



# 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

## SELECTMEN'S MEETING 6:00/7:00 P.M. MONDAY OCTOBER 24, 2011 YORK LIBRARY

### 6:00PM: Joint Meeting with Planning Board

#### Call to Order-

#### Pledge of Allegiance

#### A. Minutes

- October 17, 2011 Selectmen's Meeting Minutes
- October 17, 2011 Selectmen's Executive Session Minutes

#### B. Chairman's Report

#### C. Manager's Report

#### D. Awards

#### E. Reports

1. Town Clerk Mary-Anne Szeniawski - November Election

**F. Citizens Forum** - The citizen's 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 #17

#### H. Public Hearing

**I. Endorsements**

**License Applications**

- Patrick Cragin dba Ridge Road Inn (Hotel/Motel)
- Nancy & John Stern dba Pie In The Sky Bakery, Inc. (Victualers)
- Donna Lewis dba Clay Hill Farm (Victualers, Liquor, and Special Amusement)
- Blue Sky on York Beach, LLC dba Blue Sky on York Beach (Victualers, Liquor, Special Amusement, Dance Hall)

**J. Old Business**

**K. New Business**

1. Short Sands Drainage Project.
2. Efficiency Steering Committee: Request for Proposals for Energy Upgrades to Municipal Buildings.
3. Carry Forward of FY11 Funds to FY12.
4. Approval of polling hours and appoint David Ott, Election Warden.
5. Special Event Permit Application: Costume Parade and Halloween Hop.
6. Special Event Permit Application: Festival of Lights Parade.

**L. Other Business**

**M. Citizens Forum**

**Adjourn**



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## MEETINGS

### WEEK OF OCTOBER 24, 2011

#### MONDAY, OCTOBER 24, 2011

6:00PM Board of Selectmen/Planning Board, York Library

7:00PM Board of Selectmen, York Library

#### TUESDAY, OCTOBER 25, 2011

6:00PM Sohier Park Committee, Senior Center

#### WEDNESDAY, OCTOBER 26, 2011

5:00PM Charter Review Commission, York Library

7:00PM Board of Appeals, York Library

#### THURSDAY, OCTOBER 27, 2011

9:00AM Municipal Building Committee, York Library

7:00PM Planning Board, York Library

#### FRIDAY, OCTOBER 28, 2011

No meetings scheduled

*~ Meetings Subject to Change ~*

**SELECTMEN'S MEETING  
6:00PM TUESDAY, OCTOBER 17, 2011  
YORK LIBRARY  
MINUTES**

**Call to Order**

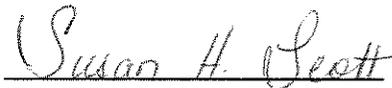
**All Present**

**1. Executive Session: Real Estate (Pursuant to M.R.S.A. Title 1, Section 405 (6)(C)) and Contracts (Pursuant to M.R.S.A. Title 1, Section 405 (6)(D))**

Moved by Ms. Andrews, seconded by Ms. Gregg to enter Executive Session – Real Estate (Pursuant to M.R.S.A. Title 1, Section 405(6) (C) and Contracts (Pursuant to M.R.S.A. Title 1, Section 405(6) (D) at 6:20PM.

Moved by Ms. Andrews, seconded by Ms. Gregg to exit Executive Session – Real Estate (Pursuant to M.R.S.A. Title 1, Section 405(6)(C) and Contracts (Pursuant to M.R.S.A. Title 1, Section 405(6)(D) at 6:50PM.

Respectfully Submitted By:



Susan H. Scott; Recorder

**SELECTMEN'S MEETING**  
**7:00 P.M. MONDAY OCTOBER 17, 2011**  
**YORK LIBRARY**

**Present:** Chair; Tracy Jackson-McCarty, Vice Chair; Mary Andrews, Edward W. Little, Kinley Gregg, Scott Fiorentino, Town Manager; Robert G. Yandow, Recorder; Susan Scott, and members of the press and public.

**Pledge of Allegiance**

**A. Minutes**

- September 26, 2011 Selectmen's Meeting Minutes: Moved by Ms. Andrews, seconded by Mr. Little to approve the September 26, 2011 Selectmen's Meeting Minutes, as amended. Vote 5-0, motion passes.

**B. Chairman's Report**

Chairman Tracy Jackson-McCarty extended a belated birthday wish to John Walsh, former York Beach Fire Chief, who recently celebrated his 90<sup>th</sup> birthday.

**C. Manager's Report**

None.

**D. Awards**

None.

**E. Reports**

None.

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

Public Comment: None.

**G. Approval of Warrant #16**

Moved by Ms. Andrews, seconded by Mr. Little to approve Warrant #16, without objection, so ordered.

**H. Public Hearing**

York Street Road Improvements

- Reconstruction from Hilltop Drive to Village Elementary School with improvements to Organug Road intersection.

Moved by Ms. Andrews, seconded by Mr. Little to open the Public Hearing, motion passes.

Public Works Director, Dean Lessard, and JoAnn Fryer, CLD Engineering, presented two options for upgrading the existing and deficient drainage system, new ADA compliant sidewalks, street resurfacing and the reconstruction of the Organug and York Street intersection. Included in this project will be 5-foot wide shoulders with bike lanes and additional upgraded drainage that will be able to handle 50 to 100-year storms. Initially, four options were reviewed to address intersection traffic and safety including preventing traffic turning left from Organug Road with only a right-in and right-out to and from Organug, a 3-way stop sign or a pass through lane at the intersection, and lastly, a light signal. The first two options were not feasible as unreasonable amounts of traffic would be redirected onto neighboring streets, and there would be significant back up as York Street traffic is ten times more than that of Organug Road. Of the two remaining options, Mr. Lessard recommends a computer controlled traffic light for most efficient intersection control, and for the best level of service and safety measures as measured with data provided by CLD. The engineer and Public Works Department previously held special meetings with project abutters, neighborhood residents and the general public for input and feedback. York voters approved \$2 million in May 2010 for the York Street Reconstruction Project.

The Public Works Director and CLD analyzed traffic data which revealed the need for a traffic signal. A traffic light creates clearing phases to best control and move traffic along. Although a signal would cause a slight reduction in level of service for York Street, service for Organug Road service would increase, and there would be an overall elevation in safety for the entire intersection. An unsignalized intersection would have turning lanes with elimination of the center island. The level of service would remain the same. The project would occur in two phases with the drainage to be completed by late fall/early winter, and the sidewalks to be

completed by next spring so as to have the least impact on the 2012 summer traffic season.

Public Comment: Jack MacDonald  
Fred Oberg  
Jack Johnson  
Mary Merrill  
Tracy Fowler  
Marilyn Zotos, Vice Chair of the School Committee  
Lew Stowe  
Tom Albright  
Ferris Boardman  
Suzanne Conley  
Fred Siegfried  
Ruth Lund  
Robert Cathey  
Ralph Duchesne  
Judith Mattheson

Officials from Public Safety, School Committee and Public Works agree a light signal is essential in the reconstruction of the intersection for purposes of pedestrian and vehicular safety.

Moved by Ms. Andrews, seconded by Mr. Little to close the public hearing at 8:10pm. Vote 5-0, motion passes.

**I. Endorsements**

**J. Old Business**

**K. New Business**

1. York Street/Organug Road Improvements: Final Design Discussion.

Public Works Director, Dean Lessard, stated traffic safety is a growing concern that must be controlled as more people desire to live and recreate in York. As studies show, the best way to control and slow traffic is with a traffic controller/light which processes data faster than any human. Idling of cars and related noise will occur regardless of a light as vehicles will continue to slow and/or stop when traveling to and from Organug and York streets. Mr. Lessard would like to move forward with finalizing the project design.

Mr. Lessard stated that the existing and poorly functioning pipe and culvert infrastructure will be replaced. Additional curbing will redirect water runoff, and new culverts will handle runoff onto Organug Road. Additional culverts are included although not depicted on plans. The Town would have to acquire easements if an additional sidewalk on the south side of York Street were to be constructed.

Selectman Little inquired about the feasibility of incorporating new sidewalks on the south side of York Street, and inquired about impacts to immediate neighbors with cars stopping and starting at the intersection.

Selectman Gregg stated she was not in favor of either scenario noting the May 2010 ballot question did not specifically refer to installation of a traffic light, and requested further information including a traffic study prior to making a decision.

Selectman Fiorentino inquired if a 3-way stop was considered, and whether the Town may possibly want to conduct a test trial with this scenario. Mr. Fiorentino is concerned that a traffic light will increase traffic speed.

Selectman Andrews stated she owns four parcels to be affected by this project, and questioned inclusion of a traffic light as it may worsen conditions for abutters.

School Superintendent Scipione confirmed current and intended future funding of a traffic officer at peak hours regardless of installation of a traffic light. The Planning Board required a traffic officer as a condition for approval to build the York Middle School. The School Committee has no authority on this issue.

Chairman Jackson-McCarty confirmed Article 43 of the May 2010 ballot included intersection reconstruction which could include a possible traffic light. Agreed with public safety and other town officials that safety is the greatest concern, and inquired about the possibility of moving forward with Phase I of the project while postponing a decision on the traffic light until Phase II. Requested the Selectmen receive plans outlining both scenarios, traffic study reports, data from the public meetings, and an outline of costs and potential issues associated with including a sidewalk on the south side of York Street.

The Selectmen will defer a decision until a to-be-determined November meeting. Chairman Jackson-McCarty will coordinate with the Town Manager for a possible work session.

**2. Sewall's Bridge Utilities.**

Director of Public Works, Dean Lessard, discussed the rerouting of utilities under the new Sewall's bridge deck and approaches. Past public hearings have been well attended by York Harbor residents for project review and input. CMP has agreed to remove their lines from the bridge entirely while Fairpoint and Time Warner will relocate facilities within conduit that will be designed and installed by the Town. The Selectmen recognized Mr. Lessard for successfully negotiating facilities and infrastructure ownership by both Fairpoint and Time Warner. DOT will provide an estimate by February 23, 2012 for conduit installation and materials which the DOT agreed to bill at project's end. If the proposed capital project is unsuccessful in receiving voter approval next May 2012, design costs could be paid for by the Department of Public Works operating budget.

Moved by Ms. Andrews, seconded by Mr. Little to approve VHB to do design work, coordinate with utilities and Maine DOT, estimate quantities and cost estimates to install conduits under the new Sewall's bridge and approaches, and I further move to approve moving forward with a proposed capital project for the May, 2012 budget referendum to fund the design and construction of the utility relocation to the amount of \$84,600. Vote 5-0, motion passes.

**3. Release of Performance Guarantee for York Hospital Expansion Project.**

Moved by Ms. Andrews, seconded by Mr. Little to authorize the release of the remaining \$18,700 of performance guarantee held for York Hospital because sufficient work has been completed, inspected, and fund satisfactory to warrant this reduction. Vote 4-0-1 with Ms. Gregg in abstention as an abutter, motion passes.

**4. Board and Committee Liaison Appointments.**

Moved by Ms. Andrews, seconded by Mr. Little to approve Chair recommendations for the following liaison appointments: Edward Little to the Energy Efficiency Steering Committee, Mary Andrews

to the Hartley-Mason Estate, Scott Fiorentino to the Capital Planning Committee and Tracy Jackson-McCarty to the York Library. Vote 5-0, motion passes.

**5. Appointment of Stephen Kosacz to Energy Efficiency Steering Committee.**

Moved by Ms. Andrews, seconded by Mr. Little to approve the appointment of Stephen Kosacz as Alternate Member to the Energy Efficiency Steering Committee with a term to expire June 30, 2014. Vote 5-0, motion passes.

**6. Re-appointment of Katherine Henderson to Municipal Social Service Review Board.**

Moved by Ms. Andrews, seconded by Mr. Little to approve the re-appointment of Katherine Henderson as Regular Member to the Municipal Social Service Review Board. Vote 5-0, motion passes.

**L. Other Business**

None.

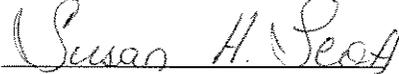
**M. Citizens Forum**

None.

**Adjourn**

Moved by Ms. Andrews, seconded by Mr. Little to adjourn at 9:38 pm.

Respectfully Submitted By:

  
Susan H. Scott; Recorder



# Town of York

186 York Street  
York, Maine 03909-1314

**TO:** Board of Selectmen  
**FROM:** Kathryn Newell  
Code Enforcement Officer

**DATE:** October 20, 2011

## RE: LICENSE INSPECTIONS AND RECOMMENDATIONS

Based on my review, I recommend the following position on the Licenses to be heard on October 24, 2011.

### ENDORSEMENTS

Patrick Cragin  
**DBA: Ridge Road Inn**  
Hotel/Motel

**MAP 32/LOT 149**

Patrick Cragin  
P. O. Box 250  
Dover, NH 03821

**FACILITY**

Hotel/Motel with Cooking Facilities/  
18 Rooms

**ZONE**

RES-7

**USE**

Conforming, Existing

**RECOMMENDATION**

Approval

Nancy & John Stern  
**DBA: Pie in the Sky**  
Victualers

**MAP 15/LOT 12**

Nancy & John Stern  
1 River Road  
Cape Neddick, ME 03902

**FACILITY**

Home Occupation/Bakery

**ZONE**

Rt. 1-5

**USE**

Conforming, Existing

**RECOMMENDATION**

Approval

Town Manager/  
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(207)363-1000

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

Donna Lewis  
**DBA: Clay Hill Farm**  
Victualers/Liquor/Special Amusement

**MAP 99/LOT 70**

Donna Lewis  
220 Clay Hill Road  
Cape Neddick, ME 03902

<b>FACILITY</b>	Restaurant/200 Seats
<b>ZONE</b>	RES-2
<b>USE</b>	Conforming, Existing
<b>RECOMMENDATION</b>	Approval

Blue Sky on York Beach, LLC  
**DBA: Blue Sky on York Beach**  
Victualers/Liquor/Special Amusement/  
Dance Hall

**MAP 24/LOT 44**

Blue Sky on York Beach, LLC  
P. O. Box 789  
York Beach, ME 03910

<b>FACILITY</b>	Restaurant/230 Seats
<b>ZONE</b>	YBVC
<b>USE</b>	Conforming, Existing
<b>RECOMMENDATION</b>	Approval with the following condition:

The business licenses relating to Blue Sky Restaurant are issued based on the understanding that the two code violations cited by Steve Burns in 2008 are successfully resolved on or before May 15, 2012. Further, the licenses hereby granted shall be suspended on May 16, 2012, without further action by the Board of Selectman, if both violations have not been fully resolved within this timeframe to the satisfaction of the Code Enforcement Officer.

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



Business Name RIDGE ROAD INN  
 Business Location 281 RIDGE ROAD  
 Telephone Number 363-2230

OWNER'S Name and Mailing Address PATRICK CRAGIN  
PO BOX 250  
DOVER, NH 03821

APPLICANT'S Name and Mailing Address PATRICK CRAGIN  
PO BOX 1200 YORK BEACH ME

Is applicant same operator as prior year?  Yes  No

INSPECTION DATA (Office Use Only)		
DEPARTMENT	DATE	INITIALS
Zoning/Land Use	10/14/11	
Building Structural	Attached	
Electrical		
Plumbing		
Fire	✓ 10/15/11	Email
Tax Collector	✓ 10/17/11	Email

**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>32-149</u> <u>RES-7</u> License Year: <u>2011/2012</u> No. Of Seats: _____ 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 _____ Hotel/Motel with Cooking Facilities: # of Rooms <u>18</u> Is Your Establishment Closed for More Than 120 Consecutive Days? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	<b>REQUESTING THE FOLLOWING LICENSES:</b> \$25.00 Victualers _____ \$25.00 Liquor _____ \$25.00 Special Amusement _____ \$25.00 Bottle Club _____ \$25.00 Theater _____ \$25.00 Dance Hall _____ Coin-OP Amusement (\$75 each or \$250 for 3 or more) _____ Nature of Entertainment (If Applicable): _____ _____ Bed and Breakfast (\$10 Per Room): Total _____ <input checked="" type="checkbox"/> Hotel/Motel with Cooking Facilities (\$25 Per Every 10 Rooms): Total <u>18</u>
--	---

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

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

10/7/11  
Date

Patrick Cragin  
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 Patrick Cragin

Business Manager Signature (If Applicable) \_\_\_\_\_

\_\_\_\_\_  
Date

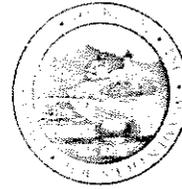
\_\_\_\_\_  
Town Manager for the Board of Selectmen

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

AMT. RECD. \$ 75.00 RECEIPT NO. 11085 RECEIPT DATE 10/12/11 MI PM MM MS 9/14/11

CC: CEO ✓  
Fire ✓  
Clerk ✓

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



Business Name RIDGE ROAD INN  
 Business Location 281 RIDGE ROAD  
 Telephone Number 363-2230

OWNER'S Name and Mailing Address PATRICK CRAIGIN  
PO BOX 250  
DOVER, NH 03824

APPLICANT'S Name and Mailing Address PATRICK CRAIGIN  
PO BOX 1200 YORK BEACH ME

Is applicant same operator as prior year?  Yes  No

INSPECTION DATA (Office Use Only)		
DEPARTMENT	DATE	INITIALS
Zoning/Land Use		
Building Structural	11/10/11	KJH/mwm
Electrical		
Plumbing		
Fire		
Tax Collector		

**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>32-149</u> <u>RES-7</u> License Year: <u>2011/2012</u> No. Of Seats: _____ 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 _____ Hotel/Motel with Cooking Facilities: # of Rooms <u>18</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 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): _____ _____ Bed and Breakfast (\$10 Per Room): Total _____ <u>18</u> Hotel/Motel with Cooking Facilities (\$25 Per Every 10 Rooms): Total <u>18</u>
--	---

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

I certify the above statements are true and understand false statements may be cause to revoke a license.  
10/7/11 Date Patrick Craigin Applicant's Signature

**Please Read and Initial the Following Statements:**

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Business Owner Signature Patrick Craigin Business Manager Signature (If Applicable) \_\_\_\_\_

\_\_\_\_\_  
 Date Town Manager for the Board of Selectmen

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

## Susan Scott

---

**From:** David K. Bridges  
**Sent:** Saturday, October 15, 2011 8:44 AM  
**To:** Susan Scott  
**Subject:** RE: Business License Renewals - Ride Road Inn and Pie in the Sky Bakery

Both of these have been inspected and no problems. You can grant their licenses.  
Dave

-----Original Message-----

**From:** Susan Scott  
**Sent:** Friday, October 14, 2011 11:57 AM  
**To:** David Apgar; Christopher Balentine; David K. Bridges; Mary-Anne Szeniewski  
**Subject:** Business License Renewals - Ride Road Inn and Pie in the Sky Bakery

Hello,

The above 2 renewal applications will need inspections and approval from your respective departments.

