

**BOARD OF SELECTMEN'S
MEETING AGENDA
6:00PM/7:00PM MONDAY, JUNE 22, 2015
YORK LIBRARY**

6:00PM: Committee Interviews and Executive Session: Pursuant to MRSA Title 1, Section 405.6.A - Consideration of Appointment and Pursuant to MRSA Title 1, Section 405.6.C - Real Estate (American Legion Property)

Present: Chairman Robert E. Palmer, Jr., Vice-Chairman Jonathan O. Speers, Torbert Macdonald, Todd Frederick, Dawn Sevigny-Watson, and Town Manager Stephen H. Burns.

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

Moved by Mr. Speers, seconded by Ms. Sevigny-Watson to exit out of Executive Session. Without objection, so ordered.

7:00PM: Regular Meeting

Present: Chairman Robert E. Palmer, Jr., Vice-Chairman Jonathan O. Speers, Torbert Macdonald, Todd Frederick, Dawn Sevigny-Watson, Town Manager Stephen H. Burns and members of the press and public.

Call to Order

Chairman Robert E. Palmer, Jr. called the meeting to order at 7:00PM.

Opening Ceremonies

- A. **Minutes**
- B. **Chairman's Report**
- C. **Manager's Report**

Town Manager Stephen H. Burns stated that his office received word from the York Sewer District that they will be installing public sewer during the Town's Main Street project. Mr. Burns also gave a FY15 Budget update: 92% of the way through FY15 - 95% of projected revenue has been received - 86% of projected

expenses have been spent. Mr. Burns also congratulated firefighter, Jon Gay for his work in the approval in a Safety Enhancement Grant for \$2,000 towards a gear washer.

D. Awards

1. Bid Award: #2 Heating Oil

The Town recently solicited bid requests for #2 Heating Oil deliveries of approximately 11,000 gallons to four Town Buildings from July 1, 2015 through June 30, 2016. In addition to the Town building deliveries, 500 gallons was also included for our Emergency Heating Assistance Program.

Moved by Mr. Frederick, seconded by Mr. Speers to award the 2016 Fiscal Year Town Building #2 Heating Oil Bid to Estes Oil and Propane for \$2.25 per gallon. Vote 5-0, motion passes.

2. Bid Award: Propane

The Town recently solicited bid requests for Propane deliveries of approximately 5,500 total gallons to six Town owned buildings from July 1, 2015 to June 30, 2016.

The Town received four bids but some prices were dependent on the rent vs. own status of the tanks. The Board of Selectmen asked the Town Manager's Office to research the price of purchasing all rented propane tanks and to move this to the next agenda.

3. Bid Award: Wood Pellets

The Town recently solicited bid requests for Wood Pellet deliveries of approximately 22 total tons to the Grant House, which is the only town-owned building equipped with a pellet boiler. The Town received only one bid in response.

The Board of Selectmen had questions regarding the most appropriate type of pellets to be used and asked for more research to be done to find the best solution and have the award brought back to them at the next meeting.

4. Bid Award: Streetlight Consultant

The Town recently released a Request for Proposals for an Energy Consultant for the Town of York LED Street Light Project. Three proposals were received – Celtic Energy, LightSmart and Dubois & King.

Mr. Macdonald disclosed that his nephew works for Celtic Energy and he would be abstaining from this vote.

Moved by Mr. Speers, seconded by Mr. Frederick to approve the \$20,000 bid ward for an Energy Consultant for the Town's LED Street Light Project to Celtic Energy. Vote 4-0-1, Mr. Macdonald abstained, motion passes.

E. Reports

- 1. Wayne Martin, Chair – Police Station Municipal Building Committee

Chairman of the Police Station Municipal Building Committee Wayne Martin gave the Board and public a brief overview of the Committee's progress to date. He also stressed the need to get public attention on the Special Budget Referendum.

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

Public Comment: Judy Romano
Carol Allen

G. Public Hearings

- 1. New Business License: The Velveteen Habit (Special Amusement)

Moved by Mr. Macdonald, seconded by Mr. Speers to open the public hearing. Without objection, so ordered.

Public Comment: None

Moved by Mr. Macdonald, seconded by Mr. Speers to close the public hearing. Without objection, so ordered.

