



# Town of York

186 York Street  
York, Maine 03909-1314

Town Manager/  
Selectmen  
(207)363-1000

Town Clerk/  
Tax Collector  
(207)363-1003

Finance/  
Treasurer  
(207)363-1004

Code Enforcement  
(207)363-1002

Planning  
(207)363-1007

Assessor  
(207)363-1005

Police Department  
(207)363-1031

Dispatch  
(207)363-2557

York Beach Fire  
Department  
(207)363-1014

York Village Fire  
Department  
(207)363-1015

Public Works  
(207)363-1011

Harbor Master  
(207)363-1000

Senior Center/  
General Assistance  
(207)363-1036

Parks and  
Recreation  
(207)363-1040

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

www.yorkmaine.org

## BOARD OF SELECTMEN'S MEETING AGENDA

6:00/6:45/7:00PM MONDAY, NOVEMBER 2, 2015  
YORK LIBRARY

**6:00PM:** Executive Session: Pursuant to MRSA Title 1, Section 405.6.D – Upcoming Union Contract Negotiations and 405.6.C – Real Estate

**6:45PM:** Board and Committee Interviews

### Call to Order

### Opening Ceremonies

A. Minutes

B. Chairman's Report

C. Manager's Report

D. Awards

1. Bid Award: Snow Plowing Contracts

E. Reports

1. Harbor Board
2. Shellfish Conservation Commission
3. Stewart Mitchell, Witcher Builders – Update on Kearsarge House

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

G. Public Hearings

1. Ordinance Amendment: General Assistance Appendices A, C and D

H. Endorsements

**I. Old Business**

1. Discussion and Possible Action: Special General Referendum Request
2. Discussion and Possible Action: Specific Recommendations about Parking Policy Changes
3. Discussion and Possible Action: Draft Amendment to the Public Street Acceptance Policy

**J. New Business**

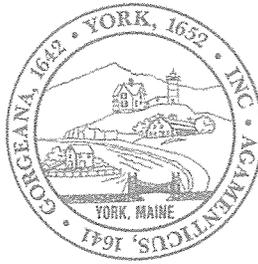
1. Discussion and Possible Action: FY15 Carryforwards
2. Discussion and Possible Action: General Assistance Ordinance Appendices
3. Discussion and Possible Action: Draft Amendment to the Business Licensing Ordinance – Water and Sewer Sign-offs for Food Service
4. Discussion and Possible Action: Property Appraisal for Land Adjacent to the Long Sands Bathhouse
5. Discussion and Possible Action: Memorial Dedications Policy
6. Discussion and Possible Action: Pest Management at Blinn House
7. Appointments:
  - a. Energy Efficiency Committee
  - b. Conservation Commission
  - c. Bicycle and Pedestrian Committee
8. Property Redemptions:
  - a. 4 Vacation Drive
  - b. 3 Vacation Drive
9. Special Event Permits:
  - a. 24 Hours Out in the Cold – YCSA
  - b. Drive Through Nativity – First Parish Church

**K. Future Agendas**

**L. Other Business**

**M. Citizens' Forum**

**Adjourn**



## REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: October 28, 2015

ACTION

DATE ACTION REQUESTED: November 2, 2015

DISCUSSION ONLY

SUBJECT: Contract for Snow Plowing & Ice Control of the York Municipal Facilities, School Facilities, and Business Districts.

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Bids were solicited for the snow plowing and de-icing of the Town's municipal facilities, school facilities, and business districts. See attached sheet for contractors and pricing received.

RECOMMENDATION: To approve the proposed motion.

PROPOSED MOTION: I move to award the bids for the snow removal and ice control contract for the following facilities to the following contractors:  
Village Fire, Town Hall, Library, and Coastal Ridge Elementary School to Andrews Construction in the amount of \$35,500.  
Village Elementary School and Middle School to Puffer & Sons Land Management in the amount of \$50,000.  
Beach Fire and Police Station to Green with Envy in the amount of \$24,700  
York Village, Harbor, and Shorts Sands Business Districts to Dover Bluff Construction in the amount of \$62,460.

FISCAL IMPACT: \$172,660

DEPARTMENT LINE ITEM ACCOUNT: Fund Balance

BALANCE IN LINE ITEM IF APPROVED: \$7,340

PREPARED BY: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_

A handwritten signature in black ink, appearing to be 'A. Smith', written over the 'REVIEWED BY' line.

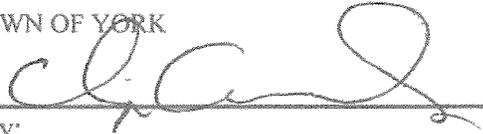


\_\_\_\_\_ \$ \_\_\_\_\_,  
(written dollar amount)

This award consummates the Contract, and the documents referenced herein.

10/21/15  
Date

TOWN OF YORK

  
By:

Chip Andrews  
(Name and Title Printed)

Andrews Const. Co., Inc.

Andrews Const.

All Bids don't CARRY sidewalks

13. **Award.** Your offer is hereby accepted for:

**Individual bid - Village Elementary School at 124 York Street, York**

N/A. \$ \_\_\_\_\_  
(written dollar amount)

**Individual bid - York Middle School at 30 Organug Road, York**

N/A. \$ \_\_\_\_\_  
(written dollar amount)

**Individual bid - Coastal Ridge Elementary School at 1 Coastal Ridge Drive, York**

Nine Thousand - Five hundred \$ 9,500.-  
(written dollar amount)

**York High School at 1 Robert Stevens Drive, York**

Fifty - Two Thousand \$ 52,000.-  
(written dollar amount)

**Hourly Bid - Removal, Loading, Hauling and Disposal of snow to an off-site waste area.**

Two hundred - Twenty - Five \$ 225.-  
(written dollar amount)

**Combined bid for all four (4) School Parking facilities**

\_\_\_\_\_ \$ \_\_\_\_\_  
(written dollar amount)

This award consummates the Contract, and the documents referenced herein.

10/21/15  
Date

TOWN OF YORK

[Signature]  
By:

Chip Andrews  
(Name and Title Printed)  
Andrews, Const. Co. Inc.

13. **Award.** Your offer is hereby accepted for:

Individual bid - Village Elementary School at 124 York Street, York

Twenty Five Thousand \$ 25,000.00  
(written dollar amount)

Individual bid - York Middle School at 30 Organug Road, York

Twenty Five Thousand \$ 25,000.00  
(written dollar amount)

Individual bid - Coastal Ridge Elementary School at 1 Coastal Ridge Drive, York

N/A- \$ \_\_\_\_\_  
(written dollar amount)

York High School at 1 Robert Stevens Drive, York

N/A \$ \_\_\_\_\_  
(written dollar amount)

Hourly Bid - Removal, Loading, Hauling and Disposal of snow to an off-site waste area.

75.00 for 6-9000 14' x 10' 150. for Loader and Buckets \$ 225.00 per Hour  
(written dollar amount)

Combined bid for all four (4) School Parking facilities

\_\_\_\_\_ \$ \_\_\_\_\_  
(written dollar amount)

This award consummates the Contract, and the documents referenced herein.

TOWN OF YORK

10-21-15  
Date

Ruffner and Sons Land Management  
By:

PIERRE Ruffner Owner  
(Name and Title Printed)

① NOT including sidewalks  
② and Town Supplies SALT. AT  
THEIR COST.

**11. General Provisions**

- (a) Nondiscrimination. The Contractor agrees to comply with the nondiscrimination and affirmative action provisions at 5 M.R.S.A. § 784 (2), which are hereby incorporated by reference.
- (b) Funding. This Contract, including any extensions thereof, is made subject to available budgetary appropriations and shall not create any obligation on behalf of the Department in excess of such appropriations.

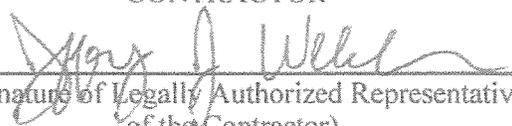
**12. Certifications.**

By signing below, the Contractor hereby certifies that to the best of the Contractor's knowledge and belief:

- 1. All of the statements, representations, covenants, and certifications required or set forth in the Contract are still complete and accurate as of the date of this contract.
- 2. The Contractor knows of no legal, contractual, or financial impediment that prevents Contractor from entering into this Contract.
- 3. The person signing below is legally authorized by the Contractor to sign and to legally bind the Contractor to the terms of the Contract.

