACT:
DEPARTMENT LINE ITEM ACCOUNT:
BALANCE IN LINE ITEM IF APPROVED:

Prepared By:

Melinda M. Avery

Reviewed By:

Robert S. Gannon



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: January 21, 2014	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: January 27, 2014	
Regular <input checked="" type="checkbox"/> Work Session <input type="checkbox"/>	
Subject: Special Event Permit: Seacoast Bike Tour	

TO: BOARD OF SELECTMEN
FROM: Melissa M. Avery, Assistant to the Town Manager
RECOMMENDATION: Approve the Special Event Permit application for Breathe New Hampshire's "Seacoast Bike Tour" event.
PROPOSED MOTION: I move to approve Special Event Permit application for Breathe New Hampshire's "Seacoast Bike Tour" event passing through York on Saturday and Sunday, May 17 th and 18 th , 2014.

Discussion: All appropriate departments have been notified and given approval, see attached.

FISCAL IMPACT:
DEPARTMENT LINE ITEM ACCOUNT:
BALANCE IN LINE ITEM IF APPROVED:

Prepared By: Melissa M. Avery

Reviewed By: Robert M. Gandon



Town of York, Maine Special Event Permit Application

This application for a special event permit is hereby presented to the York Town Manager, 186 York Street, York, ME 03909.

Date: 12/12/13

Name of Event: Seacoast Bike Tour

Type of Event: Charity Cycling Event

Organization Name: Breathe NH Phone #: _____

Organization Address: 145 Hollis St City: Manchester State: NH Zip: 03101

Applicant Name: Kelly Sicard Phone #: 800-835-8647 x126

Applicant Address: (abac) City: _____ State: _____ Zip: _____

Contact Name for Day of Event: Kelly Sicard Contact Phone # 1003-505-0451
(cell)

Date of Event: Sat-Sun 5/17+18/14 Day of Week: Saturday/Sunday

Starting Time: 7:15-7:45am - leave start Ending Time: 11am - 9pm Finish on Sat
Next - 2pm Finish on Sun

Assembly Area: Begin at Pease Tradeport and finish in Ogunquit, ME.

Dispersal Area: Rest stops approx every 10 miles - one at Nubble Lighthouse

Event Route: Enclosed Rte may change slightly in case we
get further feedback from towns, but should stay close to these. (pending approval)

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed)

Approx. 130-150 cyclists Sat + approx 75 vol. - Sun approx. 100 cyclists + 70 volunteers

Describe number of bands, vehicles, signs, floats, or other articles carried or displayed along with method of participation (walking, bicycles, motorcycles etc):

Five Knights police motorcycles (10 or so), volunteer hams (10), bike mechanics (2-3) driving the route to follow cyclists.

Describe how group is organized and supervised to insure order: Leave start line in groups of 10 to stagger along road, volunteer safety support + paramedic support.
All riders mandated to hand in safety paperwork.

Purpose of the Event: oldest and largest fundraising event of the year

The above information is true to the best of my knowledge and belief. to raise funds and awareness for lung health programs and indoor sports initiatives.

Signature of Applicant: Kelly Sicard 12/12/13

For Town Use Only

Reviewed by:

<u>Department</u>	<u>Initials</u>
Police Department	<u>Szeniawski 01-06-2014</u>
Public Works	<u>Lessard 12-31-2013</u>
Parks/Recreation	<u>Sullivan 12-31-2013</u>
Village Fire	<u>Apgar 01-10-2014</u>
York Beach Fire	<u>Bridges 01-17-2014</u>
Code Enforcement	<u>Burns 12-31-2013</u>
York Ambulance	<u>Prince 01-06-2014</u>

Special Conditions:

Public Works: Bicyclists need to be notified that theTown will be doing Road Work on 1A (York Street and Main Street) at the time the event is planned for.

Beach Fire: Warning Signs along route that the event is ahead and use caution.

Police Department: Must warn public with public notices posted in local papers and have a couple vehicles travel the route continuously with signs that warn motorists that bikes are riding the route.

Town Manager

Date

Dec. 16, 2013

Town of York, ME
Attn: Town Manager
186 York St.
York, ME 03909

RE: 2014 Seacoast Bike Tour

Dear Town Manager:

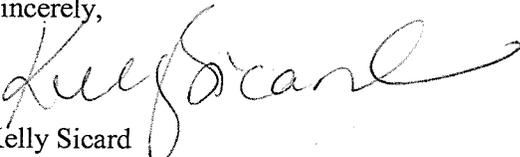
Breathe New Hampshire is preparing for our 29th Annual Seacoast Bike Tour. On May 17 & 18, 2014 approximately 150 cyclists from New Hampshire and across New England will leave from Portsmouth, NH in pursuit of two goals: successfully making a round trip ride along the coast to Ogunquit, ME and back, and providing vital funds to fight lung disease in our state.

The first day of the event, May 17th, our participants will be biking through York, ME with a rest stop at Nubble Light (a letter has gone out to Mike Sullivan for his approval). This letter is to make you aware of this event. We have volunteers put up and remove staked route arrow signs Friday through Sunday of the event weekend event to mark the routes.

Attached please find the Special Event Permit Application and drafts of what we currently have for routes. If you have any questions please let me know. I can be reached by phone at 603-669-2411 X 120 (or toll-free at 1-800-835-8647) or by email at ksicard@breathenh.org.

Thank you!

Sincerely,


Kelly Sicard
Director of Special Events & Volunteer Services

Happy Holidays!

DAY ONE		R = RIGHT TURN, L = LEFT TURN, SA = STRAIGHT AHEAD
25 MILE ROUTE		SS = STOP SIGN, BL = BEAR LEFT, BR = BEAR RIGHT (FOLLOW WHITE WITH ORANGE TIP AND THEN WHITE)
LEG MILES	CUMM MILES	DESCRIPTION
0.00	0.0	L OUT OF MANCHESTER SQUARE
0.00	0.0	SA AT STOP SIGN
1.30	1.3	L ONTO ASHLAND ROAD (unmarked road leads to bike bridge)
0.35	1.7	BR ONTO ROCKINGHAM AVE (at end of path over bike bridge)
0.36	2.1	SA AT SS ACROSS ROCKINGHAM AVE
0.21	2.3	L ONTO SAPPHIRE STREET
0.05	2.4	R ONTO EDMOND AVE
0.47	2.9	R ONTO MAPLEWOOD AVE
0.94	3.8	L ONTO HANOVER STREET
0.09	3.9	R ONTO FLEET STREET
0.16	4.1	L ONTO STATE STREET (US ROUTE 1)
0.42	4.5	SA ONTO US 1 MEMORIAL BRIDGE - WALK BIKES ACROSS BRIDGE
FOLLOW WHITE ROUTE MARK ARROWS FROM HERE TO END (NO ROUTE MARKINGS IN KITTEERY, ME!)		
0.60	5.1	SA TO SS - R AT SS ONTO GOVERNMENT ST
0.40	5.5	SA AT TRAFFIC LIGHT-TURNS TO WENTWORTH RD (ROUTE 103)
0.20	5.7	R AFTER CROSSING RAILROAD TRACK (103 EAST, WHIPPLE RD)
0.30	6.0	R AT SS (STILL ROUTE 103 NORTH)
CONTINUE ON RTE 103 - USE CARE AS IT WINDS WITH ROLLING HILLS & NARROW SHOULDER		
1.20	7.2	REST STOP #3 - FORT McCLARY - ON RIGHT - MANDATORY CHECK-POINT R OUT OF REST STOP
5.60	12.8	R AT SS ONTO ROUTE 1A NORTH (YORK, ME)(ROUTE MARKINGS BEGIN AGAIN)
FOLLOW ROUTE 1A NORTH PASSING LONG SANDS BEACH - WATCH FOR CAR DOORS OPENING !!		
3.40	16.2	R ONTO NUBBLE RD (Cutty Motel on corner)
0.90	17.1	R ONTO SOHIER PARK RD TO NUBBLE LIGHT HOUSE REST STOP #4 - NUBBLE LIGHT HOUSE
0.10	17.2	R OUT OF NUBBLE (CONTINUING ON NUBBLE RD) UP HILL PASSING BROWNS ICE CREAM ON YOUR LEFT
0.60	17.8	R ONTO KENDALL RD CAUTION!! NARROW ROAD - CLIFF DROP OFF ON RIGHT
0.50	18.3	R ONTO OCEAN AVE
0.20	18.5	R ONTO MAIN ST - ROUTE 1A NORTH (Golden Rod on right)
0.60	19.1	BR ONTO SHORE RD - CAUTION! NARROW RD with NO SHOULDERS
4.50	23.6	BL ONTO COVE ROAD (NO STREET SIGN: Perkins Cove sign is in island)
0.30	23.9	L ONTO BOURNE LANE (TO "ROUTE 1" SIGN)
0.20	24.1	R ONTO ROUTE 1- (CAUTION! RTE 1)
0.10	24.2	R INTO MEADOWMERE PARKING LOT
CONGRATULATIONS - YOU DID IT!!		