H. Endorsements

- Business Licenses:
- 1. 281 Long Beach Ave., LLC DBA: The Sand Dollar (Innkeeper) Located at 281 Long Beach Avenue
 - 2. Benjamin Goldman DBA: The Velveteen Habit – Farmhouse Restaurant (Special Amusement) Located at 37 Ogunquit Road

Moved by Mr. Macdonald, seconded by Mr. Frederick to approve the following Business Licenses: 281 Long Beach Ave., LLC DBA: The Sand Dollar (Innkeeper) Located at 281 Long Beach Avenue and Benjamin Goldman DBA: The Velveteen

Habit – Farmhouse Restaurant (Special Amusement) Located at 37 Ogunquit Road, subject to taxes, fees and inspections being current and compliant with the usual noise stipulation. Vote 5-0, motion passes.

I. Old Business

1. Discussion and Possible Action: Definition of Capital

The Board and Town Manager had a brief discussion regarding coming to an internal agreement on proposed new language in the Selectmen’s Policy that defines “Capital”.

2. Discussion: Overview of Proposed FY17-21 Capital Planning Process

Mr. Burns gave an overview of his anticipated changes for the FY17-21 Capital Planning process, of which he plans to start in August. Some changes will be improved engagement with our utility districts, 10-year picture rather than only 5-year, and looking at different purchasing/financing possibilities.

J. New Business

1. Discussion: Overview of Bog Road Field Phase II

The May 2015 referendum voters approved \$150,000 for Phase II of the Bog Road Athletic Field Project. Director of Parks and Recreation Mike Sullivan was recently contacted by the administrating agency for a grant he applied for and while the Town’s application scored high among those submitted, the funding available to Maine communities was reduced by the Park Service. The Town will be receiving 50% (\$75,000) of the amount requested.

2. Discussion and Possible Action: Department Organization Changes

Moved by Mr. Macdonald, seconded by Mr. Speers to approve the creating of a Code Enforcement Department, with the Code Enforcement Officer, Amber Harrison, becoming the new Department Head. Vote 5-0, motion passes.

3. Discussion: Parking Policy with Respect to Revenue Generation

This was a continuation of a discussion the Board previously had regarding parking meter revenues and it being the most controllable of the non-property tax revenues available to the Town. Possible ways to increase revenues would be to increase the meter rates, expand the number of metered parking spaces, and/or alter the parking permit program fees. With direction from the Board, Mr. Burns will do more research into the current number of metered spaces and what other communities are doing/have done.

4. Discussion and Possible Action: Selectmen's Policy Manual – Section 1 Detailed Review

Board members previously submitted comments and suggested edits to Section 1 of the Selectmen's Policy Manual to the Town Manager's Office. The Board suggested edits to the Code of Ethics Policy, Transaction of Business Policy and Public Participation at Selectmen's Meetings Policy and Legal Counsel Policy – all of which the Town Manager's Office will create and will be brought back in front of the Board for a vote.

5. Discussion and Possible Action: Verizon Request to Improve Cell Reception in York Beach

The Board of Selectmen entered into a contract with Verizon several years ago to construct a communications tower at the then-proposed new police station site off Ridge Road. With the demise of that project, Verizon is looking for other suitable options to improve wireless communications in the York Beach area. Verizon has asked if the Town would consider a flag pole antenna at the York Beach Ball Field or to replace the existing tower at the current Police Station at 36 Main Street.

Moved by Mr. Macdonald, seconded by Mr. Speers to direct the Town Manager to work with Verizon to create a proposal to replace the existing tower at the Police Station/Senior Center with a new tower not more than 100' in height and to return to the Board with a design proposal and a lease /contract proposal. Vote 5-0, motion passes.

Moved by Mr. Macdonald, seconded by Mr. Frederick to direct the Town Manager to start the Request for Proposals process to develop competitive bids for this site. Vote 5-0, motion passes.

6. Cliff Path Committee Appointments

Moved by Mr. Macdonald, seconded by Mr. Speers to appoint Thoams Rose, Robert Gordon and Robert Luttman as regular members to the Cliff Walk Committee, with terms expiring June 30, 2019. Vote 5-0, motion passes.