The Contractor, for itself, its successors and assigns, hereby executes two duplicate originals of this Contract and thereby binds itself to all covenants, terms, and obligations contained in the Contract Documents.

10-21-15  
Date

CONTRACTOR  
  
(Signature of Legally Authorized Representative  
of the Contractor)

Jeffrey J. Welch - Owner  
(Name and Title Printed)

13. Award. Your offer is hereby accepted for:

Individual bid - York Police Station & Senior Center at 36 Main Street, York

Eleven thousand dollars \$ 11,000.00  
(written dollar amount)

Individual bid - York Beach Fire Station at 18 & 25 Railroad Avenue,  
York

Thirteen thousand and seven hundred \$ 13,700.00  
(written dollar amount)

Individual bid - York Village Fire Department at 1 Fire House Drive,  
York

\_\_\_\_\_  
(written dollar amount) \$ \_\_\_\_\_,

Individual bid - York Town Hall at 180 & 186 York Street, York

\_\_\_\_\_  
(written dollar amount) \$ \_\_\_\_\_,

Individual bid - York Public Library at 15 Long Sands Road, York

\_\_\_\_\_  
(written dollar amount) \$ \_\_\_\_\_,

Hourly Bid - Removal, Loading, Hauling and Disposal of snow to an off-  
site waste area.

\$ 100.00 per Hour \$ 100.00, per Hour  
(written dollar amount)

Combined bid for all four (5) Municipal Parking facilities

\_\_\_\_\_  
(written dollar amount) \$ \_\_\_\_\_,

Bid contingent on contractor being able to purchase salt  
from town facility.

**11. General Provisions**

- (a) Nondiscrimination. The Contractor agrees to comply with the nondiscrimination and affirmative action provisions at 5 M.R.S.A. § 784 (2), which are hereby incorporated by reference.
- (b) Funding. This Contract, including any extensions thereof, is made subject to available budgetary appropriations and shall not create any obligation on behalf of the Department in excess of such appropriations.

**12. Certifications.**

By signing below, the Contractor hereby certifies that to the best of the Contractor's knowledge and belief:

- 1. All of the statements, representations, covenants, and certifications required or set forth in the Contract are still complete and accurate as of the date of this contract.
- 2. The Contractor knows of no legal, contractual, or financial impediment that prevents Contractor from entering into this Contract.
- 3. The person signing below is legally authorized by the Contractor to sign and to legally bind the Contractor to the terms of the Contract.

The Contractor, for itself, its successors and assigns, hereby executes two duplicate originals of this Contract and thereby binds itself to all covenants, terms, and obligations contained in the Contract Documents.

OCT 21 2015  
Date

CONTRACTOR  
  
(Signature of Legally Authorized Representative of the Contractor)

PETER J HUGHES VP DEC  
(Name and Title Printed)



13. Award. Your offer is hereby accepted for:

**Individual bid – York Village Business District Area, York**

\_\_\_\_\_ \$ \_\_\_\_\_,  
*(written dollar amount)*

**Individual bid - York Harbor Business District Area, York**

\_\_\_\_\_ \$ \_\_\_\_\_,  
*(written dollar amount)*

**Individual bid – Short Sands Village Business District Area, York**

\_\_\_\_\_ \$ \_\_\_\_\_,  
*(written dollar amount)*

**Hourly Bid - Removal, Loading, Hauling and Disposal of snow to an off-site waste area.**

\_\_\_\_\_ \$ \_\_\_\_\_,  
*(written dollar amount)*

**Combined bid for all three (3) Business District Areas, York**

SIXTY TWO THOUSAND FOUR HUNDRED \$ 62460,  
*(written dollar amount)* SIXTY

This award consummates the Contract, and the documents referenced herein.

TOWN OF YORK

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
*(Name and Title Printed)*





**Notice of Public Hearing  
Board of Selectmen  
Monday, November 2, 2015  
7:00 PM  
York Public Library**

The York Board of Selectmen will conduct a Public Hearing on Monday, November 2, 2015 regarding a proposed ordinance amendment to the General Assistance Ordinance Appendices A, C and D.

Printed copies of the text of this amendment are available at through the General Assistance office (207) 363-5504 and the Town Manager's Office (207) 363-1000.



## REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: October 30, 2015

ACTION

DATE ACTION REQUESTED: November 2, 2015

DISCUSSION ONLY

SUBJECT: Special General Referendum

**DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:** There is a vacancy on the School Committee and the Charter makes it the responsibility of the Board of Selectmen to fill the seat. Article V, Section 3.D (copy attached) spells out the procedure. The vacant position was due to expire in May 2016. A Special General Referendum must be called within 30 days of the resignation.

We are hoping to have a Special General Referendum on January 30, 2016, so the voters may consider a proposed building height amendment to the Zoning Ordinance. It would also be appropriate to have an election for this open seat on January 30th. Mary-Anne Szeniewski said that this meets her requirements to advertise the open seat and to accommodate the election itself. It also works for the zoning height amendment process.

The proposed zoning amendment is attached. The Planning Board discussed this at its workshop last week and have posted it for a public hearing on November 12th. The Board of Selectmen will have this in their hands only in time for its November 16th meeting, so the decision about sending this amendment to the voters is appropriately made at that meeting. Legal notice postings would be required later that week so the timing is perfect. The Board of Selectmen's public hearing would be held on December 14th. The document would need to be submitted to the Town Clerk by December 16th (45 days in advance of the referendum).

Because the Board has not yet seen the proposed zoning amendment it would be inappropriate to call the meeting for such purpose. It is appropriate, and necessary actually, to call a Special General for purposes of filling the School Committee vacancy. If the Board subsequently agrees to send the ordinance amendment to the voters at that time, it can do so by vote on November 16th.

**RECOMMENDATION:** I recommend the Board of Selectmen call a Special General Referendum, to be held at York High School, on Saturday, January 30, 2016.

PROPOSED MOTION: I move to call a Special General Referendum, to be held at York High School, on Saturday, January 30, 2016, for the purpose of filling the vacancy on the School Committee.

FISCAL IMPACT: the cost of an election - probably a couple thousand dollars

DEPARTMENT LINE ITEM ACCOUNT: elections budget

BALANCE IN LINE ITEM IF APPROVED: \$44,829.69

Prepared by Stephen H. Burns, Town Manager:

A handwritten signature in black ink, appearing to read "Stephen H. Burns", is written over a horizontal line.

- A. All elected officials and all officials appointed by the Board of Selectmen and Town Manager shall be sworn in by the Town Clerk within forty-five (45) days of their election or appointment and shall swear that they shall support the Constitution of the United States, the laws of the State of Maine, the provisions of this Charter and the ordinances of the Town.

**Section 2: GENERAL DUTIES**

- A. Elected and appointed officials shall perform such duties and have such authorities as are set forth in the U.S. Constitution, the laws of the State of Maine, this Charter, Town ordinances, and all other applicable statutes and regulations.



**Section 3: VACANCIES, FORFEITURE OF OFFICE, FILLING OF VACANCIES**

- A. A vacancy in a Town office or on any board, commission or committee may occur by the following means: non-acceptance, death, recall, resignation, permanent disability or incompetence, failure to qualify for the office within 10 days after written demand by the Selectmen, failure of the town to elect a person to office, removal from office in any manner provided by law and forfeiture of office as provided in this Charter.
- B. An elected official or appointee to a board, commission or committee shall forfeit said office if he:
  - 1. Lacks at any time during their term of office any qualifications for the office prescribed by the laws of the State of Maine, the Constitution or this Charter;
  - 2. Violates any express prohibitions of this Charter;
  - 3. Is convicted of a crime or offense which is reasonably related to the ability to serve in the capacity to which he was elected or appointed;
  - 4. Fails to attend three consecutive regular meetings of the board, commission or committee without being excused by the board, commission or committee;
  - 5. Is determined by proper proceedings of a judicial nature, after notice and hearing, to have failed to perform the duties of his office;
  - 6. Fails to disclose a conflict of interest.
- C. The determination of when a vacancy exists and/or whether a forfeiture of any elected office or a forfeiture of an appointment to a board, commission or committee has occurred shall be made by the Board of Selectmen in

accordance with the above criteria, except that the Superintending School Committee shall make such a determination with regards to its members.