Is emailed versions of the application appropriate, or would you also like hard copies in your mailboxes?

Thank you, Susie.

Susan Scott  
Administrative Assistant to the Town Manager Town of York, Maine  
186 York Street, York, Maine 03909-1314  
i: [www.yorkmaine.org](http://www.yorkmaine.org)  
e: [sscott@yorkmaine.org](mailto:sscott@yorkmaine.org)  
p: (207) 363-1000, Ext. 222  
f: (207) 363-1019

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## Susan Scott

---

**From:** Mary-Anne Szeniaowski  
**Sent:** Monday, October 17, 2011 11:31 AM  
**To:** Susan Scott  
**Subject:** RE: Business License Renewals - Ride Road Inn and Pie in the Sky Bakery

Both of these accounts are current :)

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

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Is emailed versions of the application appropriate, or would you also like hard copies in your mailboxes?

Thank you, Susie.

Susan Scott  
Administrative Assistant to the Town Manager Town of York, Maine  
186 York Street, York, Maine 03909-1314  
i: [www.yorkmaine.org](http://www.yorkmaine.org)  
e: [sscott@yorkmaine.org](mailto:sscott@yorkmaine.org)  
p: (207) 363-1000, Ext. 222  
f: (207) 363-1019

P Please consider the environment before printing this email.

\

## *License Certificate*

No. 010-101

*Municipality of York, Maine  
Office of the Municipal Clerk  
Date: September 27, 2010*

*To all whom these presents may concern:*

*Know Ye, that Ridge Road Inn Residing at 281 Ridge Road, York, Me 03909  
Receipt of which is hereby acknowledged, having complied with all the requirements  
of Law, Ridge Road Inn has been duly licensed for a Hotel/Motel with Cooking Facilities License  
in the Municipality of York, Maine.*

*This License is subject to the strict observance of all Laws and Regulations in such case  
made and provided, and is to continue the 30th day of September 2011 unless sooner revoked.*

*Mary-Anne Szeniewski  
Municipal Clerk*

*Seating Capacity: N/A*

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



Business Name PIE IN THE SKY BAKERY, INC.  
 Business Location 1 RIVER RD  
CAPE NEDDICK, ME 03902  
 Telephone Number 207-363-2656

INSPECTION DATA (Office Use Only)		
DEPARTMENT	DATE	INITIALS
Zoning/Land Use	10/17/11	
Building Structural	See Attached	
Electrical		
Plumbing		
Fire	✓ 10/15/11	Email
Tax Collector	✓ 10/17/11	Email

**OWNER'S Name and Mailing Address** NANCY & JOHN STERN  
1 RIVER RD  
CAPE NEDDICK, ME 03902

**APPLICANT'S Name and Mailing Address** SAME

Is applicant same operator as prior year?  Yes  No

**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>15/12 Rt. 1-5</u> License Year: <u>2012</u> No. Of Seats: <u>0</u> No. Of Parking Spaces: <u>5</u> 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"/>	<b>REQUESTING THE FOLLOWING LICENSES:</b> <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): _____ 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.

10/10/11  
Date

[Signature]  
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 [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. \$ 75.00 RECEIPT NO. CK: 5593 RECEIPT DATE 10/14/11 MI PM MM MS

9/14/11  
CC: CEO ✓  
FIR ✓  
CLERK ✓



## Susan Scott

---

**From:** David K. Bridges  
**Sent:** Saturday, October 15, 2011 8:44 AM  
**To:** Susan Scott  
**Subject:** RE: Business License Renewals - Ride Road Inn and Pie in the Sky Bakery

Both of these have been inspected and no problems. You can grant their licenses.  
Dave

-----Original Message-----

**From:** Susan Scott  
**Sent:** Friday, October 14, 2011 11:57 AM  
**To:** David Apgar; Christopher Balentine; David K. Bridges; Mary-Anne Szeniewski  
**Subject:** Business License Renewals - Ride Road Inn and Pie in the Sky Bakery

Hello,

The above 2 renewal applications will need inspections and approval from your respective departments.

Is emailed versions of the application appropriate, or would you also like hard copies in your mailboxes?

Thank you, Susie.

Susan Scott  
Administrative Assistant to the Town Manager Town of York, Maine  
186 York Street, York, Maine 03909-1314  
i: [www.yorkmaine.org](http://www.yorkmaine.org)  
e: [sscott@yorkmaine.org](mailto:sscott@yorkmaine.org)  
p: (207) 363-1000, Ext. 222  
f: (207) 363-1019

P Please consider the environment before printing this email.  
\

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

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## Susan Scott

---

**From:** Mary-Anne Szeniaowski  
**Sent:** Monday, October 17, 2011 11:31 AM  
**To:** Susan Scott  
**Subject:** RE: Business License Renewals - Ride Road Inn and Pie in the Sky Bakery

Both of these accounts are current :)

Mary-Anne Szeniaowski  
Town Clerk/Tax Collector  
Town of York, Maine  
186 York Street, York, ME 03909-1314  
i: [www.yorkmaine.org](http://www.yorkmaine.org)  
e: [mszeniaowski@yorkmaine.org](mailto:mszeniaowski@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](mailto:town@yorkmaine.org). This footnote also confirms that this email message has been checked for the presence of computer viruses.

-----Original Message-----

From: Susan Scott  
Sent: Friday, October 14, 2011 11:57 AM  
To: David Apgar; Christopher Balentine; David K. Bridges; Mary-Anne Szeniaowski  
Subject: Business License Renewals - Ride Road Inn and Pie in the Sky Bakery

Hello,

The above 2 renewal applications will need inspections and approval from your respective departments.

Is emailed versions of the application appropriate, or would you also like hard copies in your mailboxes?

Thank you, Susie.

Susan Scott  
Administrative Assistant to the Town Manager Town of York, Maine  
186 York Street, York, Maine 03909-1314  
i: [www.yorkmaine.org](http://www.yorkmaine.org)  
e: [sscott@yorkmaine.org](mailto:sscott@yorkmaine.org)  
p: (207) 363-1000, Ext. 222  
f: (207) 363-1019

P Please consider the environment before printing this email.

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## *License Certificate*

No. 010-102

*Municipality of York, Maine  
Office of the Municipal Clerk  
Date: September 27, 2010*

*To all whom these presents may concern:*

*Know Ye, that Pie in the Sky Bakery Residing at 1 River Road, Cape Neddick, Me 03902  
Receipt of which is hereby acknowledged, having complied with all the requirements  
of Law, Pie in the Sky Bakery has been duly licensed for a Victualers License in the Municipality  
of York, Maine.*

*This License is subject to the strict observance of all Laws and Regulations in such case  
made and provided, and is to continue the 30th day of October 2011 unless sooner revoked.*

*Mary-Anne Szeniaowski  
Municipal Clerk*

*Seating Capacity: N/A*



# State of Maine

Department of Agriculture, Food and Rural Resources  
Division of Quality Assurance & Regulations  
28 State House Station, Augusta, ME 04333-0028  
(207) 287-3841

SERIAL NUMBER

66393

1-7723

July 22, 2011

August 31, 2012

LICENSE NUMBER

DATE OF ISSUE

DATE OF EXPIRATION

*This certifies that*

**Pie In The Sky Bakery Inc**  
**John & Nancy Stern**  
**1 River RD**

**Cape Neddick, ME 03902-7203**

**HOME PROCESSOR**

**Location: 1 River RD, Cape Neddick**

This certificate is valid only between the date issued and expiration date appearing herein. Only the named holder at the location for which issued may use it.

The person named herein is authorized to sell or manufacture food products, fuel and/or sell or repair weighing and measuring devices as permitted by law for the listed authorizations.

This certificate and/or each type of authorization represented is subject to suspension, revocation or cancellation as authorized by Maine Revised Statutes.

LICENSE TYPE

DESCRIPTION OF LICENSE AUTHORIZATIONS

FEE

License Type	Authorizations	Fee
Home Food Processor	Breads, Rolls Cakes, Pies Soft Drinks Water Other Type Cookies, Muffins	20.00
<b>TOTAL:</b>		<b>20.00</b>



Department of Agriculture

Commissioner

EVERY LICENSE SHALL BE DISPLAYED ON THE LICENSED PREMISES IN A LOCATION EASILY SEEN BY THE GENERAL PUBLIC.

Division of Quality Assurance

Director

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



Business Name TCF Corp d/b/a Clay Hill Farm  
 Business Location 220 ~~Old~~ Clay Hill Rd  
Cape Neddick 03902  
 Telephone Number 361-2272

OWNER'S Name and Mailing Address TCF Corp  
PO Box 2202  
Ogunquit ME 03907

APPLICANT'S Name and Mailing Address Donna Lewis  
PO Box 1730  
Ogunquit 03907

Is applicant same operator as prior year?  Yes  No

INSPECTION DATA (Office Use Only)		
DEPARTMENT	DATE	INITIALS
Zoning/Land Use	} See attached	
Building Structural		
Electrical		
Plumbing		
Fire	✓ 10/5/11 See attached	
Tax Collector	✓ 9/12/11 See attached	

**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>99-70 RES-2</u> License Year: <u>2012</u> No. Of Seats: <u>200</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 _____ 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 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>Piano - Instrumental</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 9/12/11 Applicant's Signature Donna L Lewis

**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 Donna L Lewis 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. Received \$125.00 RECEIPT NO. 109191 DATE: 9/12/11  
 CC's ✓ Town Clerk  
 ✓ CEO  
 ✓ Fire (Branch)

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



Business Name TCF Corp d/b/a Clay Hill Farm  
 Business Location 220 Paddy Clay Hill Rd  
Cape Neddick 03902  
 Telephone Number 361-2272

INSPECTION DATA (Office Use Only)		
DEPARTMENT	DATE	INITIALS
Zoning/Land Use	17 Oct 11	KACW
Building Structural	13 SEPT 11	KACW
Electrical	30 SEPT 11	STATE
Plumbing	12 SEPT 11	KACW
Fire		
Tax Collector		

OWNER'S Name and Mailing Address TCF Corp  
PO Box 2202  
Ogunquit ME 03907

APPLICANT'S Name and Mailing Address Donna Lewis  
PO Box 1730  
Ogunquit 03907

Is applicant same operator as prior year?  Yes  No

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: 99-70 RES-2  
 License Year: 2012  
 No. Of Seats: 260  
 No. Of Parking Spaces: \_\_\_\_\_  
 New License (One Time \$30 Fee): YES  NO   
 License Renewal: YES  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  NO

REQUESTING THE FOLLOWING LICENSES:  
 \$25.00 Victualers  
 \$25.00 Liquor  
 \$25.00 Special Amusement  
 \$25.00 Bottle Club  
 \$25.00 Theater  
 \$25.00 Dance Hall  
 Coin-OP Amusement (\$75 each or \$250 for 3 or more)  
 Nature of Entertainment (If Applicable):  
Piano - Instrumental  
 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 9/12/11

Applicant's Signature Donna L Lewis

**Please Read and Initial the Following Statements:**

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Business Owner Signature Donna L Lewis

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. Received \$125.00 RECEIPT NO. 109191 DATE: 9/12/11

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



Business Name TCF Corp d/b/a Clay Hill Farm  
 Business Location 220 Old Clay Hill Rd  
Cape Neddick 03902  
 Telephone Number 361-2272

INSPECTION DATA (Office Use Only)		
DEPARTMENT	DATE	INITIALS
Zoning/Land Use		
Building Structural		
Electrical		
Plumbing		
Fire		
Tax Collector	<u>9/12/11</u>	<u>MS</u>

OWNER'S Name and Mailing Address TCF Corp  
PO Box 2202  
Ogumquit ME 03907

APPLICANT'S Name and Mailing Address Donna Lewis  
PO Box 1730  
Ogumquit 03907

Is applicant same operator as prior year?  Yes  No

**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: 99-70 RES-2  
 License Year: 2012  
 No. Of Seats: 260  
 No. Of Parking Spaces: \_\_\_\_\_  
 New License (One Time \$30 Fee): YES  NO   
 License Renewal: YES  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  NO

**REQUESTING THE FOLLOWING LICENSES:**  
 \$25.00 Victualers  
 \$25.00 Liquor  
 \$25.00 Special Amusement  
 \$25.00 Bottle Club  
 \$25.00 Theater  
 \$25.00 Dance Hall  
 Coin-OP Amusement (\$75 each or \$250 for 3 or more)  
 Nature of Entertainment (If Applicable): Piano - Instrumental  
 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.

9/12/11  
 Date

Donna L Lewis  
 Applicant's Signature

**Please Read and Initial the Following Statements:**

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- 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 Donna L Lewis

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. Received \$125.00 RECEIPT NO. 109191 DATE: 9/12/11

## Susan Scott

---

**From:** David K. Bridges  
**Sent:** Wednesday, October 05, 2011 6:40 PM  
**To:** Susan Scott  
**Subject:** RE: Business License - Clay Hill Farm

No, I have inspected and have no issues with it. You can give them the license as far as I'm concerned. Thanks Dave

-----Original Message-----

From: Susan Scott  
Sent: Wednesday, October 05, 2011 2:42 PM  
To: David K. Bridges  
Subject: FW: Business License - Clay Hill Farm

Hello Chief Bridges,

I know that the CEO approval is pending because of electrical issues. Does this also mean your approval is pending until the State signs of on the electrical component, or have you already done your inspection and approved this application (Victualers, Liquor, Special Amusement.)

Thanks, Susie.

Susan Scott  
Administrative Assistant to the Town Manager Town of York, Maine  
186 York Street, York, Maine 03909-1314  
i: [www.yorkmaine.org](http://www.yorkmaine.org)  
e: [sscott@yorkmaine.org](mailto:sscott@yorkmaine.org)  
p: (207) 363-1000, Ext. 222  
f: (207) 363-1019

P Please consider the environment before printing this email.

-----Original Message-----

From: David Apgar  
Sent: Monday, September 12, 2011 11:35 AM  
To: Susan Scott; Christopher Balentine; David K. Bridges  
Subject: RE: Business License - Clay Hill Farm

Hi Susie,

This would be covered by the Beach District.

Thanks for checking - Dave

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

---

From: Susan Scott  
Sent: Monday, September 12, 2011 11:23 AM

**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.

<b>BUREAU USE ONLY</b>	
License No. Assigned:	
Class:	
Deposit Date:	
Amt. Deposited:	

**PRESENT LICENSE EXPIRES** 10/31/11

**INDICATE TYPE OF PRIVILEGE:**  MALT  SPIRITUOUS  VINOUS

**INDICATE TYPE OF LICENSE:**

- |  |   |
|--|---|
| <input checked="" 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 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**

<b>1. APPLICANT(S)</b> –(Sole Proprietor, Corporation, Limited Liability Co., etc.) <u>TCF Corp</u>			<b>2. Business Name (D/B/A)</b> <u>Clay Hill Farm</u>		
DOB:			DOB:		
DOB:			DOB:		
<b>Address</b>			<b>Location (Street Address)</b> <u>220 Clay Hill Road</u>		
City/Town			City/Town	State	Zip Code
			<u>York</u>	<u>ME</u>	<u>03902</u>
<b>Mailing Address</b>			<b>Mailing Address</b>		
City/Town			City/Town	State	Zip Code
			<u>Oranquit</u>	<u>ME</u>	<u>03907</u>
<b>Telephone Number</b>			<b>Business Telephone Number</b>		<b>Fax Number</b>
			<u>361-2272</u>		<u>361-1515</u>
<b>Federal I.D. #</b> <u>01-0421717</u>			<b>Seller Certificate #</b> <u>219691</u>		

3. If premises are a hotel, indicate number of rooms available for transient guests: 1/1
4. State amount of gross income from period of last license: ROOMS \$ \_\_\_\_\_ FOOD \$ 950K LIQUOR \$ 300K
5. Is applicant a corporation, limited liability company or limited partnership? YES  NO

complete Supplementary Questionnaire, If YES

6. Do you permit dancing or entertainment on the licensed premises? YES  NO
7. If manager is to be employed, give name: Heather Higgins 5/22/74 place of birth - CT
8. If business is NEW or under new ownership, indicate starting date: \_\_\_\_\_
- Requested inspection date: \_\_\_\_\_ Business hours: \_\_\_\_\_
9. Business records are located at: 220 Clay Hill Road
10. Is/are applicants(s) citizens of the United States? YES  NO

STATE OF MAINE

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

On: \_\_\_\_\_  
Date

The undersigned being:      ف Municipal Officers      ف County Commissioners      of the  
ف City   ف Town   ف Plantation   ف 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.

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
Lewis, Donna	11/28/43	MA
Lewis, Gordon	6/1/42	MA
Lewis-McShera, Jennifer	5/21/67	MA
Residence address on all of the above for previous 5 years (Limit answer to city & state)		
Higgins, Kelly	6/16/62	ME
Wolfs, Laurie - BAR Mgr	7/21/72	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) Entire Restaurant.