DAY ONE		R=RIGHT TURN, L=LEFT TURN, SA=STRAIGHT AHEAD
SHORT ROUTE		SS=STOP SIGN, BL / R=BEAR LEFT / RIGHT, RR=RAIL ROAD
		(FOLLOW WHITE)
LEG MILES	CUMM. MILES	DESCRIPTION
	0.0	
0	0.0	START AT 14 MANCHESTER SQUARE
0	0.0	L OUT OF 14 MANCHESTER SQUARE
0.2	0.2	SA AT SS ONTO CORPORATE DR
1.1	1.3	L ONTO GRAFTON DR - FOLLOW SIGNS FOR RTE 33 & I-95 (Bike route sign also)
1.2	2.5	R ONTO RTE 33 AT TRAFFIC LIGHT - BUSY ROAD, WIDE SHOULDER, STAY RIGHT
0.5	3.0	R AT SECOND TRAFFIC LIGHT (OPPOSITE SUNOCO STATION) (Ports. Ave - no road sign)
0.6	3.6	JOINS LONG ROUTE AT NEWINGTON RD - STAY STRAIGHT ON PORTS. AVE
0.4	4.0	CAUTION!! RR CROSSING
0.3	4.3	SA AT TRAFFIC LIGHT (CROSS RTE 33 - DUNKIN DONUTS ON LEFT CORNER)
0.4	4.7	BL AT BANDSTAND - FOLLOW SIGN FOR RTE 151 SOUTH
0.3	5.0	REST STOP #1 AT GREENLAND CENTRAL SCHOOL - ON RIGHT
	5.0	R OUT OF REST STOP
0.8	5.8	L ONTO BREAKFAST HILL RD
1.1	6.9	CAUTION!! RR CROSSING
0.7	7.6	SA AT TRAFFIC LIGHT ONTO WASHINGTON RD (CROSS RTE. 1)
2.4	10.0	L AT SS (RYE CONGREGATIONAL CHURCH ON RIGHT)
0.2	10.2	BR AT FORK STAYING ON WASHINGTON RD (JUST PAST RYE JR HIGH ON LEFT)
1.6	11.8	L AT SS ONTO OCEAN BLVD - USE CAUTION CROSSING OCEAN BLVD.
1.4	13.2	REST STOP #2 AT WALLIS SANDS STATE BEACH - ON RIGHT
0.1	13.3	R OUT OF PARKING LOT - NOTE- ALL RIDERS NOW FOLLOW SAME ROUTE
0.1	13.4	L ONTO MARSH ROAD
0.4	13.8	L ONTO SHORT CUT-THROUGH (NO ROAD SIGN) WILL CONNECT TO BRACKET ROAD
0.0	13.8	L ONTO BRACKET RD (ROAD SIGN ON LEFT)
0.2	14.0	BR ONTO CLARK ROAD (NO ROAD SIGN)
0.5	14.5	BR AT SS ONTO SAGAMORE ROAD
1	15.5	SA AT DANGEROUS Round-about
0.4	15.9	R ONTO WENTWORTH ROAD (RTE 1B TO NEW CASTLE-AT WENTWORTH BY THE SEA SIGN)
1	16.9	CAUTION!! WALK ACROSS GRID DECK BRIDGE USE SIDEWALK ON LEFT
	16.9	CONTINUE ON RTE 1B THROUGH NEW CASTLE- STAY IN SINGLE FILE (NO RTE MARKINGS)
3.3	20.2	NOW OUT OF NEW CASTLE / ROUTE MARKINGS CONTINUE
0.2	20.4	BL ONTO PLEASANT ST (NEAR SOUTH STREET & VINE BUILDING & FISH MARKET-NO STREET SIGN)
0.3	20.7	R AT TRAFFIC LIGHT ONTO STATE ST (RUSTY HAMMER RESTAURANT ON CORNER)
0.2	20.9	CONTINUE ON STATE ST TO MEMORIAL BRIDGE - WALK BIKES CROSS BRIDGE
0.6	21.5	SA TO SS - R AT SS ONTO GOVERNMENT ST (NO RTE MARKINGS IN KITTERY, ME)
0.4	21.9	SA AT TRAFFIC LIGHT-TURNS TO WENTWORTH RD (RTE 103)
0.2	22.1	R AFTER CROSSING RAILROAD TRACK (103 EAST, WHIPPLE RD)
0.3	22.4	R AT SS (STILL RTE 103 NORTH)
		CONTINUE ON ROUTE 103 - USE CARE AS IT WINDS WITH ROLLING HILLS & NARROW SHOULDERS
1.2	23.6	REST STOP #3 - FORT McCLARY - ON RIGHT - MANDATORY CHECK POINT
0	23.6	R OUT OF REST STOP, STAY ON 103 (RTE MARKINGS BEGIN AGAIN IN YORK, ME)
5.6	29.2	R AT SS ONTO RTE 1A NORTH (YORK, ME)
		FOLLOW RTE 1A NORTH - PASSING LONG SANDS BEACH - WATCH FOR OPENING CAR DOORS !!
3.4	32.6	R ONTO NUBBLE RD (Cutty Motel on corner)
0.9	33.5	R ONTO SOHIER PARK RD TO NUBBLE LIGHT HOUSE
		REST STOP #4 - NUBBLE LIGHT HOUSE
0.1	33.6	R OUT OF NUBBLE (CONTINUING ON NUBBLE RD) UP HILL PASSING
	33.6	BROWNS ICE CREAM ON YOUR LEFT
0.6	34.2	R ONTO KENDALL RD
	34.2	CAUTION!! NARROW ROAD - CLIFF DROP OFF ON RIGHT (GO TO STOP SIGN)
0.5	34.7	R ONTO OCEAN AVE
0.2	34.9	R ONTO MAIN ST - RTE 1A NORTH (Golden Rod on right)
0.6	35.5	BR ONTO SHORE RD - CAUTION!! NARROW SCENIC RD WITH NO SHOULDERS
4.5	40.0	BL ONTO COVE ROAD (NO STREET SIGN: Perkins Cove sign is in island)
0.3	40.3	L ONTO BOURNE LANE (TO "ROUTE 1" SIGN)
0.2	40.5	R ONTO ROUTE 1- (CAUTION!! CROSSING ROUTE 1)
0.1		R INTO MEADOWMERE PARKING LOT
	40.6	CONGRATULATIONS - YOU DID IT!!