- D. When there is a vacancy in any Town office or position appointed pursuant to Article III of this Charter, the Town Manager or the Board of Selectmen, whichever is the appointing authority, shall appoint a qualified person to fill the vacancy for the remainder of the unexpired term. Except in cases of recall governed by Article VII, when a vacancy occurs in any Town office or position elected pursuant to Article III of this Charter, other than in the office of Selectman, the Board of Selectmen may appoint a qualified person to fill the vacancy who shall serve until a successor is elected in accordance with this section. A vacancy in the office of Selectman shall continue until a successor is elected. When there is a vacancy in an elected office, the Selectmen shall call a Special General Referendum to fill the vacancy within thirty (30) days after the vacancy occurs except that if the vacancy occurs at least seventy (70) and not more than one hundred twenty (120) days before the date of the election of Town officials at the Budget Referendum, the successor shall be elected then. Any successor elected pursuant to this section shall serve for the remainder of the unexpired term. No person appointed to fill a vacancy may be a candidate in the election for a successor.



- E. In the event that a sufficient number of members of a board, commission or committee resign so as not to have a quorum of members remaining, the board, commission or committee shall continue to conduct its business until the vacant positions become filled in accordance with Article V Section 3 of this Charter. However, no policy matters shall be enacted or changed in the absence of a quorum of the membership.

## ARTICLE VI: TRANSITIONAL PROVISIONS

### Section 1: CONTINUATION OF ORDINANCES

- A. All ordinances, resolutions, rules and regulations of the Town and votes of Town Meetings which are in force on the effective date of this Charter, not inconsistent with the provisions of this Charter, shall continue in force until amended or repealed.

### Section 2: CONTINUATION OF GOVERNMENT

- A. All departments, boards, commissions, and committees and other Town bodies existing on the effective date of this Charter or established by this



**Notice of Public Hearing  
Planning Board  
Thursday, November 12, 2015  
7:00 PM  
York Public Library**

The York Planning Board will conduct a Public Hearing regarding a proposed ordinance amendment to be considered at a possible January 2016 Special General Referendum, as follows:

1. Municipal School Buildings Height Exception

Printed copies of the text of this amendment(s) (draft document dated October 23, 2015) are available with the Town Clerk at the Town Hall, and digital copies are available on the Town's Web page ([www.yorkmaine.org](http://www.yorkmaine.org)).

# **Proposed Amendment**

to be considered at a

## **January 2016 Special General Referendum**

### Amendment

1. Municipal School Buildings Height Exception

**Amendment #1**  
*Municipal School Buildings Height Exception*

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

Article X

The Town hereby ordains amendment of the **Zoning Ordinance** to allow, by special exception, an increase to the maximum building height permitted for municipal school buildings.

Statement of Fact: The purpose of this amendment is to allow municipal school buildings, by obtaining a special exception from the Board of Appeals, to have a maximum building height of no more than 45 feet, provided the school building design is in scale with the surrounding neighborhood after considering the size of the site and location of surrounding lots.

**Amendment:**

Amend section 5.1.5.1 Height Exception letter (b.) by adding number 4 to read as follows:

*4. Municipal School Buildings. The maximum building height of a municipal school building may be increased to 45 feet, provided the applicant demonstrates that the design results in a building that is in scale with the surrounding neighborhood after considering the size of the site and location of surrounding lots.*

Recommended by the Planning Board:

Recommended by the Board of Selectmen:



## REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: October 30, 2015

ACTION

DATE ACTION REQUESTED: November 2, 2015

DISCUSSION ONLY

SUBJECT: Parking Policy

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Attached is the recommendation from Captain Szeniewski about parking meters.

RECOMMENDATION: I recommend the Board schedule a public hearing on November 16th to consider increases to parking passes, parking meters, and parking fines as proposed by the York Police Department.

PROPOSED MOTION: I move to schedule a public hearing on November 16th to consider increases to parking passes, parking meters, and parking fines as proposed by the York Police Department.

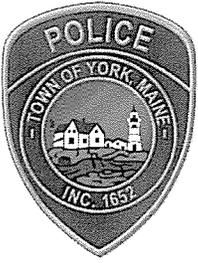
FISCAL IMPACT: not applicable at this time.

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

PREPARED BY: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_



# TOWN OF YORK, MAINE

## Police Department

**Douglas P. Bracy**  
Chief of Police

*Mailing Address:*  
36 Main Street  
York, Maine 03909

*Dispatch*  
**Non Emergency**  
(207) 363-4444

*Administration*  
(207) 363-1031

*Facsimile*  
(207) 361-6818

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

*Committed  
to excellence*

## Memorandum

**Date:** October 28, 2015  
**To:** Town Manager Stephen H. Burns  
**Cc:** Board of Selectmen  
**From:** Captain Charles J. Szeniewski  
**RE:** Parking Revenue

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The objective of this memorandum is to provide the Board of Selectmen (BOS) the present state of the Town of York's parking revenue and potential changes to the revenue streams to increase the revenues.

The revenues are derived from four main sources; sale of parking permits, parking meters, violation revenue for meters and violation revenue for posted parking infractions. The revenues may be increased by addressing all four of the income sources or any one as they can all stand alone.

The present parking permit fees are \$35.00 and \$15.00 for those 65 years and older. The meter fee is \$1.00 per hour. The meter violation fee is \$25. The posted infraction is \$25. The permit parking violation fee is \$50. There are various fees also attached to violations, see attachment A.

Increasing the hourly fee to \$2.00 per hour would place us on an even playing field with most of our neighbors. An increase of \$5.00 per permit for both full price permits and senior permits is also recommended.

The increase in the hourly rate also causes a fee increase in the meter, overtime, and other violation fees in order that we are fair and consistent with the public. An increase of \$5.00 per violation in these categories is recommended.

## **Parking Potential Revenue Increase**

2015 meter fee collected \$244,650 at \$1.00 an hour  
2016 meter fee increase \$489,300 at \$2.00 an hour

Increase \$244,650

2015 parking permit full price 2,854 at \$35.00 = \$99,890  
2016 increase permit full price 2,854 at \$40.00 = \$114,160

Increase \$14,270

2015 senior parking permits 1,656 at \$15.00 = \$24,840  
2016 increase senior permits 1,656 at \$20.00 = \$33,120

Increase \$8,280

2015 tickets issued 4,792 at \$25.00 = \$119,800  
\* 2016 tickets issued 4,792 at \$30.00 = \$143,760

\* This line is estimated based on 2015 tickets issued.

Increase \$23,960

**Total potential revenue increase = \$291,160**

The deadline for ordering new tickets with new fine schedule is March 21, 2016.

Meter violations last increased 3/26/2007

Permit parking 3/27/2004

Other violations 5/20/2002

Meter fees last increased 7/20/1998

### **Section 18: Violations and Penalties for Parking Tickets (“Tags”)**

Any person violating any of the provisions of this Ordinance shall be punished by a fine of not less than \$15 and not more than \$250 for each offense to be recovered for the use of the Town; provided, however, that persons receiving “tags” for illegal parking may waive all court action and pay to the Chief of Police at the Police Station the applicable penalty set forth herein below in full satisfaction of such violation:

- Meters - The sum of \$25, if paid within 10 days of the time when such “tag” was attached to the vehicle or the sum of \$50, if paid more than 10 days after the time when such “tag” was attached to the vehicle, but before a Court Summons is issued. (March 26, 2007)
- Overtime - The sum of \$25, if paid within 10 days of the time when such “tag” was attached to the vehicle or the sum of \$50, if paid more than 10 days after the time when such “tag” was attached to the vehicle, but before a Court Summons is issued.
- Hydrant - The sum of \$100, if paid within 10 days of the time when such “tag” was attached to the vehicle or the sum of \$200, if paid more than 10 days after the time when such “tag” was attached to the vehicle, but before a Court Summons is issued.
- Handicap - The sum of \$250.
- Permit Parking - The sum of \$50, if paid within 10 days of the time when such “tag” was attached to the vehicle or the sum of \$100, if paid more than 10 days after the time when such “tag” was attached to the vehicle, but before a Court Summons is issued. (April 27, 2004)
- Horse Drawn Vehicles - The sum of \$50, if paid within 10 days of the time when notice of violation was given or the sum of \$100, if paid more than 10 days after the time when notice of violation was received, but before a Court Summons is issued
- Other Violations - The sum of \$25, if paid within 10 days of the time when such “tag” was attached to the vehicle or the sum of \$50, if paid more than 10 days after the time when such “tag” was attached to the vehicle, but before a Court Summons is issued. (May 20, 2002)

#### Violations/Penalties

Any person who fails to pay a parking ticket within 30 days of the violation will be subject to separate penalty of FAILURE TO PAY PARKING TICKET offense and may be used as grounds for your driver’s license to be suspended in the State

of Maine. The fine attached to this violation is dependent on the total amount owed for unpaid parking tickets and associated late fees.