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? 3 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: \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_

Town/City, State

Date

Please sign in blue ink

Donna J Lewis  
Signature of Applicant or Corporate Officer(s)

Jennifer Lewis  
Signature of Applicant or Corporate Officer(s)

Donna Lewis

Jennifer Lewis

**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.

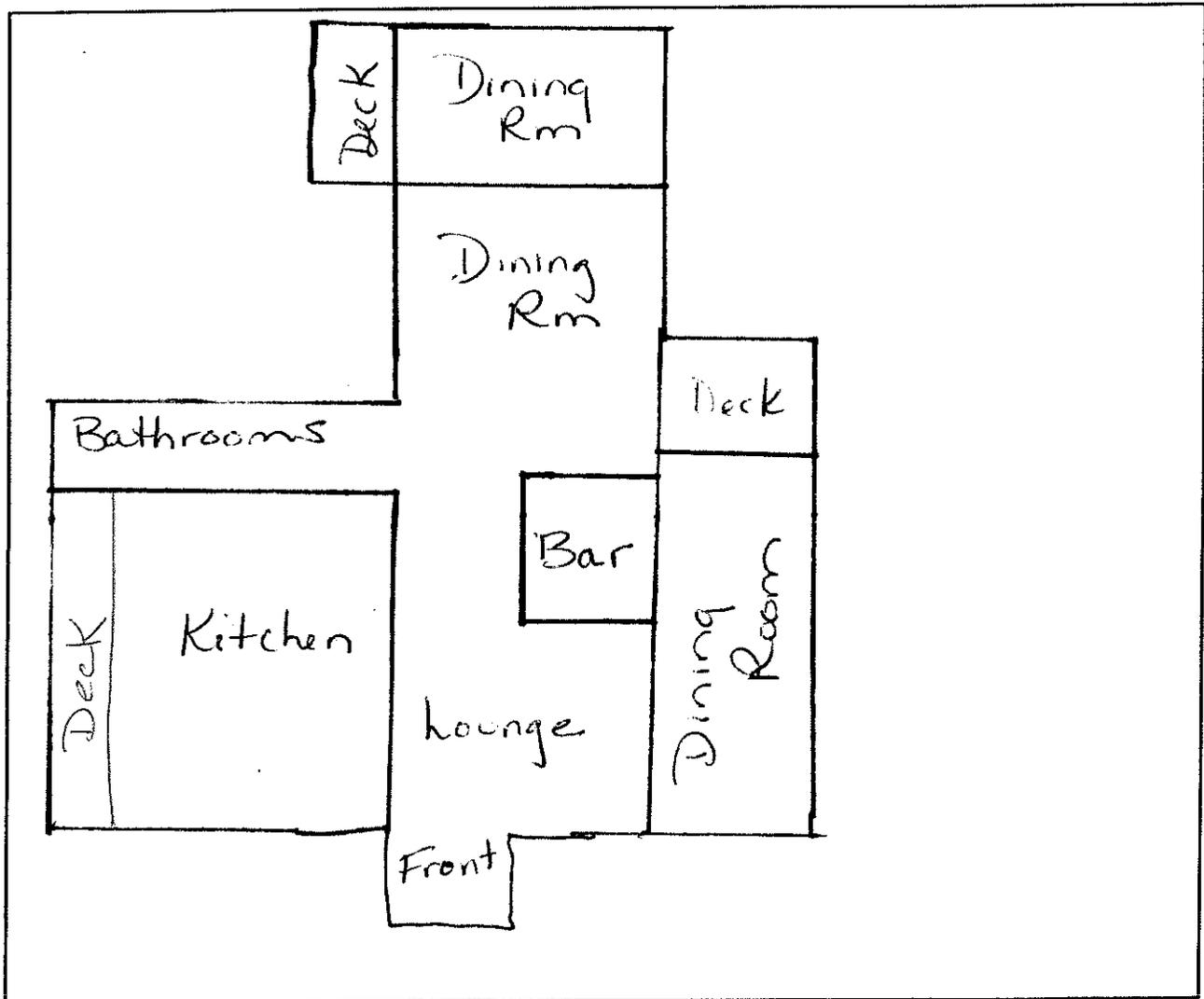




**SUPPLEMENTAL APPLICATION FORM  
ON/OFF-PREMISE DIAGRAM**

In an effort to clearly define your license premise and the areas that consumption and storage 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. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, decks and all areas that you are requesting approval from the Department for liquor consumption.



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



Business Name Blue Sky on York Beach, LLC  
 Business Location 2 Beach St  
York Beach, ME 03910  
 Telephone Number 207-363-0050

OWNER'S Name and Mailing Address Mary Rivers  
PO BOX 789  
York Beach, ME 03910  
C: 450-0052

APPLICANT'S Name and Mailing Address Blue Sky on York Beach LLC  
PO BOX 789  
York Beach, ME 03910

Is applicant same operator as prior year?  Yes  No

INSPECTION DATA (Office Use Only)		
DEPARTMENT	DATE	INITIALS
Zoning/Land Use	20 Oct 11	MR
Building Structural		
Electrical		
Plumbing		
Fire		
Tax Collector		

**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>24/44</u> <u>YBVC</u> License Year: <u>2011</u> No. Of Seats: <u>230</u> No. Of Parking Spaces: <u>31</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 type="checkbox"/> NO <input checked="" type="checkbox"/>	<b>REQUESTING THE FOLLOWING LICENSES:</b> <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 checked="" type="checkbox"/> \$25.00 Theater <input checked="" 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): _____ _____ 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 \_\_\_\_\_ Applicant's Signature Mary Rivers

**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 Mary Rivers 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. \$ 150.00 RECEIPT NO. CK 1960 RECEIPT DATE 10/18/11 MI PM MM MS 10/18/11  
 cc'd: CEO ✓  
 Fire ✓  
 Clerk ✓

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



Business Name Blue Sky on York Beach, LLC  
 Business Location 2 Beach St  
York Beach, ME 03910  
 Telephone Number 207-363-0050

OWNER'S Name and Mailing Address May Rivers  
PO BOX 789  
York Beach, ME 03910  
C: 450-0052

APPLICANT'S Name and Mailing Address Blue Sky on York Beach LLC  
PO BOX 789  
York Beach, ME 03910

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		

**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>22/44</u> License Year: <u>2011</u> No. Of Seats: <u>230</u> No. Of Parking Spaces: <u>31</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 type="checkbox"/> NO <input checked="" type="checkbox"/>	<b>REQUESTING THE FOLLOWING LICENSES:</b> <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 checked="" type="checkbox"/> \$25.00 Theater <input checked="" 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): _____  _____ 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 \_\_\_\_\_ Applicant's Signature May Rivers

**Please Read and Initial the Following Statements:**

- I understand that licenses are 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 reapproval.
- 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 reapproval 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 May Rivers Business Manager Signature (If Applicable) \_\_\_\_\_

Date \_\_\_\_\_ Town Manager for the Board of Selectmen \_\_\_\_\_

Issued pursuant to the provisions of Title 30A M.R.S.A Chapter 3811 through 3814

AMT. RECD. \$1150.00 RECIPT NO. OK 4960 RECEIPT DATE 10/18/11 MI PM MM MS 10/18/11  
 ccd: 060  
 FW  
 Clerk



# State of Maine



## DEPARTMENT OF PUBLIC SAFETY Bureau of Liquor Licensing

License Number	Date Issued	Date of Expiration
9289	11/07/2010	11/06/2011

THIS CERTIFICATE IS VALID ONLY BETWEEN THE DATES ISSUED AND EXPIRATION DATE APPEARING HEREIN. IT MAY BE USED ONLY FOR THE PREMISES AT THE LOCATION FOR WHICH ISSUED.

THE PERSON NAMED HEREIN IS AUTHORIZED TO SELL AND DISPENSE ALCOHOLIC BEVERAGES WITH ALCOHOLIC CONTENT PERMITTED BY LAW FOR THE PERMITS DESIGNATED BELOW.

THIS CERTIFICATE AND/OR EACH TYPE OF PERMIT REPRESENTED IS SUBJECT TO SUSPENSION, REVOCATION OR CANCELLATION AS AUTHORIZED BY ARTICLE 28-A OF THE REVISED STATUTES.

**Owner(s):** BLUE SKY ON YORK BEACH, LLC  
**Business:** BLUE SKY ON YORK BEACH  
 2 BEACH STREET  
 YORK BEACH, ME

CODE	PERMIT TYPE/DESCRIPTION	FEE
1105	CLASS XI - SPIRITUOUS, VINICUS AND MALT LIQUOR - RESTAURANT/LOUNGE	\$1,500.00
2630	FILING FEE	10.00

**Total Fees:** \$ 1,510.00

Every license shall be displayed on the licensed premises in a conspicuous location in that part of the premises where liquor is served or sold, where it can easily be seen.

Bureau of  
Liquor Licensing

Commissioner

License fee is non refundable

BLUE SKY ON YORK BEACH, LLC  
 PO BOX 789  
 YORK BEACH, ME 03910

*Mary dropped off on 5.31.11*

**TOWN OF YORK**  
 Assessing Department  
 186 York Street, York ME 03909-1314  
 Telephone (207) 363-1000 Fax (207) 363-1009  
 E-mail: jsbramm@yorkmaine.org

**FAILURE TO RETURN THIS FORM VOIDS YOUR RIGHT OF APPEAL**

**BUSINESS PERSONAL PROPERTY DECLARATION - 2011** *5.31.11*  
*April 1, 2011 Assessment Date - Declaration must be filed no later than April 30, 2011*

NAME OF BUSINESS: <i>Blue Sky on York Beach LLC</i>	OWNER'S NAME: <i>Mary Rivers</i>
MAILING ADDRESS: <i>PO Box 789 York Beach ME 03919</i>	BUSINESS LOCATION: <i>2 Beach St. York Beach, ME 03910</i>
TELEPHONE: <i>207-363-0050</i>	E-MAIL: <i>cjordan.rivers@bythesea.com</i>

DIRECTIONS: List all Business Personal Property owned on April 1st in the appropriate sections below (if not already on the attached list). (List any property located in York, York Beach, York Harbor & Cape Neddick.)

**PLEASE RETURN BOTH THE ATTACHED LISTING AND THE DECLARATION FORM BY APRIL 30, 2011**

Check here and sign below if no changes to attached list.  
 Cross out any property on attached list that you no longer own and add any new property below.

SECTION 1 OFFICE FURNITURE AND FIXTURES, LEASEHOLD IMPROVEMENTS AND SIGNS	DESCRIPTION OF ITEM	QTY	NEW ( ) USED ( )	COST EACH	ESTIMATED VALUE (IF USED)	YEAR ACQUIRED
	<i>See attached</i>					

SECTION 2 MACHINERY AND EQUIPMENT	DESCRIPTION OF ITEM	QTY	NEW ( ) USED ( )	COST EACH	ESTIMATED VALUE (IF USED)	YEAR ACQUIRED

SECTION 3 COMPUTER EQUIPMENT	DESCRIPTION OF ITEM	QTY	NEW ( ) USED ( )	COST EACH	ESTIMATED VALUE (IF USED)	YEAR ACQUIRED

SECTION 4 LEASED, LOANED, OR RENTED PERSONAL PROPERTY	NAME & MAILING ADDRESS OF LESSOR/OWNER	DESCRIPTION OF ITEM	YEAR	COST FAIR MARKET VALUE

I hereby certify that this declaration return, together with any accompanying exhibits or statements, to the best of my knowledge, information and belief set forth a full, true and perfect list of all taxable personal property owned by me, or in my possession, in the Town of York on April 1, 2011; that such property has been reasonably described and its cost fairly represented; and that no attempt has been made to mislead the Assessor as to its age, quality, quantity or cost.

I also understand that this return is subject to audit by the Assessor or an agent acting in his behalf.

SIGNATURE *Mary Rivers* TITLE *owner*  
 PRINT NAME *Mary Rivers* DATE *5.26.11*

**TOWN OF YORK**  
**Assessing Department**  
 186 York Street, York, ME 03909-1314  
 Telephone (207) 363-1000 Fax (207) 363-1009  
 E-mail: jshramm@yorkmaine.org

**FAILURE TO RETURN  
 THIS FORM VOIDS YOUR  
 RIGHT OF APPEAL**

**BUSINESS PERSONAL PROPERTY DECLARATION - 2011** 5/31/11  
*April 1, 2011 Assessment Date - Declaration must be filed no later than April 30, 2011*

NAME OF BUSINESS: <u>Clara's Cupcakes</u>	OWNER'S NAME: <u>Mary Rivers</u>
MAILING ADDRESS: <u>P.O. Box 789 York Beach, ME 03910</u>	BUSINESS LOCATION: <u>2 Beach St York Beach, ME 03910</u>
TELEPHONE: <u>207.363.6300</u>	E-MAIL: <u>clordan@riversbythesea.com</u>

DIRECTIONS: List all Business Personal Property owned on April 1<sup>st</sup> in the appropriate sections below (if not already on the attached list).  
 (List any property located in York, York Beach, York Harbor & Cape Neddick.)

**PLEASE RETURN BOTH THE ATTACHED LISTING AND THE DECLARATION FORM BY APRIL 30, 2011**

Check here and sign below if no changes to attached list.  
 Cross out any property on attached list that you no longer own and add any new property below.

SECTION 1 OFFICE FURNITURE AND FIXTURES, LEASEHOLD IMPROVEMENTS AND SIGNS						
DESCRIPTION OF ITEM	QTY	NEW ( ) USED ( )	COST EACH	ESTIMATED VALUE (IF USED)	YEAR ACQUIRED	
<u>see attached</u>						

SECTION 2 MACHINERY AND EQUIPMENT						
DESCRIPTION OF ITEM	QTY	NEW ( ) USED ( )	COST EACH	ESTIMATED VALUE (IF USED)	YEAR ACQUIRED	

SECTION 3 COMPUTER EQUIPMENT						
DESCRIPTION OF ITEM	QTY	NEW ( ) USED ( )	COST EACH	ESTIMATED VALUE (IF USED)	YEAR ACQUIRED	

SECTION 4 LEASED, LOANED, OR RENTED PERSONAL PROPERTY			
NAME & MAILING ADDRESS OF LESSOR/OWNER:	DESCRIPTION OF ITEM	YEAR	COST EACH

I hereby certify that this declaration return, together with any accompanying exhibits or statements, to the best of my knowledge, information and belief sets forth a full, true and perfect list of all taxable personal property owned by me, or in my possession, in the Town of York on April 1, 2011; that such property has been reasonably described and its cost fairly represented; and that no attempt has been made to mislead the Assessor as to its age, quality, quantity or cost.

I also understand that this return is subject to audit by the Assessor or an agent acting in his behalf.

SIGNATURE Mary Rivers TITLE owner  
 PRINT NAME Mary Rivers DATE 5.26.11

Account #: 1224

Owner's Information  
RIVERS MARY  
PO BOX 789

YORK BEACH, ME 03910

Linked Acct: No

Business Name: CLARAS CUPCAKES  
Location: 2 BEACH STREET  
District:  
State Bus Code:  
MBLU

Card 1 of 1

Total Appraised: 103,900  
Total Assessed: 103,902  
Total Value New: 138,334  
Total Penalty:  
Total Exempt:  
Net Assessed: 103,902

Station: Active

Vision  
Personal Property  
Account Information  
YORK, ME  
05/16/2011

Applied Items

Line #	Type Code	Description	Qty	Dep.	Replace Cost	Value New	Year	% Cond	Value	Assessed	Lessee
1	03	FRYOLATER	1	1	400	400	2008	0.80	320	320	
2	03	ESPRESSO MACHINE	1	1	2,625	2,625	2008	0.80	2,100	2,100	
3	03	EQUIP	1	1	134,709	134,709	2007	0.75	101,032	101,032	
4	03	FURN	1	1	600	600	2007	0.75	450	450	

In today market this equip is available @ auction below 50% of value

Vision History

Type	Description	Appraised Value	Assessed Value	Date	ID	Info Source	Purpose/Result	Visit Notes	Year	Assessed Value
03	MACHINERY	103,902	103,902						2010	110,820

**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.

<b>BUREAU USE ONLY</b>	
License No. Assigned:	
Class:	
Deposit Date:	
Amt. Deposited:	

**PRESENT LICENSE EXPIRES** 11-6-11

**INDICATE TYPE OF PRIVILEGE:**  MALT  SPIRITUOUS  VINOUS

**INDICATE TYPE OF LICENSE:**

- |  |  |
|--|--|
| <input type="checkbox"/> RESTAURANT (Class I,II,III,IV)  | <input checked="" 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 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**

<b>1. APPLICANT(S)</b> –(Sole Proprietor, Corporation, Limited Liability Co., etc.) <u>Mary Rivers</u>			<b>2. Business Name (D/B/A)</b> <u>Blue Sky on York Beach</u>		
DOB: <u>9-12-49</u>			DOB: _____		
DOB: _____			<b>Location (Street Address)</b> <u>2 Beach St.</u>		
<b>Address</b> <u>P O BOX 789</u>			<b>City/Town</b> <u>York Beach</u>	<b>State</b> <u>ME</u>	<b>Zip Code</b> <u>03910</u>
			<b>Mailing Address</b> <u>P O BOX 789</u>		
<b>City/Town</b> <u>York Beach</u>	<b>State</b> <u>ME</u>	<b>Zip Code</b> <u>03910</u>	<b>City/Town</b> <u>York Beach</u>	<b>State</b> <u>ME</u>	<b>Zip Code</b> <u>03910</u>
<b>Telephone Number</b> <u>207-363-0404</u>		<b>Fax Number</b> <u>207-363-0741</u>		<b>Business Telephone Number</b> <u>207-363-0404</u>	
				<b>Fax Number</b> <u>207-363-0741</u>	
<b>Federal I.D. #</b> <u>26-0358143</u>			<b>Seller Certificate #</b> _____		

3. If premises are a hotel, indicate number of rooms available for transient guests: N/A
4. State amount of gross income from period of last license: ROOMS \$ \_\_\_\_\_ FOOD \$65,502 LIQUOR \$365,621
5. Is applicant a corporation, limited liability company or limited partnership? YES  NO

complete Supplementary Questionnaire ,If YES

6. Do you permit dancing or entertainment on the licensed premises? YES  NO

7. If manager is to be employed, give name: \_\_\_\_\_

8. If business is NEW or under new ownership, indicate starting date: N/A

Requested inspection date: \_\_\_\_\_ Business hours: \_\_\_\_\_

9. Business records are located at: 26 Brickyard Ct., Suite 6, York, ME 03909

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
May Rivers	9.12.49	Malden, MA

Residence address on all of the above for previous 5 years (Limit answer to city & state)  
York Beach, 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: \_\_\_\_\_  
8 Beach St LLC

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) restaurant

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? .5 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: \_\_\_\_\_

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 Be ME on Oct 10, 2011

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)  
May Rivers

Signature of Applicant or Corporate Officer(s)

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 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, 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.