DAY TWO		R=RIGHT TURN, L=LEFT TURN, SA=STRAIGHT AHEAD
SHORT ROUTE		SS=STOP SIGN, BL/R=BEAR LEFT/RIGHT, RR=RAIL ROAD
		(Follow Yellow to end.)
LEG MILES	CUMM. MILES	DESCRIPTION
	0.0	START AT MEADOWMERE - R OUT OF PARKING LOT ONTO RTE 1 NORTH
0.1	0.1	L ONTO AGAMENTICUS (PASS CLAY HILL FARM ON RIGHT)
2.4	2.5	R ON NO VILLAGE RD (PASS HORSE FARM ON RT)
2.0	4.5	GO STRAIGHT ON OGUNQUIT RD
2.8	7.3	L ON BENNETT HILL LOT RD
		<i>PAY ATTN TO WRITTEN RTE DIRECTIONS</i>
2.0	9.3	TAKE L AT SS ONTO EMERY'S BRIDGE RD
4.1	13.4	L ONTO AGAMENTICUS
1.6	15.0	CONTINUE ON AGAMENTICUS AND BR TOWARDS RT 4/PORTLAND AVE
0.3	15.3	L AT SS (SEE STATUE) ONTO MAIN ST/RTE 4/S PORTLAND AVE
0.1	15.4	REST STOP #1 - SOUTH BERWICK CENTRAL SCHOOL - ON RIGHT
	15.4	R OUT OF SCHOOL
0.1	15.5	SA FOLLOW RTE 4 TOWARD DOVER / ROLLINSFORD
0.7	16.2	R AT BLINKING LIGHT ONTO SHORT ST
1.2	17.4	L AT SS ONTO ROBERTS RD (Rollinsford Fire Dept on corner)
1.1	18.5	SA AT SS / BLINKING LIGHT ONTO BAER RD - USE CAUTION CROSSING RTE. 4
1.5	20.0	L AT SS ONTO GULF RD - RTE. 101
1.7	21.7	R AT TRAFFIC LIGHT ONTO RTE. 236
0.4	22.1	R ONTO STATE RD - RTE 103
1.6	23.7	R ONTO RIVER RD
3.0	26.7	R ONTO OLD RD
0.7	27.4	OLD RD JOINS STATE RD AT SS - CONTINUE SA
0.3	27.7	REST STOP #2 - ELIOT FIRE STATION-ON RIGHT-<u>MANDATORY CHECK POINT</u>
	27.7	R OUT OF REST STOP
0.2	27.9	R ONTO MOSES GARISH FARMER RD - RTE 103 (BECOMES SO. ELIOT RD)
3.2	31.1	R AT SS ONTO DENNET RD -TURNS TO COOK RD AT POND
0.2	31.3	BR AT POND - UP HILL - BECOMES COOK RD
0.2	31.5	L AT SS ONTO BRIDGE ST
0.1	31.6	BR ONTO GOVERNMENT ST - UP HILL
0.1	31.7	R ONTO RTE 1 SOUTH - NEWMARCH ST
0.6	32.3	WALK BIKES OVER MEMORIAL BRIDGE
	32.3	MEMORIAL BRIDGE SA ONTO DANIEL ST - THRU MARKET SQUARE
0.5	32.8	R ONTO FLEET ST AT TRAFFIC LIGHT
0.1	32.9	L AT SS ONTO HANOVER ST
0.1	33.0	R ONTO MAPLEWOOD AVE AT TRAFFIC LIGHT
0.1	33.1	CAUTION!! CROSSING RR TRACKS
0.7	33.8	L ONTO EDMOND AVE - JUST AFTER GOING UNDER I-95
0.3	34.1	L ONTO SAPPPIRE AVE
	34.1	QUICK R ONTO ROCKINGHAM AVE
0.1	34.2	SA AT SS CROSSING WOODBURY AVE - USE CAUTION CROSSING WOODBURY
0.0	34.2	L ONTO BIKE PATH AND OVER BIKE BRIDGE
0.5	34.7	AFTER BIKE BRIDGE / PATH, L ONTO "UNNAMED" RD - HEAD TOWARD PEASE
		CAUTION!! STAY LEFT AT FENCE AS ONLY BIKE WIDTH IS OPEN - STAY LEFT
0.5	35.2	R ONTO CORPORATE DR
1.3	36.5	SA AT SS
0	0.0	RIGHT INTO 14 MANCHESTER SQUARE
36.5		CONGRATULATIONS - YOU DID IT - AGAIN !!