Waiver / Payment of Fines

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



# TOWN OF YORK, MAINE Police Department

**Douglas P. Bracy**  
Chief of Police

*Mailing Address:*  
36 Main Street  
York, Maine 03909

*Dispatch*  
Non Emergency  
(207) 363-4444

*Administration*  
(207) 363-1031

*Facsimile*  
(207) 361-6818

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

*Committed  
to excellence*

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## Memorandum

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**DATE:** October 30, 2015  
**TO:** Charles J. Szeniawski, Captain  
**FROM:** Peggy Scamman  
**SUBJECT:** Parking Tickets Stats

2013

TOWN METERS \$215,450.00  
TOWN FINE COLLECTIONS \$92,537.37  
TOTALS 307,987.37  
TOTAL # OF PERMIT PARKING ISSUED 4,125  
2013 TOTAL TICKETS ISSUED 4,024

2014

TOWN METERS \$238,450.00  
TOWN FINE COLLECTIONS 116,174.56  
TOTALS \$ 354,624.56  
TOTAL # OF PERMIT PARKING ISSUED 4,442  
2014 TOTAL TICKETS ISSUED 4,777

2015

TOWN METERS \$ 244,650.00  
TOWN FINE COLLECTIONS \$ 118,277.00  
TOTALS \$ 362,927.00  
TOTAL # OF PERMIT PARKING ISSUED 4,510  
2015 TOTAL TICKETS ISSUED 4,792

(AS OF OCT 26, 2015)



## REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: October 30, 2015

ACTION

DATE ACTION REQUESTED: November 2, 2015

DISCUSSION ONLY

SUBJECT: Public Street Acceptance Ordinance

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: On August 10th the Board provided direction about a possible amendment of the Public Road Acceptance Ordinance. This amendment related to the addition of a fiscal note to the ballot question when roads are offered to the voters for public acceptance.

Attached is a simple draft amendment to bring this policy change to the voters next May. Because it involves the composition of a ballot question I believe it would be appropriate to have the Town Attorney review this question prior to posting for a public hearing.

RECOMMENDATION: I recommend the Board pursue this amendment.

PROPOSED MOTION: I move to direct the Town Manager to send the proposed amendment of the Public Road Acceptance Ordinance to the Town Attorney for legal review, and to have this amendment posted for a February public hearing.

PREPARED BY: Stephen H. Burns, Town Manager

**Amendment #\_\_**  
*Public Road Acceptance Ordinance*

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

Article X

The Town hereby ordains amendment of the Public Road Acceptance Ordinance to require a fiscal note be provided to the voters any time a private road is offered for Town acceptance.

Statement of Fact: The purpose of this amendment is to help inform the voters about the anticipated ongoing costs associated with accepting roads. Since 1970 approximately 27 miles of roads have been accepted by the voters, and using an average cost per mile for summer and winter maintenance, maintenance of these same roads costs about \$500,000 annually. Small, incremental decisions have added substantially to the tax burden today.

**Recommendations:**

Recommended by the Board of Selectmen:

**Amendment:** Amend §3.G as follows:

- G. The ballot question presented to the voters shall include a recommendation for or against passage from both the Superintendent of Public Works and the Board of Selectmen. *The ballot question shall also include a fiscal note that informs the voters of anticipated costs associated with ongoing maintenance of the road or road segment being considered.*



## REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: October 30, 2015	<input type="checkbox"/> ACTION
DATE ACTION REQUESTED: November 2, 2015	<input type="checkbox"/> DISCUSSION ONLY
SUBJECT: Carry Forward Request FY15 to FY16	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: The request is to carry forward necessary unspent FY15 funds to the FY16 Budget year. The Boards options are to accept all, none or pieces of the lines requested on the attached spreadsheet.

RECOMMENDATION: Carry forward \$1,126,339.66 from the FY15 budget for use in FY16 as outlined on attached spreadsheet

PROPOSED MOTION: We move to carry forward \$1,126,339.66 from the FY15 budget year to the FY16 budget as outlined on the attached spreadsheet

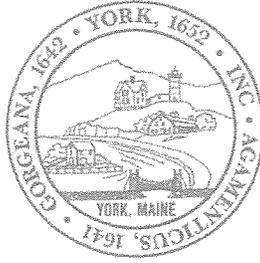
FISCAL IMPACT: \$1,126,339.66

DEPARTMENT LINE ITEM ACCOUNT: See spreadsheet – multiple lines / multiple departments

BALANCE IN LINE ITEM IF APPROVED: \$222,408.93

PREPARED BY: Wendy Anderson Finance Director REVIEWED BY: \_\_\_\_\_

Line Item	FY15 Appropriations	Prior Carry-Forwards	FY15 Revenues	FY15 Expenditures	Available	Recommended to Carry Forward	Approved Carry-Forward to FY16
Voting Machines	-	27,293.66	-	5,383.04	21,910.62	21,910.62	-
Legal (MTA Issue)	-	10,738.40	-	10,080.00	658.40	658.40	-
Legal (Cliff Path)	-	32,674.08	-	3,955.00	28,719.08	28,719.08	-
Information Technology	27,000.00	34,778.49	-	39,685.13	22,093.36	-	-
Cable TV Contracts	4,308.00	2,338.76	-	6,646.76	-	-	-
Cable TV Equipment	5,000.00	9,789.52	-	14,789.25	0.27	-	-
Contingency	50,000.00	90,375.11	-	13,996.70	126,378.41	4,261.00	-
Public Safety Site Design & Engineering	-	60,684.00	-	-	60,684.00	60,684.00	-
Debt Service	2,030,686.77	94,587.35	-	1,998,606.98	126,667.14	126,667.14	-
Finance	235,172.00	16,212.24	2,003.89	245,197.16	8,190.97	5,000.00	-
Contracted Services - Traffic Lights	2,100.00	963.49	-	3,249.87	(186.38)	-	-
Hot Top	512,409.00	524,392.44	-	573,798.00	463,003.44	463,003.44	-
Road Repair and Reconstruction	-	273,921.93	-	38,580.25	235,341.68	235,341.68	-
Fishermen's Walk Renovations	-	31,676.54	-	1,465.09	30,211.45	30,211.45	-
Seawall Repair	-	19,387.71	-	-	19,387.71	19,387.71	-
Cow Beach Phase II Drainage	-	18,200.00	-	-	18,200.00	-	-
Sand/Gravel DPW (Bog Rd)	990.00	16,810.00	-	990.00	16,810.00	-	-
FEMA Funds	-	8,094.56	-	-	8,094.56	-	-
Public Safety	3,996,254.00	51,000.00	-	3,961,865.26	85,388.74	53,300.00	-
Public Safety Police Vehicles	78,000.00	22,889.51	40,000.00	63,694.37	77,195.14	77,195.14	-
Totals	6,941,919.77	1,346,807.79	42,003.89	6,981,982.86	1,348,748.59	1,126,339.66	-



## REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: October 21, 2015

ACTION

DATE ACTION REQUESTED: November 2, 2015

DISCUSSION ONLY

SUBJECT: General Assistance Ordinance 2015-2016: Adoption of Appendix A, C, and D.

**DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:** Each year the Board of Selectmen (BOS) is required to adopt the local General Assistance Ordinance and yearly Appendices. The law requires that the municipal officers adopt the ordinance and Appendices after public notice and hearing. This year, changes are required in the General Assistance Ordinance for Appendix A (Overall Maximums), Appendix C (GA Housing Maximums) and Appendix D (Utilities)\*.

\*Maximum level of assistance is established by statute at the greater of 110% of the fair market rents as determined in M.R.S.A. §4305 and the amount achieved by annually increasing the most recent aggregate maximum level of assistance by the percentage increase in the federal poverty level of the current year over the federal poverty level of the prior year.