**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.**

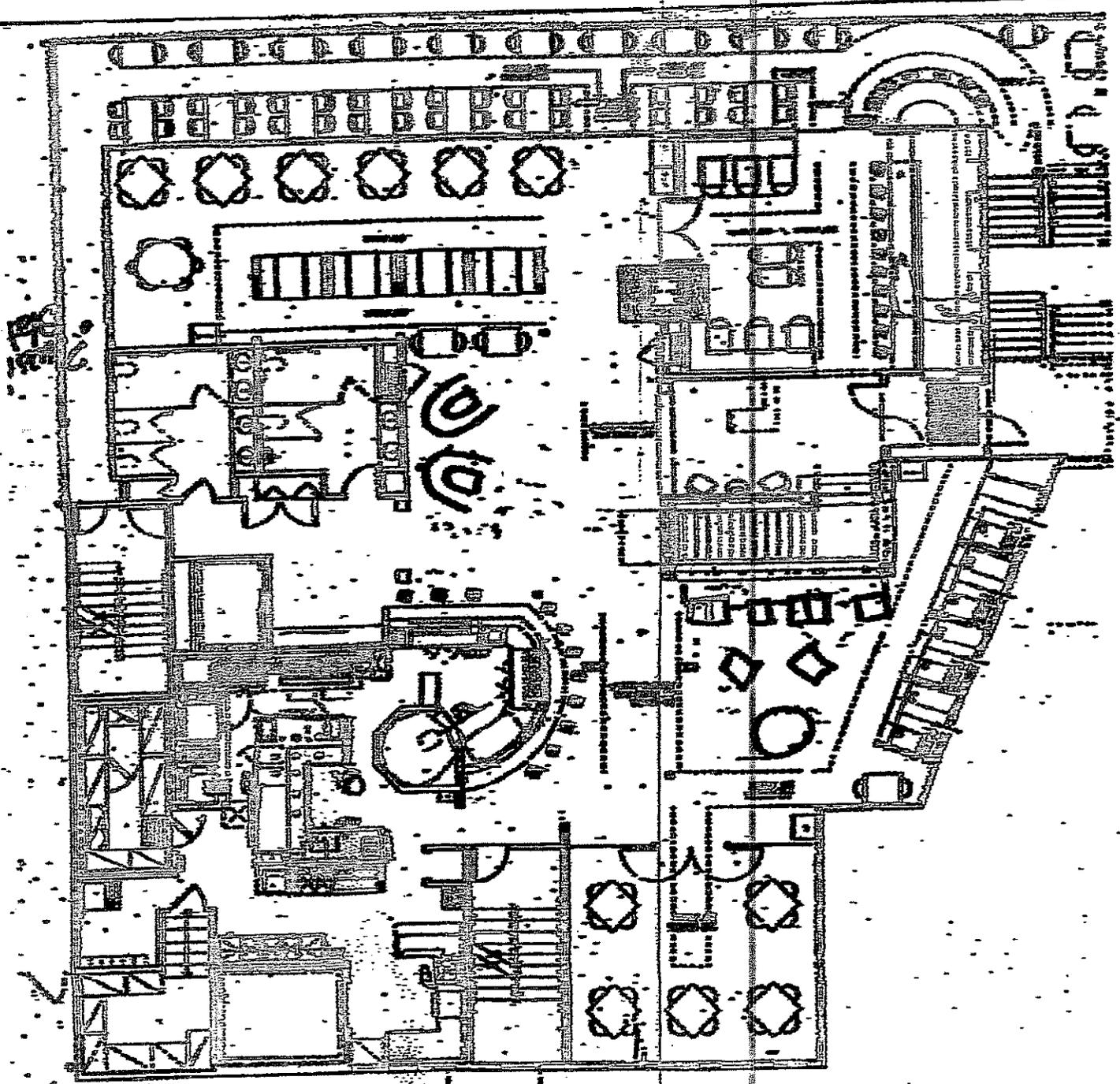
**FEE SCHEDULE**

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





10/19 - KVM on cell re: outstanding taxes  
11:49am

## Susan Scott

---

**From:** Mary-Anne Szeniaewski  
**Sent:** Wednesday, October 19, 2011 8:40 AM  
**To:** Susan Scott  
**Subject:** RE: Business License Renewals - Blue Sky on York Beach

Susie,  
These folks owe the installments that were due Feb 2010, Feb 2011, and Sept 2011 for a total of \$8,296.20. Please have them call me or let them know the license will not be granted without this payment. I calculated interest through October 24, 2011. Thank you for your work.

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

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-----Original Message-----

**From:** Susan Scott  
**Sent:** Tuesday, October 18, 2011 3:56 PM  
**To:** David Apgar; Christopher Balentine; David K. Bridges; Mary-Anne Szeniaewski  
**Subject:** Business License Renewals - Blue Sky on York Beach

Hello,

The above renewal application will need an inspection and approval from your respective departments.

Thank you, Susie.

Susan Scott  
Administrative Assistant to the Town Manager Town of York, Maine  
186 York Street, York, Maine 03909-1314  
i: [www.yorkmaine.org](http://www.yorkmaine.org)  
e: [sscott@yorkmaine.org](mailto:sscott@yorkmaine.org)  
p: (207) 363-1000, Ext. 222  
f: (207) 363-1019

P Please consider the environment before printing this email.



AGENDA ITEM NUMBER: \_\_\_\_\_

## REQUEST FOR ACTION BY BOARD OF SELECTMEN

<b>Date Submitted:</b> 10/20/2011	<b>Type of Action:</b> <input type="checkbox"/> Procedural <input type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
<b>Date Action Requested:</b> 10/24/2011	
<b>Regular</b> <input checked="" type="checkbox"/> <b>Work Session</b> <input type="checkbox"/>	
<b>Subject:</b> Proposed Short Sands Drainage Improvement Project.	

<b>TO: BOARD OF SELECTMEN</b>
<b>FROM: Dean Lessard, Director of Public Works</b>
<b>RECOMMENDATION:</b> That the Department of Public Works continue to work with Oak Engineers to finalize a design, secure environmental permits and solicit construction bids to replace and upgrade the existing drainage system and sidewalks on Ocean Ave, Railroad Ave, Franklin, Hawk and Bay streets.
<b>PROPOSED MOTION:</b> I move to approve DPW to finalize the design, secure environmental permits and solicit construction bids to replace and upgrade the existing drainage system and sidewalks on Ocean Ave, Railroad Ave, Franklin, Hawk and Bay streets.

### Discussion:

Major storm water problems continue to exist in York Beach today. The problems include extensive flooding of developed areas lying behind the roadways built on the old dune system. Storm water runoff, especially along beach areas in York have been an ongoing problem for many years. These storm events have been well documented by records and photographs showing chronic flooding problems in the Short Sands Beach area. Many of the catch basins and underground drainage pipes are not sized to carry the projected flows without significant surcharge. The pipes and structures are simple too small. The inadequate drainage system creates de facto detention areas in the low lying developed areas. The de facto detention areas can become damaging floods during storm events above certain intensity. York's Storm Water Management plan recommends improvements to this drainage

system and indentifies it as Drain Outfall "G". With the financial help of FEMA the Town of York replaced the existing undersized Penstock with a new concrete 4' by 9' box culvert.

On May 29, 2009 the voters of York approved \$800,000 to replace the existing functionally deficient underground road drainage pipes and catch basins on Main St, Bay St, Franklin St, Hawk St, Railroad Avenue and Ocean Avenue. Approximately \$260,000 of this \$800,000 was subsequently used during the FEMA drainage project to complete the Main Street improvements that were part of the original drainage approval. On September 26, 2011 the Board of selectmen reviewed the conceptual plans for the Short Sands Drainage project. These plans included improvements that would be required to complete the drainage project and improvements that would be optional. DPW was instructed to come back with a plan reflecting those improvements that would be necessary to complete the project and a separate plan showing those improvements that could be the subject of a future capital improvement project. Those plans are referenced below.

The project will replace the existing old underground and undersized road drainage system. The new proposed system is designed to handle storm water runoff for the next 50+ years. These drainage pipes and Structures will tie into the new box culvert that was constructed last winter and will minimize, reduce and possibility eliminate flooding and associated road and property damage. The curb is an integral part of the closed drainage system and where it is placed will dictate the location of the sidewalks into the future. Therefore we need to make decisions concerning sidewalk widths, pedestrian areas, parking and traffic flow in conjunction with this project. Included are eight plans sheets that show the proposed improvements. Four are labeled required infrastructure and are required to be constructed with the drainage system. The other four are labeled additional improvements and are optional and can be completed at a later time. Also included is a rough engineer's estimate of the costs associated with both the required and optional improvements. Graphics 1-4 are the required improvements and graphics 1A-4A are the optional improvements.

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<b>FISCAL IMPACT: \$540,000</b>
<b>DEPARTMENT LINE ITEM ACCOUNT: 209.0000.8001</b>
<b>BALANCE IN LINE ITEM IF APPROVED: \$0</b>

Prepared By: \_\_\_\_\_

Reviewed By: Robert H. Vandon



**E N G I N E E R S**

Civil Engineers & Land Surveyors

## York Beach Drainage Improvements Opinion of Probable Cost

Date: October 18, 2011

Project No: 104-06061

By: J. Mahoney

Checked By: Steve Bradstreet

### Required Improvements

Item	Description	Quantity	Unit	Unit Price	Cost
1	12" Underdrain	299	LF	\$65.00	\$19,435.00 *
2	15" Underdrain	851	LF	\$65.00	\$55,315.00 *
3	18" Underdrain	950	LF	\$70.00	\$66,500.00 *
4	24" Underdrain	210	LF	\$75.00	\$15,750.00 *
5	30" Underdrain	401	LF	\$95.00	\$38,095.00 *
6	36" Underdrain	221	LF	\$110.00	\$24,310.00 *
7	4-foot Stormdrain Structure	26	EA	\$2,500.00	\$65,000.00 *
8	5-foot Stormdrain Structure	5	EA	\$3,200.00	\$16,000.00 *
9	6-foot Stormdrain Structure	5	EA	\$4,000.00	\$20,000.00 *
10	F-Type Catch Basin	2	EA	\$1,900.00	\$3,800.00 *
11	Brick Truncated Domes	252	SF	\$12.00	\$3,024.00
12	Brick Sidewalk	4,676	SF	\$10.00	\$46,760.00
13	New Vertical Granite Curb	860	LF	\$30.00	\$25,800.00
14	Reset Vertical Granite Curb	1,156	LF	\$18.00	\$20,808.00
15	Connect 36" Stormdrain to Existing Stormdrain	1	Allowance	\$20,000.00	\$20,000.00
16	Mill Ocean Ave from Railroad to Bay	1	Allowance	\$8,000.00	\$8,000.00
17	Widen Hawk Street for Truck Turns	1	Allowance	\$4,000.00	\$4,000.00
18	Unexpected Sewer Utility Conflicts	1	Allowance	\$20,000.00	\$20,000.00
19	Dust Control	1	LS	\$10,000.00	\$10,000.00
20	Erosion and Sedimentation Control	1	LS	\$5,000.00	\$5,000.00
21	Traffic Control	1	LS	\$65,000.00	\$65,000.00
22	Mobilization 5%	1	LS	\$27,629.85	\$27,629.85
<b>Project Total:</b>					<b>\$580,226.85</b>

\* Cost of trench repair (including pavement and gravel) is included in the estimated costs for pipe and structures.

\*\* Pavement striping by Town



**E N G I N E E R S**

Civil Engineers & Land Surveyors

## York Beach Drainage Improvements Opinion of Probable Cost

Date: October 18, 2011

Project No: 104-06061

By: J. Mahoney

Checked By: Steve Bradstreet

### Additional Pedestrian Improvements

Item	Description	Quantity	Unit	Unit Price	Cost
1	12" Underdrain	100	LF	\$65.00	\$6,500.00 * (1)
2	4-foot Stormdrain Structure	4	EA	\$2,500.00	\$10,000.00 * (1)
3	Brick Truncated Domes	190	SF	\$12.00	\$2,280.00
4	Brick Sidewalk	2,333	SF	\$10.00	\$23,330.00
5	New Vertical Granite Curb	384	LF	\$36.00	\$13,824.00
6	Traffic Control	1	LS	\$10,000.00	\$10,000.00
7	Mobilization 5%	1	LS	\$3,296.70	\$3,296.70
<b>Project Total:</b>					<b>\$69,230.70</b>
15% Contingency:					\$10,384.61
<b>Grand Total:</b>					<b>\$79,615.31</b>

\* Cost of trench repair (including pavement and gravel) is included in the estimated costs for pipe and structures.

(1) These structures and piping are necessary where curb extensions would otherwise block drainage along gutterline

### Street Lights

Item	Description	Quantity	Unit	Unit Price	Cost
1	Lighting Conduit	1,440	LF	\$8.20	\$11,808.00
2	Precast Concrete Light Pole Foundations	16	EA	\$650.00	\$10,400.00
3	Street Lights	16	EA	\$2,665.00	\$42,640.00
4	CREDIT: 8 Lights Free with Holophane Promotion	8	EA	-\$1,369.00	-\$10,952.00
5	Traffic Control	1	LS	\$8,000.00	\$8,000.00
6	Mobilization 5%	1	LS	\$3,094.80	\$3,094.80
<b>Project Total:</b>					<b>\$64,990.80</b>
15% Contingency:					\$9,748.62
<b>Grand Total:</b>					<b>\$74,739.42</b>

**YORK BEACH  
DRAINAGE  
IMPROVEMENTS  
YORK, MAINE**

TOWN OF YORK  
188 YORK STREET  
YORK, MAINE

- VERTICAL GRANITE CURB
- GRANITE CURB TPO/DK
- FLUSH GRANITE CURB
- YELLOW STRIPING
- WHITE STRIPING
- ORNAMENTAL STREET LIGHT
- STOP/GO SIGN HANDLE
- CATCH BASIN



*John M. Long*

**SCALE**  
SCALE: 1" = 20'



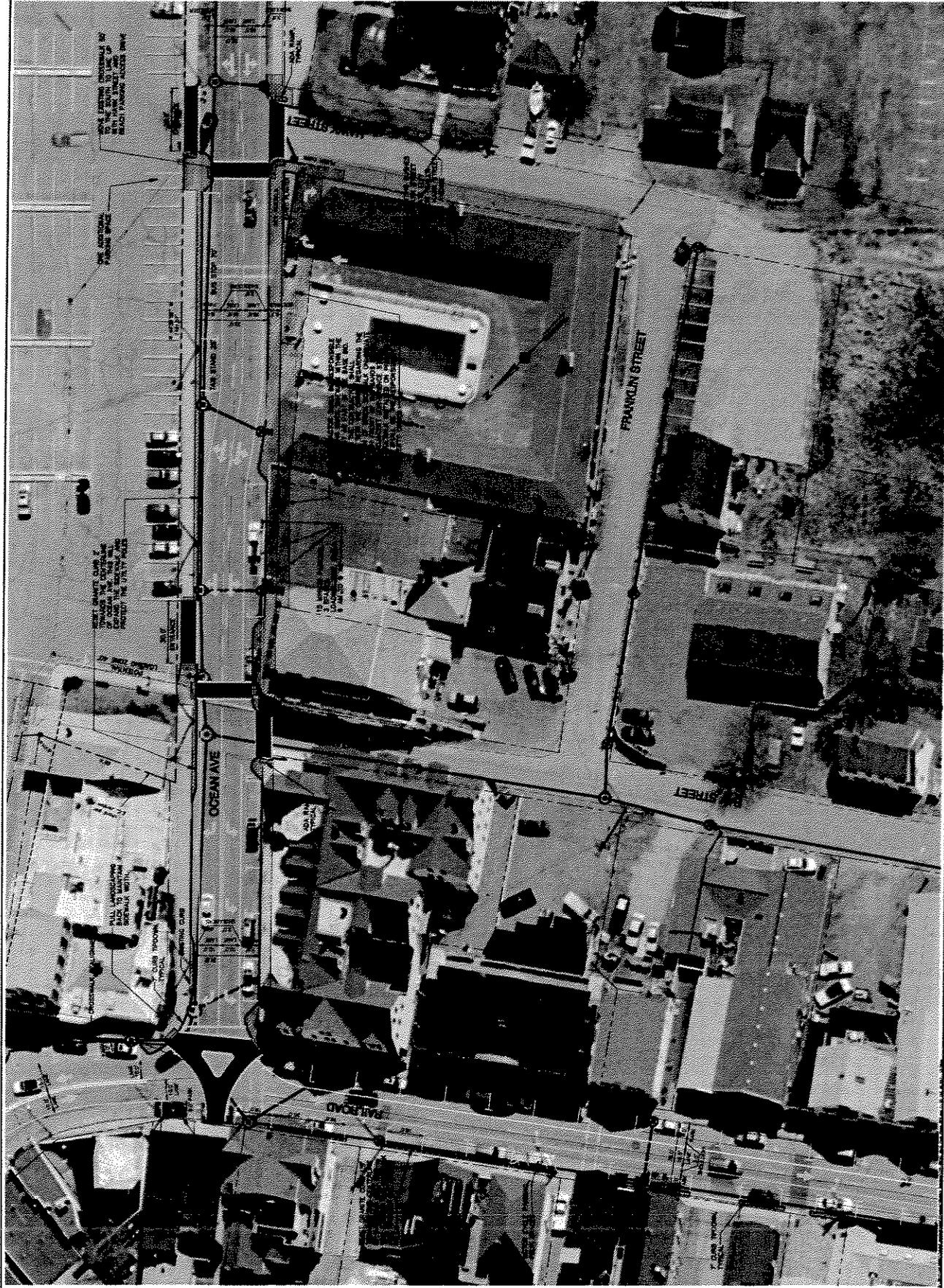
**OAK  
ENGINEERS**  
460 Chestnut St., Suite 201  
York, ME 04363  
Tel: (207) 774-2804  
Fax: (207) 774-2804  
www.oak-engineers.com