DAY ONE		R=RIGHT TURN, L=LEFT TURN, SA=STRAIGHT AHEAD
LONG ROUTE		SS=STOP SIGN, BL/R=BEAR LEFT/RIGHT, RR=RAIL ROAD
		(Follow Yellow to RS #2. Then Follow white to end.)
LEG MILES	CUMM. MILES	DESCRIPTION
	0.0	START AT 14 MANCHESTER SQUARE
0.1	0.1	L OUT OF 14 MANCHESTER SQUARE
0.1	0.2	L AT SS ONTO INTERNATIONAL DR
0.3	0.5	L AT LIGHT ONTO PEASE BLVD
0.3	0.8	R ONTO ARBORITUM DRIVE
1.0	1.8	R ONTO BIKE PATH
0.6	2.4	SA AT SS ONTO FOX POINT RD (FIRE STATION ON CORNER) CROSS THE ROAD
0.9	3.3	L AT SS ONTO LITTLE BAY RD
1.2	4.5	R ONTO MCINTIRE RD
		NOTE: MCINTIRE RD BECOMES NEWINGTON RD IN GREENLAND
3.6	8.1	R ONTO PORTSMOUTH AVE- JOINS SHORT ROUTE
0.4	8.5	CAUTION!! RR CROSSING
0.3	8.8	SA AT TRAFFIC LIGHT (CROSS RTE 33 - DUNKIN DONUTS ON LEFT CORNER)
0.4	9.2	BL AT BANDSTAND - FOLLOW SIGN FOR RTE 151 SOUTH
0.3	9.5	REST STOP #1 AT GREENLAND ELEMENTARY SCHOOL - ON RIGHT
		R OUT OF REST STOP - FOLLOW POST RD (RTE 151 SOUTH INTO NORTH HAMPTON)
4.2	13.7	L AT CENTENNIAL HALL BUILDING (This is at Town Green / Bandstand - follow sign for ROUTE 111E)
0.1	13.8	AT SS GO SA THEN BR FOLLOW SIGN "ROUTE 111E, TO ROUTE 1"
0.5	14.3	SA AT TRAFFIC LIGHT (CROSS ROUTE 1) ONTO ATLANTIC AVE
0.8	15.1	R ONTO PINE RD
0.5	15.6	R AT SS ONTO MILL RD
0.0	0.0	SA AT SS
1.3	16.9	L AT TRAFFIC LIGHT ONTO HIGH ST
2.5	19.4	L AT TRAFFIC LIGHT ONTO OCEAN BLVD (BATHROOMS ACROSS ST AT PARKING LOT)
7.8	27.2	REST STOP #2 - WALLIS SANDS STATE BEACH - ON RIGHT
0.1	27.3	R OUT OF REST STOP - NOTE- ALL RIDERS NOW FOLLOW SAME ROUTE
0.1	27.4	L ONTO MARSH ROAD
0.4	27.8	L ONTO SHORT CUT-THROUGH (NO ROAD SIGN)
0.0	27.8	L ONTO BRACKET ROAD (ROAD SIGN ON LEFT)
0.2	28.0	BR ONTO CLARK ROAD (NO ROAD SIGN)
0.5	28.5	BR AT SS ONTO SAGAMORE ROAD
1	29.5	SA AT DANGEROUS ROUNDABOUT (USED TO BE 3 WAY STOP)
0.4	29.9	R ONTO WENTWORTH RD (RTE 1B TO NEW CASTLE)
1	30.9	CAUTION!! WALK ACROSS GRID DECK BRIDGE - USE SIDEWALK ON LEFT
CONTINUE ON ROUTE 1B THROUGH NEW CASTLE (NO RTE MARKINGS)- STAY IN SINGLE FILE		
3.3	34.2	NOW OUT OF NEWCASTLE/ROUTE MARKINGS CONTINUE
0.2	34.4	BL ONTO PLEASANT ST AT SOUTH STREET & VINE BUILDING (NO STREET SIGN)
0.3	34.7	R AT TRAFFIC LIGHT ONTO STATE ST (RUSTY HAMMER RESTAURANT ON CORNER)
0.2	34.9	CONTINUE ON STATE ST TO MEMORIAL BRIDGE - WALK BIKES CROSS BRIDGE
0.6	35.5	SA TO SS - R AT SS ONTO GOVERNMENT ST (NO RTE MARKINGS IN KITTEERY, ME)
0.4	35.9	SA AT TRAFFIC LIGHT-TURNS TO WENTWORTH RD (ROUTE 103)
0.2	36.1	R AFTER CROSSING RAILROAD TRACK (103 EAST, WHIPPLE RD)
0.3	36.4	R AT SS (STILL ROUTE 103 NORTH)
CONTINUE ON RTE 103 - USE CARE AS IT WINDS WITH ROLLING HILLS & NARROW SHOULDER		
1.2	37.6	REST STOP #3 - FORT McCLARY - ON RIGHT - MANDATORY CHECK POINT
	37.6	R OUT OF REST STOP (ROUTE MARKINGS BEGIN AGAIN IN YORK, ME)
5.6	43.2	R AT SS ONTO ROUTE 1A NORTH (YORK, ME)
FOLLOW ROUTE 1A NORTH PASSING LONG SANDS BEACH - WATCH FOR OPENING CAR DOORS !!		
3.4	46.6	R ONTO NUBBLE RD (Cutty Motel on corner)
0.9	47.5	R ONTO SOHIER PARK RD TO NUBBLE LIGHT HOUSE
		REST STOP #4 - NUBBLE LIGHT HOUSE
0.1	47.6	R OUT OF NUBBLE (CONTINUING ON NUBBLE RD) UP HILL PASSING
	47.6	BROWNS ICE CREAM ON YOUR LEFT
0.6	48.2	R ONTO KENDALL RD
	48.2	CAUTION!! NARROW ROAD - CLIFF DROP OFF ON RIGHT
0.5	48.7	R ONTO OCEAN AVE
0.2	48.9	R ONTO MAIN ST - ROUTE 1A NORTH (Golden Rod on right)
0.6	49.5	BR ONTO SHORE RD - CAUTION!! NARROW SCENIC RD WITH NO SHOULDERS
4.5	54.0	BL ONTO COVE ROAD (NO STREET SIGN: Perkins Cove sign is in island)
0.3	54.3	L ONTO BOURNE LANE (TO "ROUTE 1" SIGN)
0.2	54.5	R ONTO ROUTE 1 (CAUTION!! ROUTE 1)
0.1		R INTO MEADOWMERE PARKING LOT
		CONGRATULATIONS - YOU DID IT!!
54.6		

DAY TWO		R=RIGHT TURN, L=LEFT TURN, SA=STRAIGHT AHEAD
LONG ROUTE:		SS=STOP SIGN, BL/R=BEAR LEFT/RIGHT, RR=RAIL ROAD
(Follow yellow to mile 31.3. Then follow White to end.)		
LEG MILES	CUMM. MILES	DESCRIPTION
	0.0	START AT MEADOWMERE - R OUT OF PARKING LOT ONTO RTE 1 NORTH
0.1	0.1	L ONTO AGAMENTICUS (PASS CLAY HILL FARM ON RIGHT)
2.4	2.5	R ON NO VILLAGE RD (PASS HORSE FARM ON RT)
2.0	4.5	GO STRAIGHT ON OGUNQUIT RD
2.8	7.3	L ON BENNETT HILL LOT RD
		<i>PAY ATTN TO WRITTEN RTE DIRECTIONS</i>
2.0	9.3	TAKE LEFT AT SS ONTO EMERY'S BRIDGE RD
4.1	13.4	L ONTO AGAMENTICUS
1.6	15.0	CONTINUE ON AGAMENTICUS AND BR TOWARDS RTE 4/PORTLAND AVE
0.3	15.3	L AT SS (SEE STATUE) ONTO MAIN ST/RTE 4 S/PORTLAND AVE
0.1	15.4	REST STOP #1 - SOUTH BERWICK CENTRAL SCHOOL - ON RIGHT
0.0	15.4	R OUT OF SCHOOL
0.1	15.5	SA FOLLOW RTE 4 TOWARD DOVER / ROLLINSFORD
0.7	16.2	R AT BLINKING LIGHT ONTO SHORT ST
1.2	17.4	L AT SS ONTO ROBERTS RD (Rollinsford Fire Dept on corner)
1.1	18.5	SA AT SS / BLINKING LIGHT ONTO BAER RD - CAUTION!! CROSSING ROUTE. 4
1.5	20.0	L AT SS ONTO GULF RD - RTE. 101
1.7	21.7	R AT TRAFFIC LIGHT ONTO RTE. 236
0.4	22.1	R ONTO STATE RD - RTE 103
1.6	23.7	R ONTO RIVER RD
3.0	26.7	R ONTO OLD RD
0.7	27.4	OLD RD JOINS STATE RD AT SS - BR
0.3	27.7	REST STOP #2 - ELIOT FIRE STATION - ON RIGHT - <u>MANDATORY CHECK POINT</u>
	27.7	R OUT OF REST STOP
0.2	27.9	R ONTO MOSES GARISH FARMER RD - RTE 103 (BECOMES SO. ELIOT RD)
3.2	31.1	R AT SS ONTO DENNET RD
0.2	31.3	BR AT POND - UP HILL - BECOMES COOK RD
0.2	31.5	L AT SS ONTO BRIDGE ST
0.1	31.6	BR ONTO GOVERNMENT ST - UP HILL
0.1	31.7	R ONTO RTE 1 SOUTH - NEWMARCH ST
0.6	32.3	WALK BIKES OVER MEMORIAL BRIDGE
0.2	32.5	HARD R TURN (180 degree) - DOWN HILL TOWARD RIVER
0.0	32.5	CROSS UNDER MEMORIAL BRIDGE ROADWAY
0.1	32.6	BL AT SS ONTO MARCY ST
0.3	32.9	L AT SS CONTINUING ON MARCY - FOLLOW SIGN FOR RTE 1B SOUTH (NEW CASTLE)
0.2	33.1	BL AT SS (4-WAY) ONTO NEW CASTLE AVE (no street sign)
CONTINUE ON RTE 1B INTO NEW CASTLE - STAY IN SINGLE FILE		
2.2	35.3	L AT "GREAT ISLAND COMMON" - WAVE TO GATE ATTENDANT!
0.1	35.4	R AT SS - GO AROUND SCENIC LOOP ROAD - GREAT VIEW OF PORTSMOUTH HARBOR
0.3	35.7	SA AT SS AT PLAYGROUND, TO COMMON EXIT
0.1	35.8	L AT SS ONTO WENTWORTH RD - CONTINUING THROUGH NEW CASTLE
0.8	36.6	CAUTION!! WALK ACROSS GRID DECK BRIDGE - USE SIDEWALK ON RIGHT
1.1	37.7	L ONTO SAGAMORE RD - ROUTE 1A SOUTH
0.4	38.1	SA AT DANGEROUS Round-about
0.0	38.1	YOU ARE FOLLOWING SAGAMORE RD PASSING WHITE BUILDING ON LEFT
1.5	39.6	R AT SS ONTO WALLIS RD (MOBILE GAS ON RIGHT)
1.0	40.6	Pass Rye Junior High School, SAGAMORE RD TURNS INTO WASHINGTON RD
0.2	40.8	REST STOP #3 RYE FIRE DEPARTMENT
0.2	41.0	BR AT ISLAND - FOLLOWING WASHINGTON RD (RYE CONGREGATIONAL CHURCH ON LEFT)
2.4	43.4	SA AT TRAFFIC LIGHT ONTO BREAKFAST HILL RD (CROSS RTE. 1) BREAKFAST HILL PLAZA ON RIGHT
0.7	44.1	CAUTION!! RR CROSSING
1.1	45.2	R AT SS ONTO POST RD RTE 151 NORTH
1.1	46.3	BR AT BANDSTAND - FOLLOW SIGN FOR RTE 151 NORTH
0.4	46.7	SA AT TRAFFIC LIGHT (CROSS RTE 33 - DUNKIN DONUTS ON RIGHT CORNER)
	46.7	THIS IS PORTSMOUTH AVE
0.3	47.0	CAUTION!! RR CROSSING
0.4	47.4	L ONTO NEWINGTON RD (TURNS INTO MCINTIRE RD IN NEWINGTON)
3.6	51.0	R AT SS ONTO LITTLE BAY RD
0.6	51.6	L AT YIELD ONTO NIMBLE HILL RD
0.5	52.1	R ONTO FOX POINT RD (FIRE STATION & TOWN HALL ON CORNER)
0.5	52.6	SA ONTO BIKE PATH
0.1	52.7	L ONTO ARBORITUM DR
1.1	53.8	L ONTO PEASE BLVD
0.3	53.0	R AT LIGHT ONTO INTERNATIONAL DRIVE
0.1	53.1	R AT SS ONTO MANCHESTER SQUARE
0.0	53.1	R INTO 14 MANCHESTER SQUARE PARKING LOT
CONGRATULATIONS - YOU DID IT - AGAIN !!		