For the purposes of M.R.S.A. §4305, "federal poverty level" means that measure defined by the federal Department of Health and Human Services and updated annually in the Federal Register under authority of 42 United States Code, Section 9902(2).

**RECOMMENDATION:** Approve the Maine Municipal Association's new 2015-2016 General Assistance Ordinance and Appendices A, C, D.

**PROPOSED MOTION:** I move to approve the 2015-2016 General Assistance Ordinance Appendices A, C and D.

**FISCAL IMPACT:** very minimal

**DEPARTMENT LINE ITEM ACCOUNT:**

**BALANCE IN LINE ITEM IF APPROVED:**

PREPARED BY: Kate Ford, GA Director

REVIEWED BY: \_\_\_\_\_

## GA Overall Maximums

## Metropolitan Areas

COUNTY	Persons in Household				
	1	2	3	4	5*
<b>Bangor HMFA:</b> Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	628	734	916	1,141	1,326
<b>Penobscot County HMFA:</b> Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	590	618	733	1,025	1,185
<b>Lewiston/Auburn MSA:</b> Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	549	650	849	1,070	1,136
<b>Portland HMFA:</b> Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	803	956	1,181	1,563	1,641
<b>York/Kittery/S.Berwick HMFA:</b> Berwick, Eliot, Kittery, South Berwick, York	958	964	1,245	1,684	1,833
<b>Cumberland County HMFA:</b> Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	638	773	1,025	1,466	1,747

**Appendix A**  
Effective: 10/01/15-09/30/16

COUNTY	1	2	3	4	5*
<b>Sagadahoc HMFA:</b> Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	762	810	960	1,245	1,579
<b>York County HMFA:</b> Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	695	796	1,009	1,370	1,418

\*Note: Add \$75 for each additional person.

**Non-Metropolitan Areas**

**Persons in Household**

COUNTY	1	2	3	4	5*
<b>Aroostook County</b>	603	620	747	946	1,036
<b>Franklin County</b>	630	658	780	971	1,382
<b>Hancock County</b>	647	733	933	1,228	1,246
<b>Kennebec County</b>	570	659	843	1,057	1,126
<b>Knox County</b>	736	741	913	1,170	1,298
<b>Lincoln County</b>	666	739	932	1,161	1,245
<b>Oxford County</b>	567	618	758	1,023	1,324
<b>Piscataquis County</b>	578	659	814	1,033	1,105
<b>Somerset County</b>	659	690	821	1,117	1,121
<b>Waldo County</b>	649	737	873	1,189	1,265
<b>Washington County</b>	572	629	749	955	1,158

\* Please Note: Add \$75 for each additional person.

## GA Housing Maximums (Heated & Unheated Rents)

**NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS!** Municipalities should ONLY **consider** adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or**, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (*See Instruction Memo for further guidance.*)

### Non-Metropolitan FMR Areas

<b>Aroostook County</b>	<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	108	464	128	550
1	108	464	130	561
2	127	546	158	679
3	164	705	202	868
4	176	758	223	957
<b>Franklin County</b>	<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	114	491	134	577
1	114	491	139	599
2	135	579	166	712
3	170	730	208	893
4	257	1,104	303	1,303
<b>Hancock County</b>	<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	112	480	136	584
1	124	534	154	663
2	161	691	198	851
3	218	937	263	1,133
4	218	937	264	1,136
<b>Kennebec County</b>	<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	94	403	118	507
1	107	460	137	589
2	140	601	177	761
3	178	766	224	962
4	181	778	236	1,016

**Appendix C**  
Effective: 10/01/15-09/30/16

**Non-Metropolitan FMR Areas**

<b><u>Knox County</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	132	569	157	673	
1	132	569	157	673	
2	156	671	193	831	
3	204	879	250	1,075	
4	221	950	276	1,188	
<b><u>Lincoln County</u></b>					
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	119	513	141	607	
1	126	540	156	669	
2	160	690	198	850	
3	202	870	248	1,066	
4	209	897	264	1,135	
<b><u>Oxford County</u></b>					
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	93	400	117	504	
1	101	420	128	549	
2	120	516	157	676	
3	170	732	216	928	
4	227	976	282	1,214	
<b><u>Piscataquis County</u></b>					
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	103	443	115	496	
1	115	493	128	552	
2	142	613	158	681	
3	184	792	202	870	
4	192	827	211	906	
<b><u>Somerset County</u></b>					
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	120	517	141	606	
1	121	519	147	631	
2	143	615	175	753	
3	202	869	241	1,038	
4	202	869	241	1,038	

**Non-Metropolitan FMR Areas**

<b><u>Waldo County</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	116	497	137	590	
1	125	538	155	667	
2	147	631	184	791	
3	209	898	254	1,094	
4	213	917	269	1,155	

<b><u>Washington County</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	94	405	118	509	
1	100	430	130	559	
2	118	507	155	667	
3	154	664	200	860	
4	188	810	244	1,048	

**Metropolitan FMR Areas**

<b><u>Bangor HMFA</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	107	461	131	565	
1	124	535	154	664	
2	157	674	194	834	
3	198	850	243	1,046	
4	227	978	283	1,216	

<b><u>Penobscot County HMFA</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	99	427	123	531	
1	99	427	127	548	
2	114	491	151	651	
3	171	734	216	930	
4	195	837	250	1,075	

<b><u>Lewiston/Auburn MSA</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	89	382	113	486	
1	105	451	135	580	
2	141	607	178	767	
3	181	779	227	975	
4	183	788	239	1,026	

**Appendix C**  
Effective: 10/01/15-09/30/16

**Metropolitan FMR Areas**

<b>Portland HMFA</b>		<b>Unheated</b>		<b>Heated</b>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		148	636	172	740
1		176	757	206	886
2		218	939	256	1,099
3		296	1,272	341	1,468
4		301	1,293	356	1,531
<b>York/Kittery/S. Berwick HMFA</b>		<b>Unheated</b>		<b>Heated</b>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		186	798	210	902
1		186	798	210	902
2		233	1,003	270	1,163
3		324	1,393	370	1,589
4		345	1,485	401	1,723
<b>Cumberland County HMFA</b>		<b>Unheated</b>		<b>Heated</b>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		111	471	134	575
1		133	574	163	703
2		182	783	219	943
3		273	1,175	319	1,371
4		325	1,399	381	1,637
<b>Sagadahoc County HMFA</b>		<b>Unheated</b>		<b>Heated</b>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		138	603	163	702
1		142	611	172	740
2		167	718	204	878
3		222	954	267	1,150
4		286	1,231	342	1,469
<b>York County HMFA</b>		<b>Unheated</b>		<b>Heated</b>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		126	541	148	637
1		139	597	169	726
2		178	767	216	927
3		251	1,079	297	1,275
4		251	1,079	304	1,308

**APPENDIX D - UTILITIES**

**ELECTRIC**

**NOTE:** For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is *not automatically* entitled to the “maximums” established—applicants must demonstrate need.

1) **Electricity Maximums for Households *Without Electric Hot Water*:** The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.70	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

**NOTE:** For each additional person add \$7.50 per month.

2) **Electricity Maximums for Households *With Electrically Heated Hot Water*:** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$19.10	\$86.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$37.30	\$160.00
6	\$41.00	\$176.00

**NOTE:** For each additional person add \$10.00 per month.

**NOTE:** For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

**APPENDIX E - HEATING FUEL**

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

**FOR MUNICIPAL USE ONLY**



## REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: October 30, 2015	<input type="checkbox"/> ACTION
DATE ACTION REQUESTED: November 2, 2015	<input checked="" type="checkbox"/> DISCUSSION ONLY
SUBJECT: Business Licensing Ordinance Amendment	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Upon request by the Town Manager the Planning Director has been working with the Town's local water and sewer districts to review and amend the Business Licensing Ordinance. The purpose for this amendment is to ensure that water and sewer districts have an opportunity to be part of the inspection process for business license applications that may provide food and beverage service and are connected to public water or sewer. The Business Licensing Ordinance mentions as part of the administrative review process, that water and sewer districts be notified of an application but it does not require inspections by the applicable district to ensure proper water/sewer function and service to these establishments. The proposed amended language attempts to ensure their review and comment prior to BOS approval of a business license.

RECOMMENDATION: Provide comment on the proposed ordinance amendment.