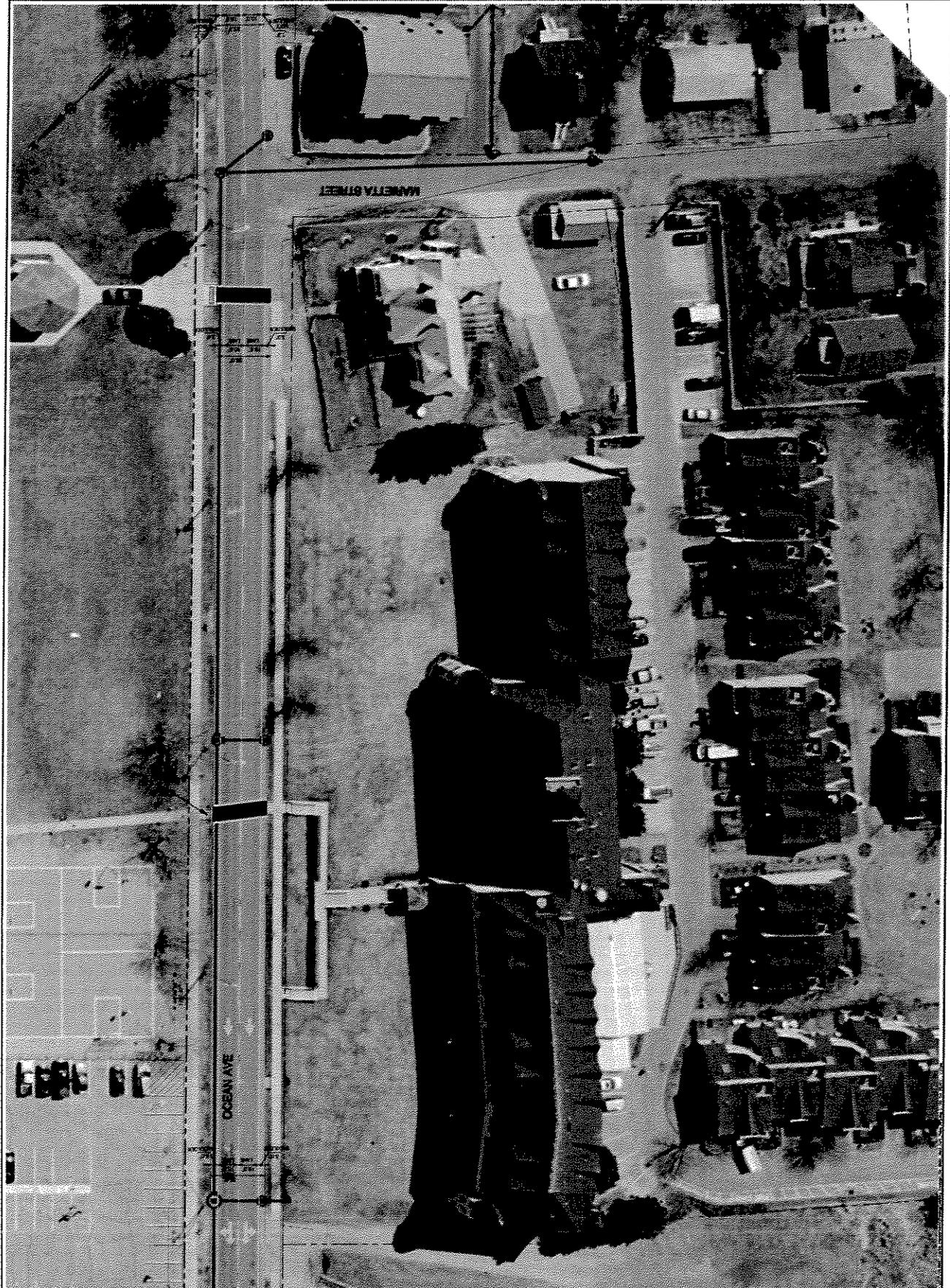
**OCEAN AVENUE  
(NORTH)  
Required Infrastructure  
for Drainage Project**

Item	Public Meeting	10/18/11
K	PUBLIC MEETING	6/28/11
J	TOWN REVIEW	8/13/11
H	TOWN REVIEW	8/13/11
G	TOWN REVIEW	8/18/11
F	TOWN REVIEW	8/18/11
E	TOWN REVIEW	7/22/11
D	TOWN REVIEW	7/22/11
C	TOWN REVIEW	7/19/11
B	TOWN REVIEW	7/13/11
A	Public Meeting	6/18/11

Drawn by:	JML	Checked by:	SLB
Issue by:	JML	Approved by:	SLB
Scale:	1/4" ORIST	Date:	MAY 2011

**Figure 1**





**YORK BEACH  
DRAINAGE  
IMPROVEMENTS  
YORK, MAINE**

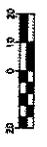
**TOWN OF YORK  
186 YORK STREET  
YORK, MAINE**

- VERTICAL GRANITE CURB
- GRANITE CURB ROOFING
- FLUSH GRANITE CURB
- YELLOW STRIPING
- WHITE STRIPING
- ⊙ STIMODRAM MANHOLE
- ⊙ CATCH BASIN



*John W. Long*

**SCALE**  
SCALE 1" = 20'



**OAK  
ENGINEERS**  
400 Commercial St. #101  
York, ME 04330  
Tel: (207) 722-2504  
Fax: (207) 722-2504  
www.oak-engineers.com

**OCEAN AVENUE  
(SOUTH)  
Required Infrastructure  
for Drainage Project**

K	PUBLIC MEETING	10/18/11	
J	PUBLIC MEETING	9/28/11	
I	TOWN REVIEW	9/13/11	
H	TOWN REVIEW	8/12/11	
G	TOWN REVIEW	7/16/11	
F	TOWN REVIEW	8/1/11	
E	TOWN REVIEW	7/27/11	
D	TOWN REVIEW	7/21/11	
C	TOWN REVIEW	7/13/11	
B	TOWN REVIEW	7/11/11	
A	Revised/Phase	Start	
Drawn by	JML	Checked by	SJB
Drawn by	JML	Checked by	SJB
Date	10-18-2011	Date	MAY 2011

**Figure 2**

**YORK BEACH  
DRAINAGE  
IMPROVEMENTS  
YORK, MAINE**

**TOWN OF YORK  
180 YORK STREET  
YORK, MAINE**

- VERTICAL GRANITE CURB
- GRANITE CURB TROOPIN
- FLUSH GRANITE CURB
- - - YELLOW STRIPING
- - - WHITE STRIPING
- ⊙ STORMDRAIN MANHOLE
- ⊙ CATCH BASIN



**SCALE**  
SCALE 1" = 20'

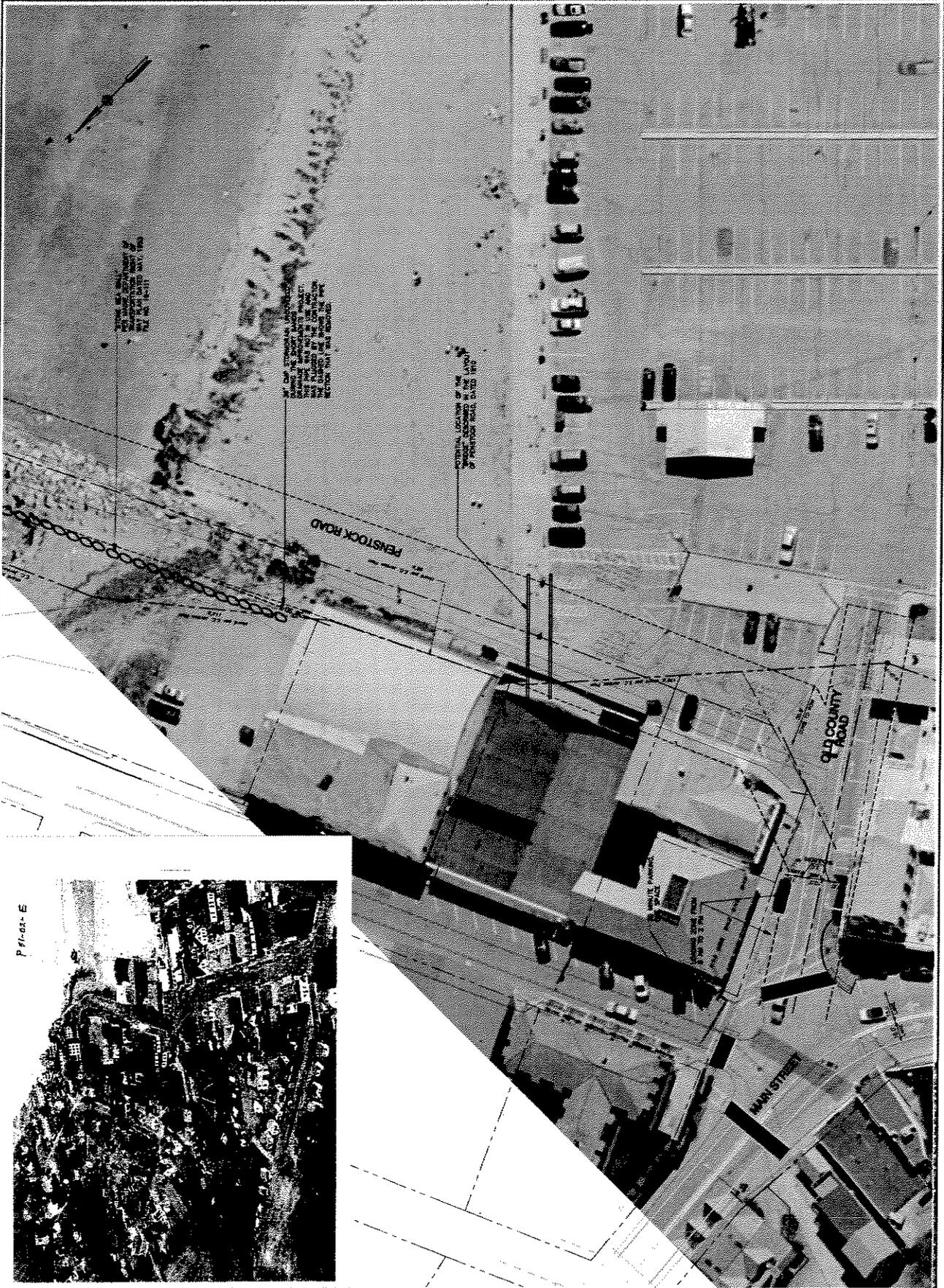
**OAK  
ENGINEERS**  
400  
Portland, ME 04101  
Tel: (207) 772-1904  
Fax: (207) 772-1904  
www.oak-engineers.com

**MAIN STREET AND  
PENSTOCK ROAD  
Required Infrastructure  
for Drainage Project**

K	PUBLIC MEETING	10/18/11
J	PUBLIC MEETING	9/28/11
I	TOWN REVIEW	9/15/11
H	TOWN REVIEW	9/13/11
G	TOWN REVIEW	8/18/11
F	TOWN REVIEW	9/9/11
E	TOWN REVIEW	7/27/11
D	TOWN REVIEW	7/26/11
C	TOWN REVIEW	7/19/11
B	TOWN REVIEW	7/11/11
A	Revised/Issue	Issue

Drawn by: JMK  
Checked by: SJB  
Reviewed by: SJB  
Date: MAY 2011  
104-00001

**Figure 3**





**YORK BEACH  
DRAINAGE  
IMPROVEMENTS  
YORK, MAINE**

**TOWN OF YORK  
188 YORK STREET  
YORK, MAINE**

- VERTICAL GRANITE CURB
- GRANITE CURB TPOOR
- FLUSH GRANITE CURB
- YELLOW STRIPING
- WHITE STRIPING
- STONEDRAIN MANHOLE
- CATCH BASIN



*John P. [Signature]*

**SCALE**  
SCALE 1" = 20'



**OAK  
ENGINEERS**  
460 Broadway, Suite 404  
York, ME 04390  
Tel: (207) 724-3004  
Fax: (207) 724-3005  
www.oak-engineers.com

**RAILROAD AVENUE  
Required Infrastructure  
for Drainage Project**

K	PUBLIC MEETING	10/18/11
J	PUBLIC MEETING	9/28/11
I	TOWN REVIEW	8/15/11
H	TOWN REVIEW	6/13/11
G	TOWN REVIEW	5/12/11
F	TOWN REVIEW	4/27/11
E	TOWN REVIEW	4/7/11
D	TOWN REVIEW	2/22/11
C	TOWN REVIEW	1/21/11
B	TOWN REVIEW	7/18/11
A	TOWN REVIEW	7/11/11

Drawn by:	JMK	Checked by:	JMK
Scale:	AS SHOWN	Project No.:	518
Date:	JUN	Sheet:	5/18
Project:	UN-CR081	Date:	MAY 2011

**Figure 4**



**YORK BEACH  
DRAINAGE  
IMPROVEMENTS  
YORK, MAINE**

Prepared by  
**TOWN OF YORK  
188 YORK STREET  
YORK, MAINE**

- VERTICAL GRANITE CURB
- GRANITE CURB TPO/RAIN
- FLUSH GRANITE CURB
- YELLOW STRIPING
- WHITE STRIPING
- DRAMATIC/FL. STREET LIGHT
- STORMDRAIN MANHOLE
- CATCH BASIN



**SCALE**  
SCALE 1" = 20'

**OAK  
ENGINEERS**  
400 Commercial, W. 8010, 404  
Tel: (207) 774-2004  
Fax: (207) 774-2004  
www.oakengineers.com

**OCEAN AVENUE  
(NORTH)**  
Additional Improvements

K	PUBLIC MEETING	10/18/11
J	PUBLIC MEETING	9/28/11
I	TOWN REVIEW	9/15/11
H	TOWN REVIEW	9/13/11
G	TOWN REVIEW	8/18/11
F	TOWN REVIEW	8/4/11
E	TOWN REVIEW	7/27/11
D	TOWN REVIEW	7/27/11
C	TOWN REVIEW	7/13/11
B	TOWN REVIEW	7/11/11
A	Revised/Issue	8/10/11

Drawn by: JIM  
Checked by: JIM  
Project No: 10400001  
Date: MAY 2011

**Figure 1A**



**YORK BEACH  
DRAINAGE  
IMPROVEMENTS  
YORK, MAINE**

**TOWN OF YORK  
188 YORK STREET  
YORK, MAINE**

- VERTICAL GRANITE CURB
- GRANITE CURB THROUW
- FLUSH GRANITE CURB
- YELLOW STRIPING
- WHITE STRIPING
- ORNAMENTAL STREET LIGHT
- STORMDRAIN MANHOLE
- CATCH BASIN



*John W. [Signature]*  
**SCALE**  
 SCALE 1" = 30'

**OAK  
ENGINEERS**  
 400 Commercial, #2 03103-404  
 Tel: (207) 742-2004  
 Fax: (207) 742-2004  
 www.oakengineers.com