Melissa M. Avery

From: Dean Lessard
Sent: Tuesday, December 31, 2013 9:23 AM
To: Melissa M. Avery
Cc: Charles J. Szeniewski; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince; Melissa M. Avery
Subject: Re: Special Event Permit: Seacoast Bike Tour

Follow Up Flag: Follow up
Flag Status: Flagged

Good Morning Missy

I have reviewed this special event permit and have a couple of concerns. It is very likely that the town will be doing Road work on York Street (1a) and Main Street (1a) at the time this event is planned. If this work is not a problem for the bicyclist then DPW doesn't anticipate any other issues with this event and would recommend approval.

Happy New Year

Dean

Sent from my iPhone

> On Dec 31, 2013, at 9:01 AM, "Melissa M. Avery" <mmavery@yorkmaine.org> wrote:

>

> Good Morning,

>

> Attached is the Special Event Permit Application for Breathe New Hampshire's: 2014 Seacoast Bike Tour on May 17th, 2014. They will be passing through York and I have highlighted those areas of their Route.

>

> Please let me know when you have had a chance to review or should you

> have any further questions, Missy

>

> _____
> Melissa M. Avery

> Assistant to the Town Manager

>

> Town of York, Maine<<http://www.yorkmaine.org/>>

> 186 York Street, York, ME 03909

> Phone: (207) 363-1000 - Fax: (207) 363-1019

>

> Please consider the environment before printing this email.

>

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> _____
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> <Seacoast Bike Tour.pdf>

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Melissa M. Avery

From: David K. Bridges
Sent: Friday, January 17, 2014 6:05 PM
To: Melissa M. Avery
Cc: David K. Bridges
Subject: Re: Special Event Permit: Seacoast Bike Tour

I mentioned in my original reply that I believe the event should have warning signs along the route that the event is ahead and they should use caution. I think Charlie agreed with my thoughts of some kind of warning for the motorists using the public ways along the route. Dave

Sent from my iPhone. Dave

On Jan 17, 2014, at 4:20 PM, "Melissa M. Avery" <mmavery@yorkmaine.org> wrote:

Hi Dave,

Have you had a chance to review this and recommend approval/denial?

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.

From: David K. Bridges
Sent: Tuesday, December 31, 2013 9:30 AM
To: Melissa M. Avery
Cc: Charles J. Szeniaowski; Dean Lessard; Michael J. Sullivan; David Apgar; Stephen H. Burns; Ellen Prince; Melissa M. Avery
Subject: Re: Special Event Permit: Seacoast Bike Tour

Again I must ask that the dept heads get together to come up with standards for these and other events that York continues to get. Most of these roads are the most congested and narrowest roads in town. The public using those roads should be alerted to the events use. Dave

Sent from my iPhone. Dave

On Dec 31, 2013, at 9:01 AM, "Melissa M. Avery" <mmavery@yorkmaine.org> wrote:

Good Morning,

Attached is the Special Event Permit Application for Breathe New Hampshire's: 2014 Seacoast Bike Tour on May 17th, 2014. They will be passing through York and I have highlighted those areas of their Route.

Melissa M. Avery

From: Charles J. Szeniaewski
Sent: Monday, January 06, 2014 11:16 AM
To: Melissa M. Avery; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Cc: Owen T. Davis
Subject: RE: Special Event Permit: Seacoast Bike Tour

The event is ok I have the same concerns as Dean about their ability to traverse the construction zones should they be in play. I also would like for them to for warn the public with public notices posted in local papers and to have a couple vehicle travel the route continuously with signs that warn motorist that bikes are riding the route especially in the large numbers this event draws.

Lieutenant Charles J. Szeniaewski

Commander, Patrol Division

Town of York, Maine Police Department

36 Main Street, York, ME 03909-6244

i: www.yorkpolice.org

e: cszeniaewski@yorkpolice.org

p: (207) 363-1031, Ext. 104

f: (207) 361.6818

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From: Melissa M. Avery
Sent: Tuesday, December 31, 2013 9:02 AM
To: Charles J. Szeniaewski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Cc: Melissa M. Avery
Subject: Special Event Permit: Seacoast Bike Tour

Good Morning,

Attached is the Special Event Permit Application for Breathe New Hampshire's: *2014 Seacoast Bike Tour* on May 17th, 2014. They will be passing through York and I have highlighted those areas of their Route.

Please let me know when you have had a chance to review or should you have any further questions,
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

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Melissa M. Avery

From: Michael J. Sullivan
Sent: Tuesday, December 31, 2013 9:55 AM
To: Melissa M. Avery
Cc: Ryan E. Avery
Subject: RE: Special Event Permit: Seacoast Bike Tour

Parks and Recreation recommends approval.

*Michael J. Sullivan, Director
Parks and Recreation*

*Town of York, Maine
186 York Street
York, Maine 03909
(207) 363-1040
msullivan@yorkmaine.org*

From: Melissa M. Avery
Sent: Tuesday, December 31, 2013 9:02 AM
To: Charles J. Szeniewski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Cc: Melissa M. Avery
Subject: Special Event Permit: Seacoast Bike Tour

Good Morning,

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Missy

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Assistant to the Town Manager

Town of York, Maine
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Melissa M. Avery

From: Stephen H. Burns
Sent: Tuesday, December 31, 2013 11:01 AM
To: Melissa M. Avery
Subject: RE: Special Event Permit: Seacoast Bike Tour

Missy,

I have no code issues with this.