PROPOSED MOTION: N/A

FISCAL IMPACT: N/A

DEPARTMENT LINE ITEM ACCOUNT: N/A

BALANCE IN LINE ITEM IF APPROVED: N/A

PREPARED BY: Dylan L. Smith, Planning Director    REVIEWED BY: 

# **Proposed Amendments**

to be considered at the

## **May 2016 Special General Referendum**

### Amendment

1. Business Licensing Ordinance

# Amendment #1

## *Business Licensing Ordinance*

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

Article X

The Town hereby ordains amendment of the **Zoning Ordinance** to...

Statement of Fact: The purpose of this amendment is to...

**Recommendations:**

Recommended by the Board of Selectmen:

**Amendment:** Amend the Business Licensing Ordinance by incorporating the following language into the applicable sections of the ordinance.

In section 2.5.1- Required Inspections, add the following language:

**2.5.1 Required Inspections**

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

*D. Sewer and Water Utility District Inspection. Sewer and water utility district service inspections are to be conducted by the district providing the service to the establishment. The purpose of sewer and water utility district service inspections is to ensure that sewer and water service is functioning properly for the business utilizing the service and is complying with the districts guidelines for use.*

In section 4- Standards, add the following language:

**4.1.3 On-Site Septic or Public Sewer**

If the licensed establishment utilizes a septic system, compliance with Town septic tank pumping requirements shall be required. Compliance shall be

**Draft Amendments to be voted in May 2016**

DRAFT – October 26, 2015

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verified by the CEO before the Board issues, renews or amends a license. *If the licensed establishment utilizes public sewer through a sewer utility district then the applicant must adhere to any and all applicable requirements of that sewer district. This shall be verified by the sewer district providing the service prior to the Board issuing, renewing or amending a license.*

#### **4.1.4 Grease Traps**

If the licensed establishment utilizes a grease trap, compliance with cleaning requirements of State and/or local plumbing codes shall be required. Compliance shall be verified by the CEO before the Board issues, renews or amends a license. *If the applicant is connected to public sewer compliance will need to be verified by the sewer utility district providing service to the establishment before the Board issues, renews or amends a license.*

In section 4.2- License-Specific Standards and Requirements, add the following language:

#### **4.2.1 Bed and Breakfast License**

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

A. Inspections Required:

1. Code Inspection - annual.
2. Fire Inspection - annual.
3. *Sewer District - annual.*
4. *Water District - annual.*

#### **4.2.2 Innkeeper's License**

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

A. Inspections Required:

1. Code Inspection - annual.
2. Fire Inspection - annual.
3. *Sewer District - annual.*
4. *Water District - annual.*

#### **4.2.3 Food Service License**

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

- A. The purpose of this license is solely to ensure compliance with the general standards imposed on all licensed businesses. This is not a health-related permit and the Town will not engage in health-related

inspection of the premises because the Town does not have certified health inspectors as would be required to inspect per Title 22 M.R.S. §2499.

B. Inspections Required:

1. Code Inspection - annual.
2. Fire Inspection - annual.
3. *Sewer District - annual.*
4. *Water District - annual.*

**4.2.4 Liquor License**

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

A. Inspections Required:

1. Fire Inspection - annual.
2. Police Inspection - annual.
3. *Sewer District - annual.*
4. *Water District - annual.*

**4.2.6 Special Amusement License**

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

A. Inspections Required:

1. Code Inspection – annual.
2. Fire Inspection – annual.
3. Police Inspection – annual.
4. *Sewer District - annual.*
5. *Water District - annual.*

**4.2.7 Dance Hall License**

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

A. Inspections Required:

1. Fire Inspection - annual.
2. Police Inspection - annual.
3. *Sewer District - annual.*
4. *Water District - annual.*

In section 5- Definitions, add the following language:

*Sewer District- The public sewer service provider of the establishment.*

*Water District- The public water service provider of the establishment.*

**Draft Amendments to be voted in May 2016**

DRAFT – October 26, 2015

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THE TOWN OF

# YORK, MAINE

186 York Street, York, Maine 03909

## BUSINESS LICENSE APPLICATION

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

Business Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Business Owner: \_\_\_\_\_ Business Manager: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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

Is the Business Owner same as the prior year?  YES  NO  NEW BUSINESS

*Please indicate which Licenses or Local Approvals you seek:*

**Lodging:**

\_\_\_ Bed and Breakfast License (C/F/S/W)

\_\_\_ Innkeeper License (C/F/S/W)

Number of Rooms: \_\_\_

**Entertainment:**

\_\_\_ Special Amusement License (F/P/S/W)

\_\_\_ Dance Hall License (F/P/S/W)

\_\_\_ Bowling Alley License (F)

\_\_\_ Coin-Operated Amusement License (P)

\_\_\_ Bingo, Beano and Games of Chance

**Food and Beverage:**

\_\_\_ Food Service License (C/F/S/W)

Number of Seats: \_\_\_ / \_\_\_ (Existing / Proposed)

\_\_\_ Liquor License (F/P/S/W)

\_\_\_ Bottle Club License (F/P/S/W)

**Miscellaneous:**

\_\_\_ Transient Seller's License

\_\_\_ Flea Market License

\_\_\_ Junkyard, Auto Graveyard/Recycling License

Other: \_\_\_\_\_

*C – Code Enforcement Inspection Required F – Fire Department Inspection Required P – Police Department Inspection Required  
S – Sewer District Inspection Required W – Water District Inspection Required*

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

York Sewer District: (207) 363-4232

York Water District: (207) 363-2265

Other Municipal Water and Sewer Districts may apply depending on your business location

Provide the following information about any relevant State licenses:

STATE LICENSE INFORMATION			
ID Number(s):			
Expiration Date(s):			
Classification(s):			

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

*Please read the following and sign to complete your application:*

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

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

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

Business Manager: \_\_\_\_\_ Have you ever been convicted of a Felony? YES / NO  
*Signature*  
 (If either person has a Felony conviction, please attach an explanation of the circumstances)

**FOR OFFICE USE ONLY**

FEES		Amount	Map – Lot: _____ - _____	
Application and First License (\$60)			Processed By:	
Subsequent Licenses (\$30 each)			Received Date:	
New License Fee (\$50)			Amount Received: \$	
License Amendment (\$25)			Check # _____ or Cash <input type="checkbox"/>	
Other: _____			<b>LICENSE #:</b> _____ - _____	
TOTAL DUE		\$		
Department Approvals	Date of Approval		Department Approvals	Date of Approval
Code Enforcement			Sewer	
Fire			Water	
Police			Tax Collector	
<b>Board of Selectmen</b> _____ <i>Town Manager for the Board of Selectmen</i>				<b>Special Conditions</b> <i>(Attached if Necessary)</i> <b>YES NO</b>



## REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: October 30, 2015

ACTION

DATE ACTION REQUESTED: November 2, 2015

DISCUSSION ONLY

SUBJECT: Property Appraisal – land adjacent to Long Sands Bathhouse

**DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:** The Town seeks to acquire land, approximately 5,000 square feet in area, located to the west of the Long Sands Bathhouse to accommodate the proposed expansion of the bathhouse. It would be appropriate to obtain an appraisal to ensure the value of this land is known during the negotiating process.

As there is a relatively small pool of commercial appraisers it would be appropriate for me to seek 3 or more cost proposals and bring these back to the Board for selection.

**RECOMMENDATION:** I recommend the Board seek proposals to complete an appraisal of this property.

**PROPOSED MOTION:** I move to direct the Town Manager to solicit proposals for appraisal of the land located under Route 1A to the west of the Long Sands Bathhouse which the Town seeks to acquire to provide for expansion of the bathhouse, and to bring the proposals back to the Board for the award.

**FISCAL IMPACT:** uncertain, but probably about \$2,000 to \$4,000

**DEPARTMENT LINE ITEM ACCOUNT:** Long Sands Bathhouse Capital Project

**BALANCE IN LINE ITEM IF APPROVED:** \$677,816 is the current balance.

Prepared by Stephen H. Burns, Town Manager:





## REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: October 30, 2015

ACTION

DATE ACTION REQUESTED: November 2, 2015

DISCUSSION ONLY

SUBJECT: Memorial Dedications Policy

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Please see the attached information provided by the Park and Recreation Board about this topic. The basic question posed to the Board of Selectmen is whether or not to look into a broad policy about public memorials. This issue has come up before, most notably at Sohier Park, where a concern about too many memorial requests led to the creation of a master plan for the Park. I am looking for general direction from the Board. Is this an issue worth pursuing? If so, where would it fall on the overall list of priorities?