Moved by Mr. Macdonald, seconded by Mr. Speers to appoint Diane Kleist and Elizabeth Bardwell as regular members to the Cliff Walk Committee, with terms expiring June 30, 2018. Vote 5-0, motion passes.

Moved by Mr. Macdonald, seconded by Mr. Speers to appoint Mary Andrews as a regular member to the Cliff Walk Committee, with a term expiring June 30, 2017. Vote 5-0, motion passes.

Moved by Mr. Speers, seconded by Mr. Frederick to appoint Edward Little as a regular member to the Cliff Walk Committee, with a term expiring June 30, 2016. Vote 5-0, motion passes.

7. Board and Committee Reappointments

- a. Board of Appeals
- b. Assessment Review Board
- c. Cable TV Regulatory Board
- d. Energy Efficiency Steering Committee
- e. Harbor Board
- f. Historic District Commission
- g. Municipal Social Services Review Board
- h. Planning Board
- i. Senior Citizens' Advisory Board
- j. Sohier Park Committee
- k. Tax Task Force

Moved by Mr. Macdonald, seconded by Mr. Frederick to reappoint Victor Manougian as an alternate member to the Board of Appeals, with a term expiring June 30, 2018. Vote 5-0, motion passes.

Moved by Mr. Macdonald, seconded by Mr. Frederick to reappoint Greg Gosselin as a regular member to the Assessment Review Board, with a term expiring June 30, 2018. Vote 5-0, motion passes.

Moved by Mr. Macdonald, seconded by Mr. Frederick to reappoint Robert Michael Seagroves as a regular member to the Cable TV Regulatory Commission, with a term expiring June 30, 2018. Vote 5-0, motion passes.

Moved by Mr. Macdonald, seconded by Mr. Frederick to reappoint Wayne Boardman as a regular member to the Energy Efficiency Committee, with a term expiring June 30, 2018. Vote 5-0, motion passes.

Moved by Mr. Macdonald, seconded by Mr. Frederick to reappoint David Webber as a regular member to the Harbor Board, with a term expiring June 30, 2018. Vote 5-0, motion passes.

Moved by Mr. Macdonald, seconded by Mr. Frederick to reappoint Frederick Scott Stevens as a regular member to the Historic District Commission, with a term expiring June 30, 2018. Vote 5-0, motion passes.

Moved by Mr. Macdonald, seconded by Mr. Frederick to reappoint Kathleen Vinet as a regular member to the Municipal Social Services Review Board, with a term expiring June 30, 2018. Vote 5-0, motion passes.

Moved by Mr. Macdonald, seconded by Mr. Frederick to reappoint Gordon Eldridge as a regular member to the Planning Board, with a term expiring June 30, 2018. Vote 5-0, motion passes.

Moved by Mr. Macdonald, seconded by Mr. Frederick to reappoint Jacqueline Valentino, Jeanette McGrath and Carollyn Anderson as regular members to the Senior Citizens' Advisory Board, with terms expiring June 30, 2018. Vote 5-0, motion passes.

Moved by Mr. Macdonald, seconded by Mr. Frederick to reappoint Evelyn Lipka, and Lorraine Moulton as regular members to the Sohier Park Committee, with terms expiring June 30, 2018. Vote 5-0, motion passes.

Moved by Mr. Macdonald, seconded by Mr. Frederick to reappoint Thomas Carnicelli and Harry Kluger as regular members to the Tax Task Force, with terms expiring June 30, 2018. Vote 5-0, motion passes.

8. Pole Location Permit – Nubble Road

Moved by Mr. Macdonald, seconded by Mr. Frederick to approve the Pole Location Permit for one pole on Nubble Road, in a northerly direction, 28 feet from pole #33. Vote 5-0, motion passes.

9. Special Event Permit – York Days Fireworks

Moved by Mr. Macdonald, seconded by Mr. Speers to approve the following Special Event Permit Application subject to all, if any, conditions five by Department Heads: York Days Fireworks – August 2, 2015. Vote 5-0, motion passes.

K. Future Agendas

L. Other Business

M. Citizens' Forum

Adjourn

Moved by Mr. Macdonald, seconded by Mr. Frederick to adjourn the meeting at 9:50PM. Without objection, so ordered.

Respectfully Submitted,

Melissa M. Avery
Assistant to the Town Manager