Steve

Stephen H. Burns
Community Development Director

From: Melissa M. Avery
Sent: Tuesday, December 31, 2013 9:02 AM
To: Charles J. Szeniewski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Cc: Melissa M. Avery
Subject: Special Event Permit: Seacoast Bike Tour

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Assistant to the Town Manager

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

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Melissa M. Avery

From: Ellen Prince [ellenprince@gmail.com]
Sent: Monday, January 06, 2014 11:23 AM
To: Melissa M. Avery
Subject: Re: Special Event Permit: Seacoast Bike Tour

OK with York Ambulance.

Ellen

On Tue, Dec 31, 2013 at 9:01 AM, Melissa M. Avery <mmavery@yorkmaine.org> wrote:

Good Morning,

Attached is the Special Event Permit Application for Breathe New Hampshire's: *2014 Seacoast Bike Tour* on May 17th, 2014. They will be passing through York and I have highlighted those areas of their Route.

Please let me know when you have had a chance to review or should you have any further questions,

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

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Melissa M. Avery

From: David Apgar
Sent: Friday, January 10, 2014 6:11 PM
To: Melissa M. Avery
Subject: RE: Special Event Permit: Seacoast Bike Tour

Village Fire approval.

David Apgar
Deputy Fire Chief
York Village Fire Dept
Fire Inspector
207-451-8258

From: Melissa M. Avery
Sent: Tuesday, December 31, 2013 9:01 AM
To: Charles J. Szeniewski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Cc: Melissa M. Avery
Subject: Special Event Permit: Seacoast Bike Tour

Good Morning,

Attached is the Special Event Permit Application for Breathe New Hampshire's: 2014 Seacoast Bike Tour on May 17th, 2014. They will be passing through York and I have highlighted those areas of their Route.

Please let me know when you have had a chance to review or should you have any further questions, Missy

Melissa M. Avery
Assistant to the Town Manager

Town of York, Maine <<http://www.yorkmaine.org/>>
186 York Street, York, ME 03909
Phone: (207) 363-1000 - Fax: (207) 363-1019

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AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: January 21, 2014	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: January 27, 2014	
Regular <input checked="" type="checkbox"/> Work Session <input type="checkbox"/>	
Subject: Special Event Permit: Walk to End Alzheimer's	

TO: BOARD OF SELECTMEN
FROM: Melissa M. Avery, Assistant to the Town Manager
RECOMMENDATION: Approve the Special Event Permit application for the Alzheimer's Association's "Walk to End Alzheimer's" event.
PROPOSED MOTION: I move to approve Special Event Permit application for the Alzheimer's Association's "Walk to End Alzheimer's" event on Saturday, September 13, 2014.

Discussion: All appropriate departments have been notified and given approval, see attached.

FISCAL IMPACT:
DEPARTMENT LINE ITEM ACCOUNT:
BALANCE IN LINE ITEM IF APPROVED:

Prepared By: Melissa M. Avery

Reviewed By: Robert B. Gannon



Town of York, Maine

Special Event Permit Application

This application for a special event permit is hereby presented to the York Town Manager, 186 York Street, York, ME 03909.

Date: 12.18.13

Name of Event: Walk to End Alzheimers

Type of Event: Fundraiser + Awareness event

Organization Name: Alzheimers Association, Maine Chapter Phone #: 207-772-0115

Organization Address: 383 US Route One City: Scarborough State: ME Zip: 04074

Applicant Name: Ross Endres Phone #: 207-772-0115

Applicant Address: 383 US Route One City: Scarborough State: ME Zip: 04074

Contact Name for Day of Event: Ross Endres Contact Phone # 207-772-0115

Date of Event: 9.13.14 Day of Week: Saturday

Starting Time: 6am (set up) Ending Time: 1pm (clean up complete)

Assembly Area: York Beach Ball Field (next to Fire Department)

Dispersal Area: "

Event Route: 1A to Long Beach Ave, turn at Sun + Surf, head North on Long Beach Ave, left onto Ocean Ave left on 1A

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed)
~400

Describe number of bands, vehicles, signs, floats, or other articles carried or displayed along with method of participation (walking, bicycles, motorcycles etc):
There will be signage at the ball field and along the walk route, signage will both promote the walk + also have directional arrows to walkers.

Describe how group is organized and supervised to insure order: Each walk is planned and organized by a Volunteer Committee with the support of staff at the Maine Chapter

Purpose of the Event: Fundraiser for the 2014 Walk to End Alzheimers

The above information is true to the best of my knowledge and belief.

Signature of Applicant: [Signature] (Ross Endres)

For Town Use Only

Reviewed by:

<u>Department</u>	<u>Initials</u>	
Police Department	<u>Szeniawski</u>	<u>01-13-2014</u>
Public Works	<u>Lessard</u>	<u>01-17-2014</u>
Parks/Recreation	<u>Sullivan</u>	<u>01-13-2014</u>
Village Fire	<u>Apgar</u>	<u>01-13-2014</u>
York Beach Fire	<u>Bridges</u>	<u>01-13-2014</u>
Code Enforcement	<u>Burns</u>	<u>01-13-2014</u>
York Ambulance	<u>Prince</u>	<u>01-13-2014</u>

Special Conditions:

Police Department: Will assign a foot officer to assist with the first crossing from Church Street to Long Beach Avenue.

Beach Fire: Six bathroom facilities on the ball field grounds.

Town Manager

Date

Rec'd 1/10/14



York Beach Walk to End Alzheimer's

Saturday, September 14, 2013 ^{13,2014}
York Beach Ball Park

8:00 - 9:00 am

Check-In

Please check-in upon arriving even if you have already pre-registered. At check-in you can turn in any donations, pick up your t-shirt (if applicable) and your Promise Garden Flower for the opening ceremony.

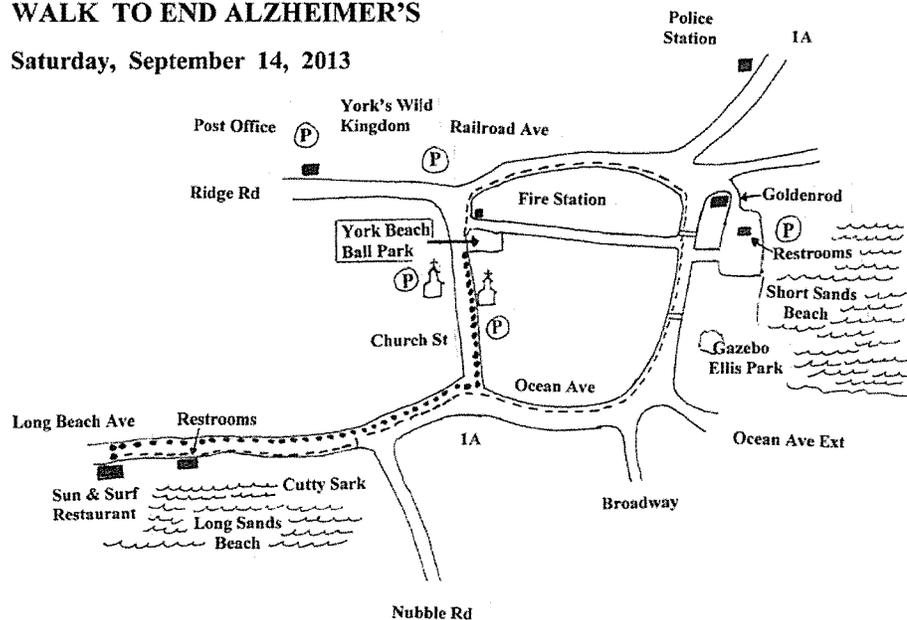
9:00 am

Opening Ceremony

When registration concludes, we will gather in front of the stage area for the Opening Ceremony. Please keep your Promise Garden Flower for the ceremony. After the ceremony, you will be asked to leave your flower with a volunteer while you walk. When you return from the walk, you will have the opportunity to take your flower home as a remembrance of your experience.