RECOMMENDATION: none at this time

PROPOSED MOTION: n.a.

PREPARED BY: Stephen H Burns, Town Manager:



# 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](http://www.yorkmaine.org)

TO: York Board of Selectmen

FROM: Park and Recreation Board

VIA: Robert Palmer, BOS Chair

DATE: 11 September 2015

RE: Memorial Dedications Policy

Attached you will find a proposal from Mr. Rich Johnston recommending the re-naming of the Bog Road Field in honor of the late Randy Lavigne who died unexpectedly in November 2014. The Parks and Recreation Board discussed the proposal at length before concluding that we could not endorse it. Other public acknowledgments of Randy's contributions have been created (e.g., a memorial stone at Smith Field) and the Board felt that to go further would be to set a precedent we thought it best not to establish. The Board also felt that it did not have authority to act on such a matter.

Our conclusion in no way is intended to deny the tremendous contributions Randy Lavigne made to youth soccer, basketball, softball and baseball in York. We gratefully acknowledge his years of service to the health and wellbeing of York's young people and to the community. It may be that the BOS will want to support the proposal and so, we forward it to you for your consideration.

At the same time, larger questions were raised by Mr. Johnston's proposal: how and under what circumstances should the many notable contributions of York's citizens be memorialized? York is a community that has benefitted from centuries of dedicated service from countless individuals. Some contributions are well-known and widely recognized. Others are largely unknown and more private yet still important. In general, how should the Town deal with proposals such as the one submitted on behalf of Randy Lavigne?

We looked into the existence of established memorial policies in other towns in Maine and Massachusetts. We found numerous examples of controversy but no good models of working principles. Many people advised us against naming properties after individuals because such decisions easily create divisions and resentments. Further, emotional elements can intrude in such decisions — especial-

ly in the weeks and months immediately following the death of a well-known and beloved individual.

We have come to the conclusion that dedications such as the one proposed by Mr. Johnston should be extremely rare. If the BOS would like to look further into the matter by tasking a study committee to develop a set of principles, members of the Board are willing to help with that work.

cc: Rich Johnston ([rjohnston@yorkschoools.org](mailto:rjohnston@yorkschoools.org))

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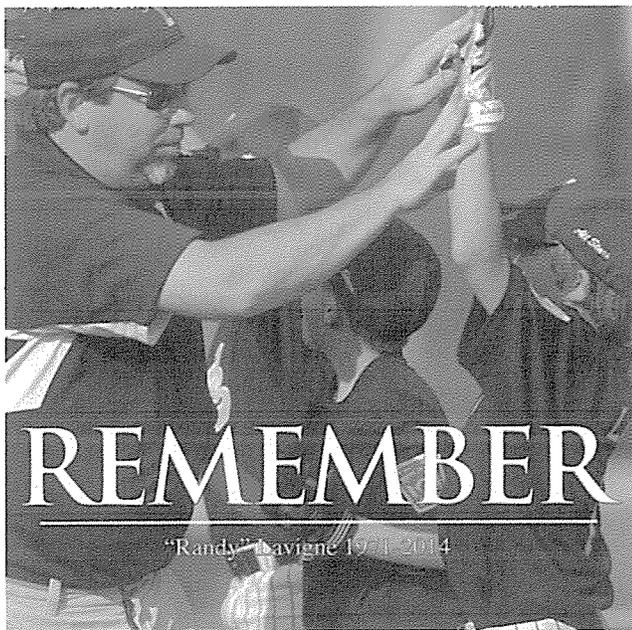
To: The York Parks and Recreation Department, Board of Directors

From: Rich Johnston  
6 Winterberry Lane  
[rjohnston@yorkschoools.org](mailto:rjohnston@yorkschoools.org), 207-351-1754

Re: proposal to rename Bog Field in honor of Randy Lavigne

Date: July 10, 2015

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The York Parks and Rec. Department honored Randy on the cover of their December '14 newsletter

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The 7th and 8th grade Middle School basketball teams honored Randy by wearing warmup jerseys with "Coach RL" and Randy's high school number on the back

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## About Randy

Randy Lavigne passed away unexpectedly in November of 2014 leaving his wife Rachel and his two children Madison and Trevor to move forward bravely without him.

Randy dedicated thousands of hours to youth sports in York. He coached 16 different baseball and softball teams until his kids aged out of the system, and even when he had no kids in the league, he still came back to coach. He often hustled from Smith Field to Beach Field, leaving one practice or game to get to the other. When the regular season was over, Randy always volunteered to coach the all-star teams. This extended the season by about a month and required extensive organization and travel, but each year he looked forward to the All-Star tournament. Randy also volunteered to be on the Board of Directors of York Little League. He wanted to ensure that the league was run properly for all children.

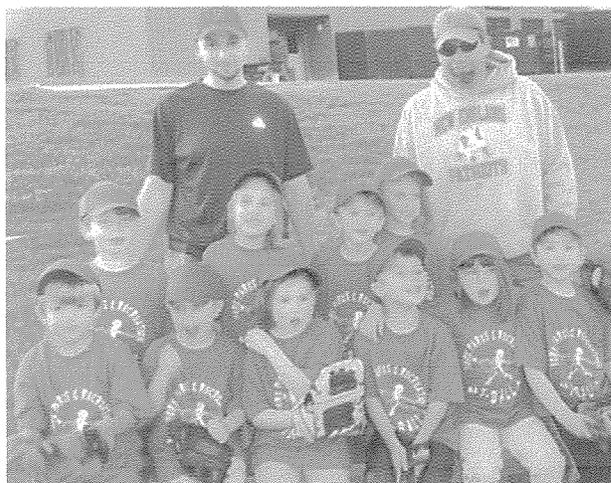
Randy also coached soccer for the York Soccer Club for many years. He could be seen roaming the sidelines of Bog Field during countless practices and games. Regardless of the sport, he loved working with the children of our community.

While softball, baseball, and soccer were his primary coaching positions, he also coached many teams for the York Parks and Recreation Department including tee-ball and basketball.

Randy was a popular physical therapist for York Hospital. He loved helping people recover from their various ailments and always did so in a jovial way. I know this because whenever we were out and about in York, he would get approached for a hug or a handshake from a patient of his. His patients enjoyed chatting with Randy and Randy always remembered something specific about each of his patients.



Tribute at Smith Field on the night of Randy's wake/funeral. Field lit up, flag at half mast.



Randy coaching t-ball, 2006

## Community Support

I believe that there would be significant support from the community for this proposal. I have spoken to the Board of Directors of York Little League as well as The Board of Directors of The York Soccer Club. Both organizations, who have a direct relationship to this proposal, have given their support. (See attached letters of endorsement.) I will offer several other anecdotes of how the community has already shown their support for Randy.

- close to 600 people, most from the community, came to Randy's wake. There was a wait of over an hour to get into the funeral home. The line of people waiting to pay their respects on a cold evening was remarkable to see.
- many kids not only attended "Coach Lavigne's" funeral, but they honored him by wearing their baseball uniforms. This idea was initiated by a mother of one of the boys that Randy had coached for years.
- on the evening of Randy's funeral, some kids created a banner that read "Thanks Coach Lavigne" and hung it at Smith Field. The flag at the field had been put at half mast, and the lights had been turned on to honor Randy.
- The York High School varsity football team presented a football jersey to Randy's children. They knew he was planning to attend their big game in Marshwood on the day that he died.
- there was an article about Randy printed in the York Weekly:  
<http://m.seacoastonline.com/article/20150127/NEWS/150129265/-1/wap04?template=wapart>
- The York Varsity baseball team invited Randy's son Trevor, as well as my son Riley, to their weekly "Captain's Practices." The boys had fun practicing with the older boys



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Randy coaching one of his numerous All-Star baseball teams.