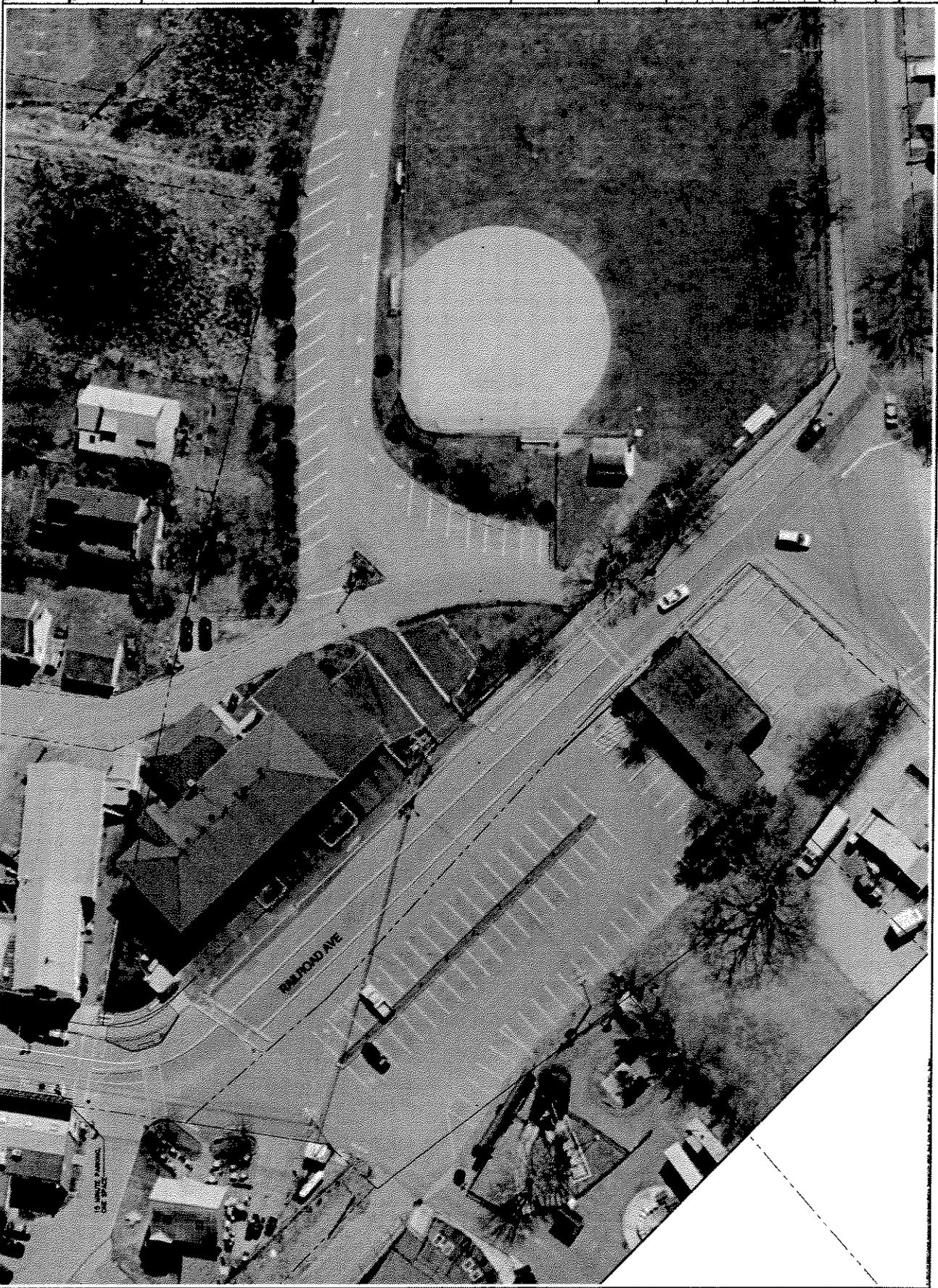
**OCEAN AVENUE  
(SOUTH)**  
 Additional Improvements

K	PUBLIC MEETING	10/18/11
L	PUBLIC MEETING	9/28/11
M	TOWN REVIEW	9/13/11
N	TOWN REVIEW	8/12/11
O	TOWN REVIEW	8/16/11
P	TOWN REVIEW	8/2/11
Q	TOWN REVIEW	7/27/11
R	TOWN REVIEW	7/21/11
S	TOWN REVIEW	7/13/11
T	TOWN REVIEW	7/11/11

Drawn by: JAK  
 Checked by: SCS  
 Date: MAY 2011

**Figure 2A**

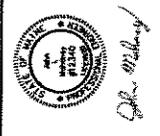




YORK BEACH  
DRAINAGE  
IMPROVEMENTS  
YORK, MAINE

TOWN OF YORK  
188 YORK STREET  
YORK, MAINE

- VERTICAL GRANITE CURB
- GRANITE CURB TROUGH
- FLUSH GRANITE CURB
- YELLOW STRIPING
- WHITE STRIPING
- ORNAMENTAL STREET LIGHT
- STORMDRAIN MANHOLE
- CATCH BASIN



SCALE  
SCALE 1" = 20'

**OAK**  
ENGINEERS  
406  
Portland, ME 04101  
Tel: (207) 772-2004  
www.oakengineers.com

**RAILROAD AVENUE**  
Additional Improvements

K	PUBLIC MEETING	10/18/11
L	PUBLIC MEETING	9/28/11
M	TOWN REVIEW	9/15/11
N	TOWN REVIEW	8/13/11
O	TOWN REVIEW	8/18/11
P	TOWN REVIEW	8/4/11
Q	TOWN REVIEW	7/27/11
R	TOWN REVIEW	7/21/11
S	TOWN REVIEW	7/19/11
T	TOWN REVIEW	7/13/11
U	PREPARED FOR SUB	
V	APPROVED FOR SUB	
W	DATE	MAY 2011

**Figure 4A**



AGENDA ITEM NUMBER: \_\_\_\_\_

## REQUEST FOR ACTION BY BOARD OF SELECTMEN

<b>Date Submitted:</b> October 20, 2011	<b>Type of Action:</b> <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
<b>Date Action Requested:</b> October 24, 2011	
Regular <u>  X  </u> Work Session	
<b>Subject:</b> Request for Proposals for Completion of Energy Related Upgrades to Municipal Buildings	

<b>TO:</b> Board of Selectmen
<b>FROM:</b> Robert G. Yandow, Town Manager
<b>RECOMMENDATION:</b>
<b>PROPOSED MOTION:</b>

**Discussion:** Based on the results of an energy study/audit of municipal buildings conducted by MACTEC Engineering the Town's Energy Efficiency Steering Committee has developed an RFP for completion of energy related upgrades to five municipal buildings. As you will note from the attached draft RFP, the EESC has selected town hall, both fire stations, the Grant House and the library as the five buildings to be upgraded. The EESC recognizes that the library is not a town owned building but believes that because the library's operating budget is financed by the taxpayers, it is the taxpayers that will benefit from the improvements. Wayne Boardman will make the committee's presentation on Monday night. Attached you will also find a summary of the energy audit recommendations and infrared scans of town hall, York Village Fire Station and the Grant House from the MACTEC report.

<b>FISCAL IMPACT:</b>
<b>DEPARTMENT LINE ITEM ACCOUNT:</b>
<b>BALANCE IN LINE ITEM IF APPROVED:</b>

Prepared By: Robert S. Gannon

Reviewed By: \_\_\_\_\_

**REQUEST FOR PROPOSAL**

**ENERGY UPGRADES  
VARIOUS MUNICIPAL PROPERTIES IN YORK**

**June 2011**

## **Overview**

The Town of York is soliciting proposals for completion of energy related upgrades to five of its municipal buildings. These assessments are related to the findings of an energy audit performed by MACTEC, Inc., which are available for viewing at the Town Hall. The successful proposal will be from a firm with demonstrated expertise in conducting similar installations, and with appropriate qualifications to complete the work.

## **Eligible Bidders**

This Request for Proposals is open to firms that have the ability to accomplish all of the projects shown in 'Specification'. The winning bidder will have a primary office location in Maine or New Hampshire.

## **Specifications**

Please see Appendix A for further specifications.

### **1. Town Hall**

- Motion Sensors - Install approximately 20 motion sensors for automatic lighting control, internally and externally.
- Boiler Controls and Thermostat Setbacks - Upgrade controls (economizer and improved zoning with temperature setback) for the two main indoor units and any associated terminal units.
- Air Sealing - Implement air sealing at locations of significant infiltration (based on results of IR) such as in the attic and ceiling plenums (see Appendix A).
- Storm Windows - Install storm window systems.

### **2. York Village Fire station**

- Thermostat Setbacks - Automatic temperature setback.
- Insulation - Addition of insulation system to exterior walls on the first floor as well as the ventilation stack (see Appendix A). Minimum 1.5" of rigid-board.
- Boiler Upgrade - Installation of new boiler with efficient controls (outdoor reset and variable speed pumping). Minimum 87% efficiency rating.
- New Overhead Doors - Upgrade four large overhead doors with insulation and weather stripping.

### **3. York Beach Fire station**

- Boiler Controls - Implementation of outdoor air reset control for hot water heating system.
- Thermostat Setbacks - Installation of approximately eight programmable thermostats for temperature setback.

### **4. York Public Library**

- Upgrade AC and CO2 Controls - Upgrade split AC air system with high efficiency air-cooled condensing units (approximately 50 tons) and optimized controls (demand

controlled ventilation, etc).

- Boiler Upgrade - Upgrade boiler to condensing type (650 MBH) with outdoor air reset. Minimum 93% efficiency rating.
- Solatubes – Installation of SolaTube day lighting system; approximately ten units.
- Solar DHW – Replace existing electric domestic water heater with solar water heater with at least 60 gallons of storage.

#### **5. Parks and Recreation Grant House**

- Thermostat Setbacks - Install programmable thermostats to automate temperature setback.
- Air Sealing - Implement air sealing at locations of significant infiltration (based on results of IR).
- New Boiler - Install new 175 MBH condensing boiler with outdoor air reset. Minimum 87% efficiency rating.

#### **Requirements for Qualification**

Contractor must demonstrate experience in completing installations at commercial or multi-family buildings. Contractor must be fully insured and licensed to perform work, where applicable.

#### **Proposal: Format and Contents**

##### ***Proposal Format:***

- a) Proposals must be submitted in the format outlined in this section. The Town of York reserves the right to eliminate from further consideration any proposals deemed to be substantially or materially non-responsive to the requests for information contained herein.
- b) Proposals are to be submitted on or before Tuesday, August XX,XXXX, 2:30 P.M.
- c) An original and two copies of the proposal are required. To prevent opening by unauthorized individuals, your submittal should be identified on the envelope as follows:

**Do Not Open - Proposal Enclosed**

**Energy Assessment Project**

- d) The proposals shall be addressed to:

York Town Hall

186 York Street

York, ME, 03909

##### ***Proposal Content***

**Section 1 - Statement of Qualifications** - Proposer must include the following elements in response to this RFP:

- a) Name and address of firm
- b) Telephone and fax numbers.
- c) Names, titles, and any applicable licenses/certificates of persons and/or sub-persons (contractors) performing work.

**Section 2 - Project Experience** - Proposer must describe two to four projects that best exemplify the range of professional services similar to the projects listed in "Specifications". Each project description (not to exceed 2 pages) should include:

- a) Customer's name and address
- b) Name and telephone number of references for the project. (The Town of York presumes permission to contact).
- c) Brief description of the project's scope of services and status. (Include type of facility at which project was implemented, whether the project was completed on the original schedule and whether significant problems occurred that affected project performance. As appropriate, identify all prime contractors or subcontractors and their role in each project.)
- d) Identify members of the proposed project team involved with the sample projects and their current primary office location.

**Section 4 – Cost and Timeline**

- a) The proposal shall provide a fixed, not to exceed cost to complete the work as outlined.
- b) Provide a Gant Chart or similar project schedule to outline project milestones and completion.

## Appendix A

The following IR pictures are also available in the MACTEC, Inc. audit report (pg. 5-2) located at Town Hall. The pictures are meant for informational purposes and can be used by the bidder to determine the specific scope of work to be completed.

### Town Hall

The IR scans of the town hall showed a warm attic, probably due to warm air leaking into the attic from the conditioned spaces below. The insulation is blown cellulose on the attic floor, which is penetrated by air conditioning (AC) system ducts, plumbing vents, and electrical wiring in numerous places. We also noted an opening in the ceiling in the front janitor closet to the attic.

QuickTime™ and a  
decompressor  
are needed to see this picture.

QuickTime™ and a  
decompressor  
are needed to see this picture.

### York Village Fire Station

The IR scans of Village Fire Station clearly show the uninsulated block wall of the first (garage) floor, and the relatively well insulated wood frame second floor and attic. The boiler room wall was particularly warm. The overhead door pictures indicate considerable air leaks. The ventilation shaft appears to be leaking considerable heat.

QuickTime™ and a  
decompressor  
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QuickTime™ and a  
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are needed to see this picture.

QuickTime™ and a  
decompressor  
are needed to see this picture.

QuickTime™ and a  
decompressor  
are needed to see this picture.

### Parks and Rec. Grant House

The IR scan of the Grant House showed only moderate heat leakage, mostly from windows, doors, the foundation walls, and connections between two buildings.

QuickTime™ and a  
decompressor  
are needed to see this picture.

QuickTime™ and a  
decompressor  
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decompressor  
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QuickTime™ and a  
decompressor  
are needed to see this picture.

## **5.0 INFRA-RED ANALYSIS**

Infra-red (IR) scans were performed on 5 town buildings on the morning of January 11, 2011 between 7 AM and 9 AM. Outdoor conditions at the time of the IR scans were sunny and cold, with a temperature of 17°F with a relative humidity of 61%. The infra-red camera used was a Flir B40, which could take both visible light and infra-red pictures. Since the sun heats the building materials, IR scans in the morning before much solar warming has occurred, can show heat leaks from a building more clearly without being obscured by the effects of solar warming.

All objects radiate and absorb heat. Heat is emitted from warmer objects and absorbed by colder ones. The heat is radiated in the form of infra-red energy, a portion of the electromagnetic spectrum with wavelengths longer than visible light and at a lower frequency. The infra-red camera responds to infra-red energy similarly to the way a normal camera responds to visible light. Warm objects emit IR, which show up on the colorized pictures as bright white or yellow areas. Conversely, cold objects like the sky or well insulated roof, show up as dark or purple. Warm drafts or airflow leaking out of the building will also show up as bright areas. The temperature of the surface with the target is displayed in the upper left corner of each picture. The temperature scale used for each picture appears at the bottom.

### **5.1 TOWN HALL**

The IR scans of the town hall showed a warm attic, probably due to warm air leaking into the attic from the conditioned spaces below. The insulation is blown cellulose on the attic floor, which is penetrated by air conditioning (AC) system ducts, plumbing vents, and electrical wiring in numerous places. We also noted an opening in the ceiling in the front janitor closet to the attic. These results indicate that air sealing, particularly at the attic floor, has the potential provide significant energy savings. The windows and the foundation walls also appear to be areas with significant heat leakage. Tightening up the building will help reduce the heat stratification between the first and second floors.

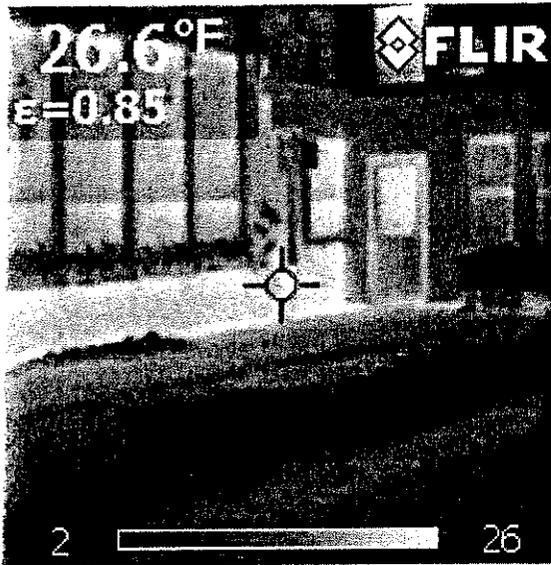


Photo 5.2.3 Senior Center (left) and Police Dept. (right) The frame walls of the police station are more thermally efficient than the brick and block walls of the senior center

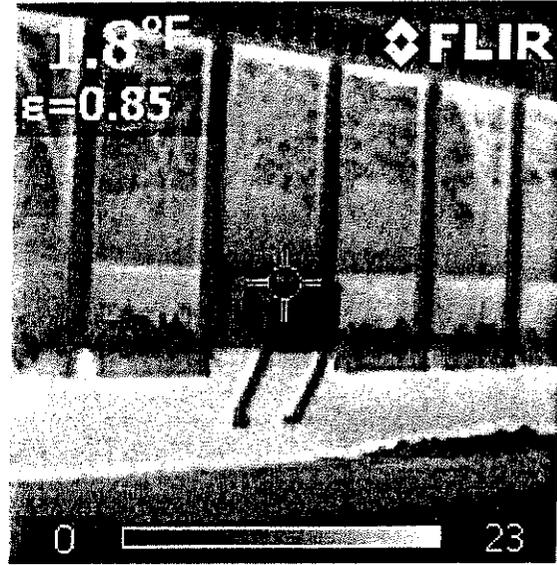


Photo 5.2.4 Senior Center side walls. The brick and block walls leak heat. Also notice the reflection of IR energy from the nearby trees in the windows.

### 5.3 VILLAGE FIRE

The IR scans of Village Fire Station clearly show the uninsulated block wall of the first (garage) floor, and the relatively well insulated wood frame second floor and attic. The boiler room wall was particularly warm. The overhead door pictures indicate considerable air leaks. The ventilation shaft appears to be leaking considerable heat.

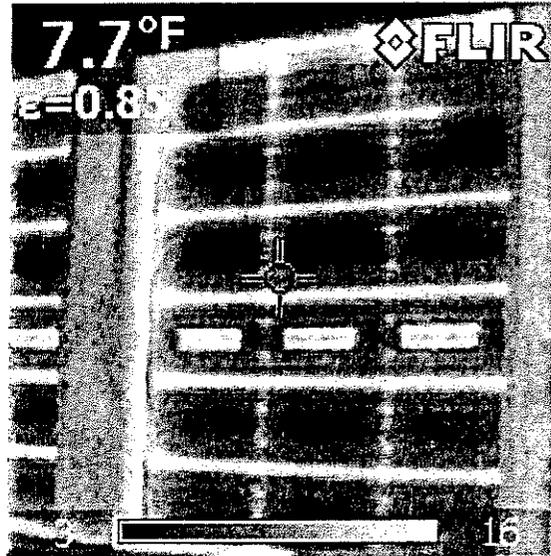
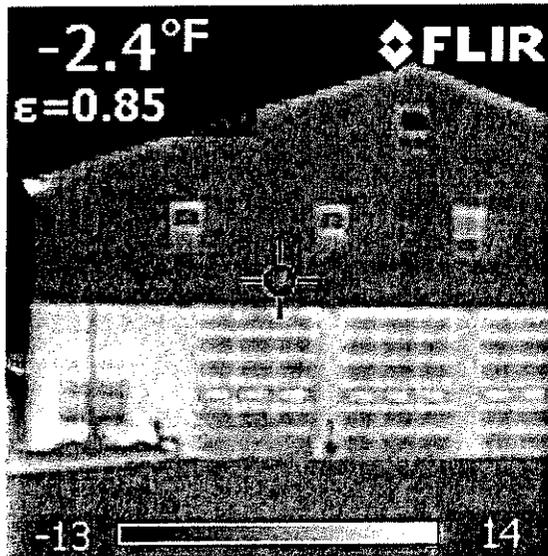


Photo 5.3.1 York Village Fire: Uninsulated block wall 1<sup>st</sup> floor, insulated frame wall second floor

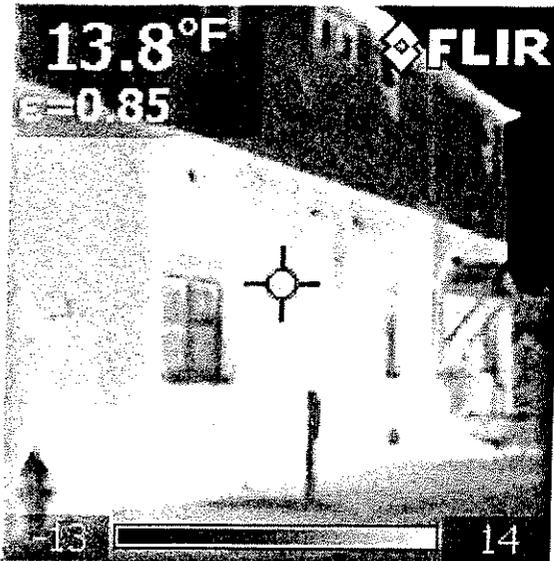


Photo 5.3.3 York Village Fire: Block wall leaks heat much more than frame wall.