YORK BEACH 2013 WALK TO END ALZHEIMER'S

Saturday, September 14, 2013



Map Not to Scale

Walk Route—3 Miles

The walk starts at the ball field in the heart of York Beach, proceeds down Church Street, take a RIGHT onto Long Beach Avenue, follow Long Sands Beach to the Anchorage Motor Inn/Sun and Surf Restaurant, cross the road and turn around to follow Long Sands Avenue and Ocean Avenue past Short Sands Beach, turn LEFT onto Railroad Avenue, end back at the ball field.

Melissa M. Avery

From: Charles J. Szeniewski
Sent: Monday, January 13, 2014 11:03 AM
To: Melissa M. Avery; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Cc: Owen T. Davis
Subject: RE: Special Event Permit: Walk to End Alzheimer's

YPD has no issue with this walk they are on sidewalks most of the route . We will assign foot officer for a few minutes to assist with the first crossing from Church St.. to Long Beach Ave.

From: Melissa M. Avery
Sent: Monday, January 13, 2014 8:51 AM
To: Charles J. Szeniewski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Cc: Melissa M. Avery
Subject: Special Event Permit: Walk to End Alzheimer's

Morning!

Attached is the Alzheimer's Association's Special Event Permit application for *Walk to End Alzheimer's* on Saturday, September 13, 2014. They have attached last years' Route Map for the route that the walkers will be taking, as they will be using the same route, so please disregard the incorrect event date on it.

Let me know what you've had a chance to review!
Thanks,
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

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Melissa M. Avery

From: David K. Bridges
Sent: Monday, January 13, 2014 11:12 AM
To: Melissa M. Avery
Cc: Charles J. Szeniewski; Dean Lessard; Michael J. Sullivan; David Apgar; Stephen H. Burns; Ellen Prince; Melissa M. Avery
Subject: Re: Special Event Permit: Walk to End Alzheimer's

This is the 1st year that the CFF walk has been required to supply 4 facilities for 150 walkers. Since this group does basically the same route with 400+ walkers then they should supply 6 facilities for their event. These would be placed on the ball field grounds same as Harvestfest. This would need to have Mike's ok first. Other than the porta-potties, I have no problem with the event. Dave

Sent from my iPhone. Dave

On Jan 13, 2014, at 8:51 AM, "Melissa M. Avery" <mmavery@yorkmaine.org> wrote:

Morning!

Attached is the Alzheimer's Association's Special Event Permit application for *Walk to End Alzheimer's* on Saturday, September 13, 2014. They have attached last years' Route Map for the route that the walkers will be taking, as they will be using the same route, so please disregard the incorrect event date on it.

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Assistant to the Town Manager

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

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<Walk to End Alzheimers.pdf>

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Melissa M. Avery

From: Stephen H. Burns
Sent: Monday, January 13, 2014 9:25 AM
To: Melissa M. Avery
Subject: RE: Special Event Permit: Walk to End Alzheimer's

Missy,

I have no code concerns with this event.

Steve

Stephen H. Burns
Community Development Director

From: Melissa M. Avery
Sent: Monday, January 13, 2014 8:51 AM
To: Charles J. Szeniewski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Cc: Melissa M. Avery
Subject: Special Event Permit: Walk to End Alzheimer's

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Assistant to the Town Manager

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

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Melissa M. Avery

From: Ellen Prince [ellenprince@gmail.com]
Sent: Monday, January 13, 2014 9:27 AM
To: Melissa M. Avery
Subject: Re: Special Event Permit: Walk to End Alzheimer's

Hi Missy,

Fine with York Ambulance.

Ellen

On Mon, Jan 13, 2014 at 8:51 AM, Melissa M. Avery <mmavery@yorkmaine.org> wrote:

Morning!

Attached is the Alzheimer's Association's Special Event Permit application for *Walk to End Alzheimer's* on Saturday, September 13, 2014. They have attached last years' Route Map for the route that the walkers will be taking, as they will be using the same route, so please disregard the incorrect event date on it.

Let me know what you've had a chance to review!

Thanks,

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.

Melissa M. Avery

From: Michael J. Sullivan
Sent: Monday, January 13, 2014 9:29 AM
To: Melissa M. Avery; Charles J. Szeniewski; Dean Lessard; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Subject: RE: Special Event Permit: Walk to End Alzheimer's

Parks and Recreation has no issues with this event.

*Michael J. Sullivan, Director
Parks and Recreation*

*Town of York, Maine
186 York Street
York, Maine 03909
(207) 363-1040
msullivan@yorkmaine.org*

From: Melissa M. Avery
Sent: Monday, January 13, 2014 8:51 AM
To: Charles J. Szeniewski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Cc: Melissa M. Avery
Subject: Special Event Permit: Walk to End Alzheimer's

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Missy

Melissa M. Avery
Assistant to the Town Manager

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Phone: (207) 363-1000 - Fax: (207) 363-1019

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Melissa M. Avery

From: David Apgar
Sent: Monday, January 13, 2014 3:25 PM
To: Melissa M. Avery
Subject: RE: Special Event Permit: Walk to End Alzheimer's

Village Fire approval.

David Apgar
Deputy Fire Chief
York Village Fire Dept
Fire Inspector
207-451-8258

From: Melissa M. Avery
Sent: Monday, January 13, 2014 8:51 AM
To: Charles J. Szeniewski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Cc: Melissa M. Avery
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Melissa M. Avery

From: Dean Lessard
Sent: Friday, January 17, 2014 6:50 PM
To: Melissa M. Avery
Cc: Timothy DePerrio
Subject: Re: Special Event Permit: Walk to End Alzheimer's

Hi Missy

I have reviewed this special event permit and do not anticipate any issues with this event. DPW recommends approval.

Thanks
Dean

On Jan 17, 2014, at 4:21 PM, "Melissa M. Avery" <mmavery@yorkmaine.org> wrote:

Hi Dean,

Have you had a chance to review this and recommend approval/denial?

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.

From: Melissa M. Avery
Sent: Monday, January 13, 2014 8:51 AM
To: Charles J. Szeniewski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Cc: Melissa M. Avery
Subject: Special Event Permit: Walk to End Alzheimer's

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Thanks,
Missy

Melissa M. Avery
Assistant to the Town Manager

Town of York, Maine



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: January 21, 2014	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: January 27, 2014	
Regular <input checked="" type="checkbox"/> Work Session <input type="checkbox"/>	
Subject: Special Event Permit: Ellis Park 4 th of July Fireworks	

TO: BOARD OF SELECTMEN
FROM: Melissa M. Avery, Assistant to the Town Manager
RECOMMENDATION: Approve the Special Event Permit application for Ellis Short Sands Park Trust's "Ellis Park 4 th of July Fireworks" event.
PROPOSED MOTION: I move to approve Special Event Permit application for Ellis Short Sands Park Trust's "Ellis Park 4 th of July Fireworks" event on Friday, July 4 th , 2014.

Discussion: All appropriate departments have been notified and given approval, see attached.

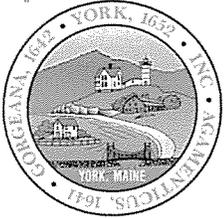
FISCAL IMPACT:
DEPARTMENT LINE ITEM ACCOUNT:
BALANCE IN LINE ITEM IF APPROVED:

Prepared By:

Melissa M. Avery

Reviewed By:

Robert B. Gandon



Town of York, Maine Special Event Permit Application

This application for a special event permit is hereby presented to the York Town Manager, 186 York Street, York, ME 03909.

Date: JAN 9 2014

Name of Event: ELLIS PARK FIREWORKS 4th of July

Type of Event: FIREWORKS

Organization Name: ELLIS SHORT SANDS PARK TRUST Phone #: 201-363-3882
603-742-7935

Organization Address: OCEAN AVE PO Box 364 City: YORK BEACH State: ME Zip: 03910

Applicant Name: WILLIAM BURHAM CHAIRMAN Phone #: 603-742-7935

Applicant Address: ELLIS SHORT SANDS PARK
PO Box 364 City: YORK BEACH State: ME Zip: 03910

Contact Name for Day of Event: WILLIAM BURHAM Contact Phone # 201-363-3882

Date of Event: JULY 4 2014 DATE 7/5/14 Day of Week: FRIDAY SAT SANDS

Starting Time: 9:30 AM Ending Time: _____

Assembly Area: _____

Dispersal Area: _____

Event Route: _____

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed)

INSURANCE PROVIDED BY CENTRAL MAINE PYROTECHNICS

Describe number of bands, vehicles, signs, floats, or other articles carried or displayed along with method of participation (walking, bicycles, motorcycles etc):

Describe how group is organized and supervised to insure order: _____

Purpose of the Event: JULY 4th FIREWORKS off a barge SHORT SANDS BEACH

The above information is true to the best of my knowledge and belief.

Signature of Applicant: William H Burham Chairman
ELLIS SHORT SANDS PARK TRUST

For Town Use Only

Reviewed by:

<u>Department</u>	<u>Initials</u>	
Police Department	<u>Szeniawski</u>	<u>01-09-2014</u>
Public Works	<u>Lessard</u>	<u>01-10-2014</u>
Parks/Recreation	<u>Sullivan</u>	<u>01-10-2014</u>
Village Fire	<u>Apgar</u>	<u>01-10-2014</u>
York Beach Fire	<u>Bridges</u>	<u>01-09-2014</u>
Code Enforcement	<u>Burns</u>	<u>01-10-2014</u>
York Ambulance	<u>Prince</u>	<u>01-09-2014</u>

Special Conditions:

Village Fire: Will provide detail at Harbor Marina while fireworks are being loaded onto the barge

Beach Fire: Will supply trucks and personnel to help control traffic

Police Department: 4 Officers will be assigned; 1 Officer at the loading of the fireworks to the barge, 2 Officers in the "Beach Square", 1 Sergeant supervising

Town Manager

Date

Melissa M. Avery

From: Stephen H. Burns
Sent: Friday, January 10, 2014 7:54 AM
To: Melissa M. Avery
Subject: RE: Special Event Permit: Ellis Park 4th of July Fireworks

Missy,

I have no code enforcement issues with this event.

Steve

Stephen H. Burns
Community Development Director

From: Melissa M. Avery
Sent: Thursday, January 9, 2014 3:47 PM
To: Charles J. Szeniewski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Cc: Melissa M. Avery
Subject: Special Event Permit: Ellis Park 4th of July Fireworks

Attached is the Ellis Short Sands Park Trust's Special Event Permit application for the *Ellis Park 4th of July Fireworks* on Friday, July 4th, 2014 at 9:30PM.

Please let me know when you've had a chance to review,
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

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Melissa M. Avery

From: David Apgar
Sent: Friday, January 10, 2014 5:27 AM
To: Melissa M. Avery; Charles J. Szeniewski; David K. Bridges
Subject: RE: Special Event Permit: Ellis Park 4th of July Fireworks

Village Fire approval. We will provide a detail at the harbor marina while the fireworks are loaded onto the barge.

David Apgar
Deputy Fire Chief
York Village Fire Dept
Fire Inspector
207-451-8258

From: Melissa M. Avery
Sent: Thursday, January 09, 2014 3:47 PM
To: Charles J. Szeniewski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Cc: Melissa M. Avery
Subject: Special Event Permit: Ellis Park 4th of July Fireworks

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Melissa M. Avery

From: Ellen Prince [ellenprince@gmail.com]
Sent: Thursday, January 09, 2014 5:07 PM
To: David K. Bridges
Cc: Melissa M. Avery; Charles J. Szeniewski; Dean Lessard; Michael J. Sullivan; David Apgar; Stephen H. Burns
Subject: Re: Special Event Permit: Ellis Park 4th of July Fireworks

York Ambulance will attend as well.

On Jan 9, 2014, at 5:05 PM, "David K. Bridges" <dbridges@yorkmaine.org> wrote:

We will support the fireworks event just as we have in past years. We will supply fire trucks and firefighter personnel to help control traffic with the Police dept. Dave

Sent from my iPhone. Dave

On Jan 9, 2014, at 3:47 PM, "Melissa M. Avery" <mmavery@yorkmaine.org> wrote:

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Thank you!

Missy

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Assistant to the Town Manager

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

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<Ellis Park 4th of July Fireworks.pdf>

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Melissa M. Avery

From: David K. Bridges
Sent: Thursday, January 09, 2014 5:05 PM
To: Melissa M. Avery
Cc: Charles J. Szeniewski; Dean Lessard; Michael J. Sullivan; David Apgar; Stephen H. Burns; Ellen Prince; Melissa M. Avery
Subject: Re: Special Event Permit: Ellis Park 4th of July Fireworks

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Sent from my iPhone. Dave

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Thank you!
Missy

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Melissa M. Avery

From: Charles J. Szeniaowski
Sent: Thursday, January 09, 2014 3:54 PM
To: Melissa M. Avery
Subject: RE: Special Event Permit: Ellis Park 4th of July Fireworks

Police department will have no issue we will require detail officers as in the past. 1 officer for the off loading of fireworks onto the barge from supply truck. 2 officers in beach square with 1 Sgt. Supervising all activities. We will contact YBFD for traffic assistance again this year. Total 4 officers for detail .

From: Melissa M. Avery
Sent: Thursday, January 09, 2014 3:47 PM
To: Charles J. Szeniaowski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Cc: Melissa M. Avery
Subject: Special Event Permit: Ellis Park 4th of July Fireworks

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Thank you!
Missy

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Melissa M. Avery

From: Dean Lessard
Sent: Friday, January 10, 2014 10:24 AM
To: Melissa M. Avery
Cc: Timothy DePerrio; Elizabeth Hayden
Subject: RE: Special Event Permit: Ellis Park 4th of July Fireworks

Hi Missy

I have reviewed the attached special event permit for Ellis Park 4th of July Fireworks and do not anticipate any problems with this event. DPW recommends approval.

Thanks
Dean

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

Town of York, Maine

186 York Street | York, Maine 03909

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

Fax: (207) 363-1012

E-Mail: dlessard@yorkmaine.org

Online: www.yorkmaine.org

From: Melissa M. Avery
Sent: Thursday, January 09, 2014 3:47 PM
To: Charles J. Szeniewski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Cc: Melissa M. Avery
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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

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Melissa M. Avery

From: Michael J. Sullivan
Sent: Friday, January 10, 2014 10:49 AM
To: Melissa M. Avery
Subject: RE: Special Event Permit: Ellis Park 4th of July Fireworks

Parks and Recreation recommends approval.

*Michael J. Sullivan, Director
Parks and Recreation*

*Town of York, Maine
186 York Street
York, Maine 03909
(207) 363-1040
msullivan@yorkmaine.org*

From: Melissa M. Avery
Sent: Thursday, January 09, 2014 3:47 PM
To: Charles J. Szeniewski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Cc: Melissa M. Avery
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