Photo 5.3.2 York Village Fire: Overhead doors leak at edges and seams, and the metal frames conduct heat out

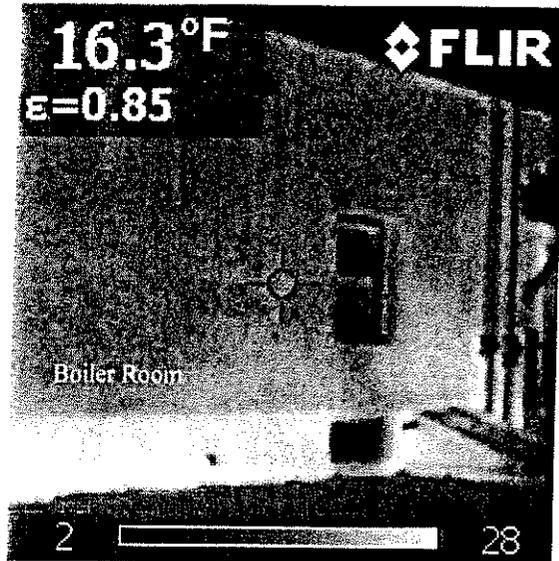


Photo 5.3.4 Boiler room walls are warmer than the rest. Note the combustion air intake is dark from the flow of cold air into the boiler room.

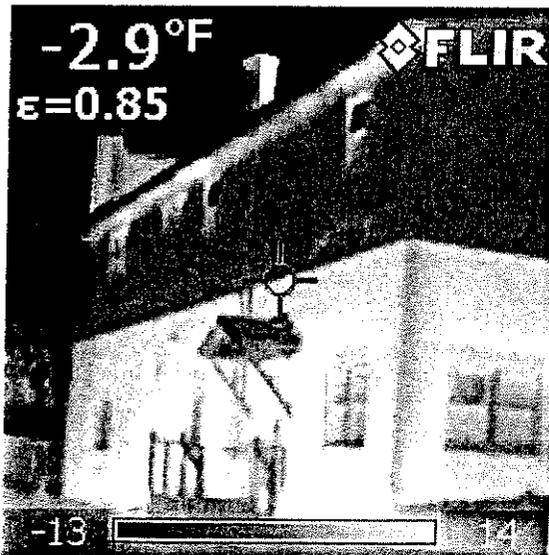


Photo 5.3.5 York Village Fire:

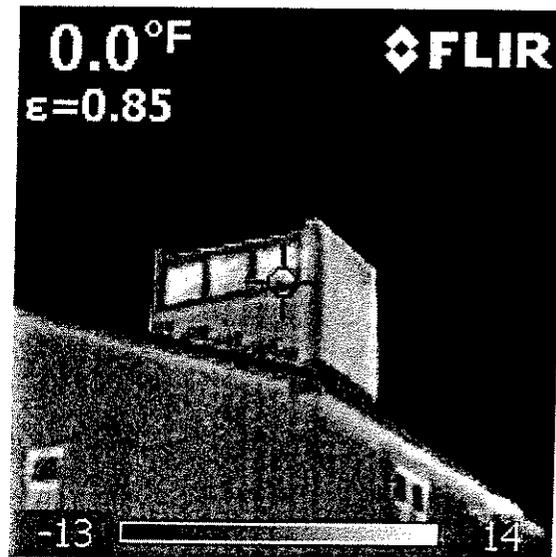


Photo 5.3.6 Ventilation shaft leaks heat.

Summary of Energy Audit Recommendations ~ York Energy Efficiency Committee

#	BUILDING	ECMs Applied	Savings MMBtu	%	Lb Carbon	\$	Measure Cost	Payback years
1	Town Hall	1. Motion Sensor Light Ctrl 3.&4. Upgrade Controls 6. Air Sealing 8. Interior Storm Windows <del>11.&amp;12. Upgrade-AC-units</del>	20.6 4.0 48.4 59.8 <del>7.1</del>	4% 1% 10% 12% <del>1%</del>	3,662 1,087 7,758 10,463 <del>2,923</del>	\$355 \$141 \$672 \$999 <del>\$168</del>	\$3,000 \$2,000 \$3,000 \$5,600 <del>\$14,400</del>	8.45 14.23 4.46 5.60 <del>53.82</del>
		Building Total	132.8		22,970	\$2,167	\$13,600	6.28
4	York Village Fire	4. Temperature Setback 7. Add Wall Insulation 12. Upgrade Boilers 16. New Overhead Doors	238.4 385.4 358.7 214.1	16% 26% 24% 14%	98,652 62,370 57,881 34,710	\$3,398 \$5,473 \$5,061 \$3,053	\$750 \$40,000 \$20,000 \$2,160	0.22 7.31 3.95 0.71
		Building Total	1,196.6		193,612	\$16,985	\$62,910	3.70
5	York Beach Fire	3. Boiler Reset Control 4. Setback Tstats	58.9 368.4	3% 20%	9,620 60,225	\$853 \$5,347	\$1,000 \$1,400	1.17 0.26
		Building Total	427.3		69,845	\$6,199	\$2,400	0.39
9	Public Library	11.&17. Upgrade AC 12. Upgrade Boilers 19. Heat Pump DHW 21. Solatube 22. Solar DHW	570.0 527.3 24.3 182.7 41.0	29% 27% 1% 9% 2%	92,346 77,486 6,614 51,906 11,141	\$13,548 \$11,709 \$856 \$6,657 \$1,441	\$30,000 \$18,500 \$2,500 \$2,000 \$10,000	2.21 1.58 2.92 0.30 6.94
		Building Total	1,345.3		239,493	\$34,211	\$63,000	1.84
15	Parks and Recreation Grant House	4. Setback Tstats 6. Air Sealing <del>11. Upgrade-AC</del> 12. New Boiler	12.5 31.0 <del>40.3</del> 35.6	3% 8% <del>10%</del> 9%	2,821 5,016 7,558 5,850	\$329 \$441 \$770 \$523	\$1,200 \$3,000 <del>\$17,000</del> \$7,000	3.65 6.81 <del>22.09</del> 13.38
		Building Total	79.1		13,688	\$1,293	\$11,200	8.66
		<b>TOTAL</b>	<b>3,181.1</b>		<b>539,608</b>	<b>\$60,855</b>	<b>\$153,110</b>	<b>2.52</b>
		<b>PHASE 1 PROPOSED</b>						

Summary of Energy Audit Recommendations ~ York Energy Efficiency Committee

#	BUILDING	ECMs Applied	Savings MMBtu	%	Lb Carbon	\$	Measure Cost	Payback years
2	Police Department Station	4. Temperature Setback 6. Air Sealing	56.0 135.2	6% 14%	9,151 21,536	\$812 \$1,853	\$750 \$3,000	0.92 1.62
3	Police Department Senior Center	<del>11. New AG</del> 12. New Boiler 21. Solatubes Building Total	<del>16.3</del> 183.5 15.7 390.4	<del>2%</del> 19% 2%	<del>4,425</del> 29,864 12,770 73,321	<del>\$572</del> \$2,638 \$2,172 \$7,476	<del>\$25,600</del> \$20,000 \$3,500 \$27,250	<del>4.68</del> 7.58 1.61 3.65
11	Coastal Ridge Elementary	5. Upgrade DDC Controls <del>11. Upgrade AG</del> 12. New Boilers 21. Solatube <del>22. Solar DHW</del> Building Total	160.8 <del>50.1</del> 572.1 209.0 42.8 941.9	4% <del>3%</del> 15% 6% 1%	25,963 <del>13,592</del> 92,944 59,463 3,749 178,370	\$2,272 <del>\$1,756</del> \$8,192 \$7,853 -\$14 \$18,317	\$5,000 <del>\$50,000</del> \$70,000 \$20,000 \$12,000 \$95,000	2.20 <del>2.47</del> 8.54 2.55 9.09 5.19
12	Village Elementary	5. Upgrade DDC Controls 12. New Boiler 18. Economizer Building Total	565.4 288.4 315.2 1,169.0	25% 13% 14%	103,347 48,963 64,972 217,281	\$10,286 \$4,531 \$7,136 \$21,953	\$11,000 \$18,000 \$3,500 \$32,500	1.07 3.97 0.49 1.48
13	York Middle School	5. Upgrade DDC Controls Building Total	489.2 489.2	7% 7%	78,124 78,124	\$6,748 \$6,748	\$15,000 \$15,000	2.22 2.22
14	York High School	5. Upgrade DDC Controls 18. Rooftop AC Economizer Building Total	1,942.1 90.0 2,032.1	28% 1%	323,723 16,037 339,760	\$29,373 \$1,559 \$30,932	\$20,000 \$7,000 \$27,000	0.68 4.49 0.87
<b>PHASE 2 PROPOSED TOTAL</b>			<b>5,022.6</b>		<b>886,857</b>	<b>\$85,426</b>	<b>\$196,750</b>	<b>2.30</b>
<b>PHASE 2 PROPOSED - LESS Police Building Total</b>			<b>4,632.2</b>		<b>813,536</b>	<b>\$77,950</b>	<b>\$169,500</b>	<b>2.17</b>

Summary of Energy Audit Recommendations ~ York Energy Efficiency Committee

#	BUILDING	ECMs Applied	Savings MMBtu	%	Lb Carbon	\$	Measure Cost	Payback Years
6	Public Works Town Garage (Chases Pond)	2. Lighting upgrade 10. DHW Heat Pump 12. Ductless Split Sys Building Total	3.1 1.4 5.5 3.1	1% 0% 2% 3.1	954 371 892 954	\$130 \$48 \$78 \$130	\$2,000 \$4,000 \$18,000 \$2,000	15.33 83.33 221.60 15.33
7	Public Works Beach Garage (Rogers Rd)	1. Motion Sensor Light Ctl 2. High Efficiency Lighting 21. Solatube Building Total	0.5 0.7 2.5 2.5	0% 0% 1% 2.5	246 292 908 908	\$38 \$45 \$132 \$132	\$1,000 \$2,000 \$2,000 \$2,000	26.31 44.76 15.12 15.12
8	Public Works Landfill	1. Motion Sensor Light Ctl Building Total	0.2 0.0	0% 0.0	65 0	\$8 \$0	\$250 \$0	29.76 0.00
10	School Administration Building	7. Roof & Wall Insulation Building Total	68.6 68.6	12% 68.6	8,903 8,903	\$1,401 \$1,401	\$22,360 \$22,360	15.96 15.96
<b>PHASE 3 PROPOSED</b>								
		<b>TOTAL</b>	<b>74.1</b>		<b>10,765</b>	<b>\$1,664</b>	<b>\$26,360</b>	<b>15.84</b>
1	Town Hall		132.8		22,970	\$2,167	\$13,600	6.28
4	York Village Fire		1,196.6		193,612	\$16,985	\$62,910	3.70
5	York Beach Fire		427.3		69,845	\$6,199	\$2,400	0.39
9	Public Library		1,345.3		239,493	\$34,211	\$63,000	1.84
15	Parks and Recreation Grant House		79.1		13,688	\$1,293	\$11,200	8.66
2	Police Department Station & Senior Center		390.4		73,321	\$7,476	\$27,250	3.65
11	Coastal Ridge Elementary		941.9		178,370	\$18,317	\$95,000	5.19
12	Village Elementary		1,169.0		217,281	\$21,953	\$32,500	1.48
13	York Middle School		489.2		78,124	\$6,748	\$15,000	2.22
14	York High School		2,032.1		339,760	\$30,932	\$27,000	0.87
6	Public Works Town Garage (Chases Pond)		3.1		954	\$130	\$2,000	15.33
7	Public Works Beach Garage (Rogers Rd)		2.5		908	\$132	\$2,000	15.12
8	Public Works Landfill		0.0		0	\$0	\$0	0.00
10	School Administration Building		68.6		8,903	\$1,401	\$22,360	15.96
<b>TOTAL ALL THREE PHASES</b>								
			<b>8,277.8</b>		<b>1,437,230</b>	<b>\$147,944</b>	<b>\$376,220</b>	<b>2.54</b>



AGENDA ITEM NUMBER: \_\_\_\_\_

## REQUEST FOR ACTION BY BOARD OF SELECTMEN

<b>Date Submitted:</b> October 20, 2011	<b>Type of Action:</b> <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
<b>Date Action Requested:</b> October 24, 2011	
<b>Regular</b> <input checked="" type="checkbox"/> <b>Work Session</b> <input type="checkbox"/>	
<b>Subject:</b> FY12 Carry Forwards	

<b>TO:</b> Board of Selectmen
<b>FROM:</b> Robert G. Yandow, Town Manager
<b>RECOMMENDATION:</b> Approve Carry Forwards
<b>PROPOSED MOTION:</b> I move to approve carrying forward the recommended funds from FY11 to FY12.

**Discussion:** Each year the Board of Selectmen must vote to carry forward funds from one fiscal year to the next. The procedure does not apply to capital project funds that have been specifically approved by voters. Attached you will find a spreadsheet that details the specific funds that are being recommended for carry forward into FY12. You will also find a memo from 2010 which provides a brief explanation for most of these funds. There are, however, three items being recommended for carry forward this year that were not included in the 2010 memo. These are identified as the lease purchase funds for the police phone system; the contingency funds allocated by the Selectmen for the Cape Neddick River Watershed Management Plan and a recommendation for contingency funds being set aside for possible heating oil assistance this coming winter. The Selectmen allocated a total of \$34,700 from contingency for the CN River Watershed Management Plan leaving an unused balance of \$15,300 in the contingency account. I am asking the Selectmen to carry forward the \$15,300 to be used, if necessary, for heating oil assistance this winter.

If you have any questions about any of the funds please do not hesitate to contact me.

**FISCAL IMPACT:** Total Carry Forward of \$1,081,855.63

**DEPARTMENT LINE ITEM ACCOUNT:**

**BALANCE IN LINE ITEM IF APPROVED:**

Prepared By: Robert H. Gendron

Reviewed By: \_\_\_\_\_



TO: Board of Selectmen

FROM: Robert G. Yandow, Town Manager

RE: FY11 Carry Forwards *RGY*

DATE: November 19, 2010

Attached is a spreadsheet with information regarding potential carry forward items. Some of the items are self-explanatory; others have been carried forward for several years, and some are unexpended FY10 appropriations.

**Village Plan** – This appropriation was originally \$95,000 for the design of a municipal facility.

**Voting Machines** – The Town is waiting for the State to decide what voting machines we shall purchase. For now, we have state-approved machines on loan to use until that decision is made.

**Legal** – Funds were carried forward to FY10 in anticipation of an action with regards to the Maine Turnpike Authority and the relocation of the toll booth.

**Printing/Records Management** – These funds support an ongoing project of scanning/digitizing all of our paper documents and making them available on the website, as well as preserving them. To date, we have scanned and uploaded over 350,000 pages. Even this small amount of proposed carry forward translates to almost forty hours of scanning work.

**Debt Service** – Through warrant articles, the Town collected debt service on the Long Sands Road project in excess of the actual payments; those funds will be available to pay the debt service in the coming years.

**Cable TV** – These funds are for the broadcast operations at the library. The needs always exceed the funding; these funds will be combined with funds from Time Warner to upgrade existing equipment.

**Police Vehicles** – As the Police Chief has been given the ability to buy when it is most advantageous rather than by the end of the fiscal year, this funding plan has saved the Town quite a bit of money over the years and continues to do so. There is a replacement plan in

place that is funded by this warrant article and the funds carried forward. Only taxpayer-approved vehicles are in the replacement plan.

**Hot Top** – With the fiscal year end of June 30, it is not always possible or advisable to expend all project funds in the middle of the season.

**Church Street Sidewalk** – This project will hopefully be completed in FY11.

**Bog Road** – These funds are appropriated annually and used for the building of Bog Road when sufficient funds warrant a mobilization.

**Bell Marsh Road** – These funds are appropriated for the ongoing building of Bell Marsh Road and expended when sufficient funds accumulate to warrant a mobilization.

**Woodbridge Road Sidewalk** – This project will be completed in FY11.

**Road Repair and Reconstruction** – These funds are appropriated for specific large projects including a section of Birch Hill Road, engineering of and improvements to a section of Main Street, and Shore Road sidewalk and drainage projects. FEMA events caused these projects to be put on hold.

**Ocean Avenue Curb** – These funds are appropriated and available as soon as the design phase is completed.

**FEMA Funds** – These funds were appropriated for the completion of specific projects that will be completed in FY11.

**Fishermen's Walk (Cliff Path) Renovations** – these funds are appropriated for the ongoing improvements along the York River and Harbor Beach.

**Route 1&91 Reconstruction** – These funds were appropriated as part of the intersection work associated with the Hannaford project. They are held until the State informs the Town that the project is completed.

**Seawall Repair** – The seawall is the Town's responsibility, according to the State, and repairs are necessary after severe storms.

**Broadway/Airport Drive Drainage** – These funds are for the design of this project.

**Mitchell Road Drainage** – These funds are for the design of this project.

**Cow Beach Phase II Drainage** – These funds will allow the completion of the drainage project at Cow Beach.

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**Town of York  
Proposed Carryforwards  
FY11 to FY12**

Line Item	FY11 Appropriations	Prior Carry-Forwards	FY11 Revenues	FY11 Expenditures	Available	Recommended to Carry Forward	Approved Carry-Forward to FY12
Village Plan	-	44,541.75		-	44,541.75	44,541.75	
Voting Machines	-	45,000.00		-	45,000.00	45,000.00	
Legal (MTA issue)	70,000.00	10,738.40	7,800.00	28,942.60	59,595.80	10,738.40	
Printing/Records Management	10,000.00	3,683.91		4,832.07	8,851.84	8,851.84	
Debt Service (YSD)	-	36,403.15		21,666.77	14,736.38	14,736.38	
Cable TV	7,500.00	60.84		6,639.06	921.78	921.78	
Police Vehicles	78,000.00	19,139.95	53,000.00	107,801.96	42,337.99	42,337.99	
Public Safety Conceptual Design	200,000.00	-		108,008.03	91,991.97	91,991.97	
Hot Top	492,600.00	73,536.95		548,966.15	17,170.80	17,170.80	
Church Street Sidewalk		8,094.66		526.51	7,568.15	7,568.15	
FEMA Funds		76,000.00	12,987.34	80,332.78	8,654.56	8,654.56	
Bog Road	-	1,228.57		-	1,228.57	1,228.57	
Police Phones	6,732.00			5,653.32	1,078.68	1,078.68	
Contingency (Cape Neddick River)	50,000.00	-		-	50,000.00	34,700.00	
Contingency (Heating Oil Assistance)	-	-		-	15,300.00	15,300.00	
Bellmarsh Road	25,000.00	72,494.90		83,355.75	14,139.15	14,139.15	
Woodbridge Road Sidewalk		3,770.43		-	3,770.43	3,770.43	
Road Repair and Reconstruction	-	522,986.71		70,943.96	451,992.75	451,992.75	
Ocean Avenue Curb		34,000.00		-	34,000.00	34,000.00	
Fishermen's Walk Renovations	-	35,431.53		578.00	34,853.53	34,853.53	
Route 1&91 Reconstruction		36,462.14		-	36,462.14	36,462.14	
Seawall Repair	-	25,548.71		-	25,548.71	25,548.71	
Broadway/Airport Drive Drainage		68,068.05		-	68,068.05	68,068.05	
Mitchell Road Drainage		50,000.00		-	50,000.00	50,000.00	
Cow Beach Phase II Drainage	-	18,200.00		-	18,200.00	18,200.00	
<b>Totals</b>	<b>939,832.00</b>	<b>1,185,340.65</b>	<b>73,787.34</b>	<b>1,068,246.96</b>	<b>1,146,013.03</b>	<b>1,081,855.63</b>	<b>-</b>



AGENDA ITEM NUMBER: \_\_\_\_\_

## REQUEST FOR ACTION BY BOARD OF SELECTMEN

<b>Date Submitted:</b> October 3, 2011	<b>Type of Action:</b> <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
<b>Date Action Requested:</b> October 24, 2011	
Regular <input checked="" type="checkbox"/> Work Session _____	
<b>Subject:</b> To appoint David N. Ott as the Warden for the State of Maine General Election that will be held on November 8, 2011 at the High School Gymnasium.	

<b>TO:</b> Board Of Selectmen
<b>FROM:</b> Mary-Anne Szeniewski, Town Clerk/Tax Collector
<b>RECOMMENDATION:</b> N/A
<b>PROPOSED MOTION:</b> I move to appoint David N. Ott as the Warden for the State of Maine General Election that will be held on November 8, 2010 at the High School Gymnasium.

**Discussion:**

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

Prepared By: MJI for Mary-Anne Szeniewski

Reviewed By: Robert H. Gendron



AGENDA ITEM NUMBER: \_\_\_\_\_

## REQUEST FOR ACTION BY BOARD OF SELECTMEN

<b>Date Submitted:</b> October 21, 2011	<b>Type of Action:</b> <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
<b>Date Action Requested:</b> October 24, 2011	
<b>Regular</b> <input checked="" type="checkbox"/> <b>Work Session</b> _____	
<b>Subject:</b> Special Event Permit Application: Parks and Recreation Costume Parade and Halloween Hop	

<b>TO:</b> BOARD OF SELECTMEN
<b>FROM:</b> Susan Scott
<b>RECOMMENDATION:</b>
<b>PROPOSED MOTION:</b> I move to approve the special event permit application for the York Parks and Recreation Department's Costume Parade and Halloween Hop that will take place on Friday, October 28, 2011 from approximately 4:00 to 6:30pm.

**Discussion:** This special event permit application is for the Parks and Recreation's annual Halloween Costume Parade and Halloween Hop. All appropriate departments have been notified and provided approval.

<b>FISCAL IMPACT:</b>
<b>DEPARTMENT LINE ITEM ACCOUNT:</b>
<b>BALANCE IN LINE ITEM IF APPROVED:</b>

Prepared By: Susan H. Scott

Reviewed By: Robert A. Yarrow



# 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: 10-14-11

Name of Event: Costume parade and Halloween Hop

Type of Event: walking parade

Organization Name: York Parks & Rec. Dept. Phone #: 303-1041

Organization Address: 186 York St. City: York State: ME Zip: 03909

Applicant Name: York Parks & Rec. Dept. Phone #: 303-1041

Applicant Address: 186 York St. City: York State: ME Zip: 03909

Contact Name for Day of Event: Robin Cogger Contact Phone #: 752-1085

Date of Event: Fri, Oct. 28th Day of Week: Friday

Starting Time: 4:00 pm Ending Time: 6:00 - 6:30 pm

Assembly Area: parade to assemble @ Town Hall 4:00-4:30

Dispersal Area: costume parade to walk to Village Elem. School 4:30-5:00

Event Route: Town Hall, down York Street to VES.

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed)

200+

Describe number of bands, vehicles, signs, floats, or other articles carried or displayed along with method of participation (walking, bicycles, motorcycles etc):

Children and families walking in costumes - No floats or motorized vehicles other than police escort.

Describe how group is organized and supervised to insure order: Parks & Rec. staff and Y.P.D. support staff

Purpose of the Event: Annual Free Alternative Halloween Community event.

The above information is true to the best of my knowledge and belief.

Signature of Applicant: Robin L. Cogger special event coordinator  
York Parks & Rec Dept.

**For Town Use Only:**

Reviewed by:

<u>Department</u>	<u>Initials</u>	
Police Department	✓	10/17/11
Public Works	✓	10/19/11
Parks/Recreation	✓	10/14/11
Village Fire	✓	10/15/11
York Beach Fire	K/A	10/15/11
Code Enforcement	✓	10/14/11

Special Conditions Police detail required

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\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
Date

## Susan Scott

---

**From:** Stephen H. Burns  
**Sent:** Friday, October 14, 2011 4:18 PM  
**To:** Susan Scott  
**Subject:** RE: Special Event Permit Applications: Festival of Lights & Halloween Hop and Parade

Susie,

There are no code issues with either of these events.

Steve

Stephen Burns  
Community Development Director  
Town of York, Maine  
186 York Street, York, ME 03909  
i: [www.yorkmaine.org](http://www.yorkmaine.org)  
e: [sburns@yorkmaine.org](mailto:sburns@yorkmaine.org)  
p: (207) 363-1007

---

**From:** Susan Scott  
**Sent:** Friday, October 14, 2011 1:28 PM  
**To:** Charles J. Szeniaowski; Christopher Balentine; David K. Bridges; David Apgar; Dean Lessard; Kevin M. LeConte; Michael J. Sullivan; Stephen H. Burns  
**Subject:** Special Event Permit Applications: Festival of Lights & Halloween Hop and Parade

Hi Everyone,

Could you all review the attached 2 applications, and email me back your response.

Feel free to contact me if you have any questions or concerns.

Thank you,  
Susie.

*Susan Scott*  
*Administrative Assistant to the Town Manager*  
Town of York, Maine  
186 York Street, York, Maine 03909-1314  
i: [www.yorkmaine.org](http://www.yorkmaine.org)  
e: [sscott@yorkmaine.org](mailto:sscott@yorkmaine.org)  
p: (207) 363-1000, Ext. 222  
f: (207) 363-1019

 Please consider the environment before printing this email.

## Susan Scott

---

**From:** David Apgar  
**Sent:** Friday, October 14, 2011 3:19 PM  
**To:** Susan Scott  
**Subject:** RE: Special Event Permit Applications: Festival of Lights & Halloween Hop and Parade

Hi Susie,

Village Fire approval for both events.

David

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

---

**From:** Susan Scott  
**Sent:** Friday, October 14, 2011 1:28 PM  
**To:** Charles J. Szeniewski; Christopher Balentine; David K. Bridges; David Apgar; Dean Lessard; Kevin M. LeConte; Michael J. Sullivan; Stephen H. Burns  
**Subject:** Special Event Permit Applications: Festival of Lights & Halloween Hop and Parade

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Susie.

Susan Scott  
Administrative Assistant to the Town Manager Town of York, Maine  
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i: [www.yorkmaine.org](http://www.yorkmaine.org)  
e: [sscott@yorkmaine.org](mailto:sscott@yorkmaine.org)<<mailto:sscott@yorkmaine.org>>  
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## Susan Scott

---

**From:** Christopher Balentine  
**Sent:** Saturday, October 15, 2011 1:09 PM  
**To:** Susan Scott  
**Subject:** RE: Special Event Permit Applications: Festival of Lights & Halloween Hop and Parade

Village Fire OK  
Chris Balentine

---

**From:** Susan Scott  
**Sent:** Friday, October 14, 2011 1:28 PM  
**To:** Charles J. Szeniewski; Christopher Balentine; David K. Bridges; David Apgar; Dean Lessard; Kevin M. LeConte; Michael J. Sullivan; Stephen H. Burns  
**Subject:** Special Event Permit Applications: Festival of Lights & Halloween Hop and Parade

Hi Everyone,

Could you all review the attached 2 applications, and email me back your response.

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Susie.

*Susan Scott*  
*Administrative Assistant to the Town Manager*  
Town of York, Maine  
186 York Street, York, Maine 03909-1314  
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## Susan Scott

---

**From:** Kevin M. LeConte  
**Sent:** Monday, October 17, 2011 9:50 AM  
**To:** Susan Scott  
**Subject:** RE: Special Event Permit Applications: Festival of Lights & Halloween Hop and Parade

Susan

Both of these events are fine with the York police. We will have police details at both events.



**Kevin M. LeConte**

*Captain*

Town of York, ME Police Department

36 Main Street, York, ME 03909-6244

i: [www.yorkpolice.org](http://www.yorkpolice.org)

e: [kleconte@yorkpolice.org](mailto:kleconte@yorkpolice.org)

p: (207) 363-1031, Ext. 102

f: (207) 363-1033

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---

**From:** Susan Scott  
**Sent:** Friday, October 14, 2011 1:28 PM  
**To:** Charles J. Szeniewski; Christopher Balentine; David K. Bridges; David Apgar; Dean Lessard; Kevin M. LeConte; Michael J. Sullivan; Stephen H. Burns  
**Subject:** Special Event Permit Applications: Festival of Lights & Halloween Hop and Parade

Hi Everyone,

Could you all review the attached 2 applications, and email me back your response.

Feel free to contact me if you have any questions or concerns.

Thank you,  
Susie.

*Susan Scott*

*Administrative Assistant to the Town Manager*

Town of York, Maine

186 York Street, York, Maine 03909-1314

i: [www.yorkmaine.org](http://www.yorkmaine.org)

e: [sscott@yorkmaine.org](mailto:sscott@yorkmaine.org)

p: (207) 363-1000, Ext. 222

f: (207) 363-1019

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## Susan Scott

---

**From:** Dean Lessard  
**Sent:** Wednesday, October 19, 2011 5:33 PM  
**To:** Susan Scott  
**Subject:** Re: Special Event Permit Applications: Festival of Lights & Halloween Hop and Parade

Susie  
I don't see any problems with these events.

Dean

----- Original Message -----

**From:** Susan Scott  
**To:** Dean Lessard  
**Sent:** Wed Oct 19 16:19:42 2011  
**Subject:** FW: Special Event Permit Applications: Festival of Lights & Halloween Hop and Parade

Dean,

We're hoping to get these on next Monday's BOS agenda - do you foresee any issues with either of these applications?

Thanks, Susie.

Susan Scott

Administrative Assistant to the Town Manager

Town of York, Maine

186 York Street, York, Maine 03909-1314

i: [www.yorkmaine.org](http://www.yorkmaine.org)

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AGENDA ITEM NUMBER: \_\_\_\_\_

## REQUEST FOR ACTION BY BOARD OF SELECTMEN

<b>Date Submitted:</b> October 21, 2011	<b>Type of Action:</b> <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action  <input type="checkbox"/> Other: _____
<b>Date Action Requested:</b> October 24, 2011	
Regular <input checked="" type="checkbox"/> Work Session _____	
<b>Subject:</b> Special Event Permit Application: Parks and Recreation Festival of Light Committee	

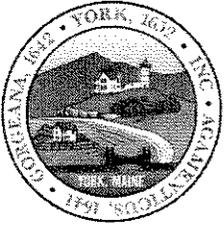
<b>TO:</b> BOARD OF SELECTMEN
<b>FROM:</b> Susan Scott
<b>RECOMMENDATION:</b>
<b>PROPOSED MOTION:</b> I move to approve the special event permit application for the York Parks and Recreation Department's Festival of Lights Parade that will take place on Saturday, December 3, 2011 from approximately 4:30 to 6:30pm.

**Discussion:** This special event permit application is for the Parks and Recreation's annual Festival of Lights Parade. All appropriate departments have been notified and provided approval.

<b>FISCAL IMPACT:</b>
<b>DEPARTMENT LINE ITEM ACCOUNT:</b>
<b>BALANCE IN LINE ITEM IF APPROVED:</b>

Prepared By: Susan H. Scott

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: 10.14.11

Name of Event: Festival of Lights parade

Type of Event: parade

Organization Name: Festival of Lights Committee Phone #: 303.1041

Organization Address: 186 York St. City: York State: ME Zip: 03909

Applicant Name: York Parks & Rec. Dept. Phone #: 303.1041

Applicant Address: 186 York Street City: York State: ME Zip: 03909

Contact Name for Day of Event: Robin/Sarah Contact Phone #: 303.1040

Date of Event: Sat. Dec. 3rd Day of Week: Saturday

Starting Time: 4:30pm Ending Time: 5:30pm

Assembly Area: Ashdome Rd and Moulton Lane

Dispersal Area: Village Elem. school and beyond

Event Route: Ashdome Rd, York Street (1A), through

York Village to VES, organug and Rte. 1.

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed)

500+

Describe number of bands, vehicles, signs, floats, or other articles carried or displayed along with method of participation (walking, bicycles, motorcycles etc):

Lights parade - floats, walkers, bands, business, civic groups

Describe how group is organized and supervised to insure order: Parks & Rec. Staff

oversees w/ YPD and committee for traffic control and safety.

Purpose of the Event: Community Festival of Lights Celebration

The above information is true to the best of my knowledge and belief

Signature of Applicant: Festival of Lights Committee  
York Parks & Rec. Dept.

10/14/11  
Cod: YPD  
Fire  
Code  
PW

**For Town Use Only:**

Reviewed by:

**Department**

**Initials**

Police Department

✓ 10/17/11

Public Works

✓ 10/19/11

Parks/Recreation

✓ 10/14/11

Village Fire

✓ 10/15/11

York Beach Fire

✓ N/A 10/15/11

Code Enforcement

✓ 10/14/11

Special Conditions Police detail required.

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\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
Date

## Susan Scott

---

**From:** Christopher Balentine  
**Sent:** Saturday, October 15, 2011 1:09 PM  
**To:** Susan Scott  
**Subject:** RE: Special Event Permit Applications: Festival of Lights & Halloween Hop and Parade

Village Fire OK  
Chris Balentine

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**From:** Susan Scott  
**Sent:** Friday, October 14, 2011 1:28 PM  
**To:** Charles J. Szeniewski; Christopher Balentine; David K. Bridges; David Apgar; Dean Lessard; Kevin M. LeConte; Michael J. Sullivan; Stephen H. Burns  
**Subject:** Special Event Permit Applications: Festival of Lights & Halloween Hop and Parade

Hi Everyone,

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Thank you,  
Susie.

*Susan Scott*  
*Administrative Assistant to the Town Manager*  
Town of York, Maine  
186 York Street, York, Maine 03909-1314  
i: [www.yorkmaine.org](http://www.yorkmaine.org)  
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David

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

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Susan Scott  
Administrative Assistant to the Town Manager Town of York, Maine  
186 York Street, York, Maine 03909-1314  
i: [www.yorkmaine.org](http://www.yorkmaine.org)  
e: [sscott@yorkmaine.org](mailto:sscott@yorkmaine.org)<<mailto:sscott@yorkmaine.org>>  
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Administrative Assistant to the Town Manager

Town of York, Maine

186 York Street, York, Maine 03909-1314

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