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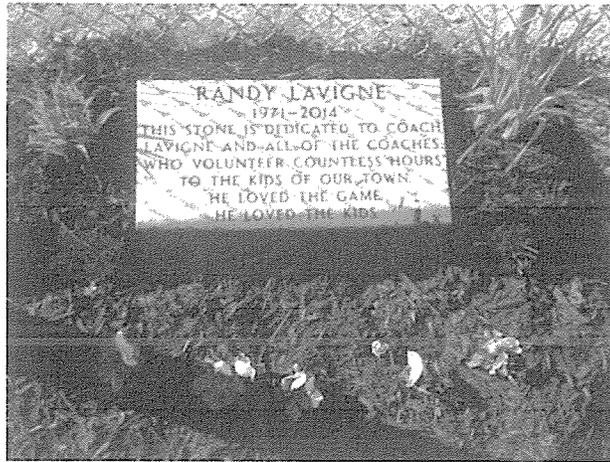
U-13 Harvest Cup Champions 2014

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### Associated Costs

There will be no costs to the taxpayers of York for any items related to this proposal. All costs will be covered by donations from various fundraising efforts in Randy's memory.

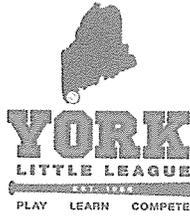
Memorial - I would like to place a small, unassuming memorial stone at the field. Appropriate landscaping will be done around the monument. Here is what I am envisioning:



Signage - if this proposal is approved, it would be appropriate to erect a sign at the field that says "Lavigne Field" or something to that effect. I will cover the cost of that sign. We will just need to agree on size and quality.

Specific Field - we could rename the entire Bog Road "complex" to "Lavigne Fields" or "Lavigne Sports Complex." We could also choose a specific field at Bog to rename. I would prefer the entire complex idea but want you to know that I am happy with whatever is decided.

I appreciate your consideration. Please contact me if I can clarify anything or if you need anything else from me.



March 30, 2015

York Board of Selectmen  
186 York Street  
York, Maine 03909

Dear Chairwoman Mary Andrews and York Board of Selectmen,

This letter is being sent to offer our complete support of the project to rename Bog Road field to memorialize longtime coach, committed York Little League board member and our friend, Randy Lavigne.

Randy was an integral part of our community program for many years. He had a passion for the game, but beyond that, he had a passion for coaching our kids. He spent countless hours on the field helping our young players develop their skills, and he gave his time at the administrative level to make sure the season was successful for each and every one of them.

Randy's wife, Rachel, grew up in York, so she has deep roots in this town and spent many years of her own in our schools and on our athletic fields. Their children are following in Randy and Rachel's footsteps as committed and active student-athletes.

Our York Little League families and Randy's former players have been determined to identify a way to preserve Randy Lavigne's memory in a manner that is consistent with his efforts during his life that was cut too short. We can think of no better way to do that other than to rename Bog Road field in his honor. Thank you for your consideration and support.

Regards,

The York Little League Board of Directors

Jana Doughty, President  
Peter Brent, Vice President, Baseball  
Kim Orso, Vice President, Softball  
Darcy Bastarache, Secretary  
Scott Lacouture, Treasurer  
Kent White, Player Agent  
Jerry Babcock, Safety Officer  
Mike Bourgeois, Information Officer  
Tom Trafton, Fundrais



March 24, 2015

To Whom it May Concern,

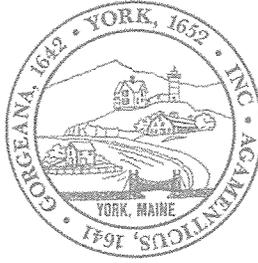
The York Soccer Club would like to support the idea of naming one of the fields in York, Maine in honor of Randy Lavigne who was an extremely active coach in baseball, basketball and soccer. Randy had lived in this town and coached many sports for several years until his life was cut short.

It is important to honor a gentleman who gave so much of his time to kids. If we can leave a legacy for his children by naming a field in his honor, it would be the least we could do.

Thank you,

A handwritten signature in cursive script, appearing to read "Dean P. DeLuca".

Dean P. DeLuca  
President  
York Soccer Club



## REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: October 19, 2015

ACTION

DATE ACTION REQUESTED: November 2, 2015

DISCUSSION ONLY

SUBJECT: Blinn House Pest Control

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Discuss proposal from Terminix for servicing the Blinn House with standard pest control as well as premium control for carpenter ants.

RECOMMENDATION: To accept the proposal of \$700.00 for the first year of service and to continue the service on as needed basis.

PROPOSED MOTION: Motion to approve the expense of \$700.00 for pest control at the Blinn House.

FISCAL IMPACT: \$700.00

DEPARTMENT LINE ITEM ACCOUNT: Selectmen Contingency

BALANCE IN LINE ITEM IF APPROVED:

PREPARED BY: Rick Mace

REVIEWED BY: 

A Heston -  
Rick Mace -  
6-Tm Cats -



Commercial Sales - 380-7540

**PEST CONTROL SERVICE PLAN**  
Quarterly Service

**THIS AGREEMENT PROVIDES FOR SERVICES TO CONTROL FOR AND MITIGATE AGAINST INFESTATIONS OF CERTAIN INSECTS, SPIDERS AND RODENTS. TERMINIX SHALL NOT BE RESPONSIBLE FOR ANY INJURY, DISEASE OR ILLNESS RESULTING FROM BITES, INFESTATION OR CONTAMINATION OR FOR THE REPAIR OF ANY DAMAGE TO THE STRUCTURES ON THE PREMISES CAUSED BY SUCH INSECTS, SPIDERS AND RODENTS.**

Purchaser (print name) Town of York Home Phone \_\_\_\_\_ Work Phone 207-363-1005  
Purchaser Mailing Address 186 York St City York State ME Zip Code 03909-13  
Property Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Description of Structure(s) Covered \_\_\_\_\_ Email \_\_\_\_\_

METHOD OF PAYMENT	SUMMARY OF CHARGES AND PAYMENTS	
<input type="checkbox"/> Cash (Amount Paid: \$ _____) <input type="checkbox"/> Personal Check (Initial Service Visit Only) <input type="checkbox"/> Personal Check (Total Amount Due) <input type="checkbox"/> Credit Card (Initial Service Visit Only) <input type="checkbox"/> Credit Card (Total Amount Due) <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Discover <input type="checkbox"/> AMEX Credit Card # _____ Card Expiration Date _____ Name (as it appears on credit card) _____ Card Holder Signature _____ Card Billing Address _____	INITIAL SERVICE VISIT CHARGE \$ <u>300</u> RECURRING SERVICE VISIT CHARGES \$ <u>150</u> x Three (3) Quarterly Treatments = \$ <u>450</u> SUBTOTAL \$ _____ SALES TAX \$ _____ TOTAL AMOUNT DUE \$ <u>700.00</u> OWNERSHIP TRANSFER FEE \$ _____	
	<b>PEST CONTROL SERVICES</b>	
		<b>Service Frequency:</b> Quarterly (Initial Treatment plus three (3) Quarterly Treatments)
		<b>Standard Pests Covered:</b> cockroaches, mice, rats, silverfish, "house" ants (other than Premium Pest: ants listed below), centipedes, millipedes, earwigs, house crickets and paper wasps
		<b>Premium Pests (Subject to Additional Charges): (select)</b> <input type="checkbox"/> Fleas <input type="checkbox"/> Ticks <input checked="" type="checkbox"/> Carpenter Ants <input type="checkbox"/> Fire Ants <input type="checkbox"/> Pharaoh Ants <input type="checkbox"/> Tawny Crazy Ants <input type="checkbox"/> Black Widow Spiders <input type="checkbox"/> Clothes Moths <input type="checkbox"/> Brown Recluse Spiders <input type="checkbox"/> Bees (Yellow Jackets, Hornets, Wasps)

**Easy Pay:** Purchaser authorizes Terminix to automatically debit Purchaser's checking account or credit card, as indicated below, in an amount equal to any recurring service charges due to Terminix under this Agreement within five (5) days of the date such charge becomes due. This authorization will remain in effect until the fifth business day following Terminix's receipt from Purchaser of a written notice to cancel such authorization. Purchaser understands that cancellation of this authorization does not cancel Purchaser's obligations under this Agreement.

Checking Account (voided check attached)  Credit Card (if different from above)  MasterCard  Visa  Discover  AMEX  
Credit Card # \_\_\_\_\_ Card Exp. Date \_\_\_\_\_  
Name (as it appears on credit card) \_\_\_\_\_ Card Holder Signature \_\_\_\_\_  
Card Billing Address \_\_\_\_\_

**NOTICE: YOU, THE PURCHASER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FOR AN EXPLANATION OF THIS RIGHT.**

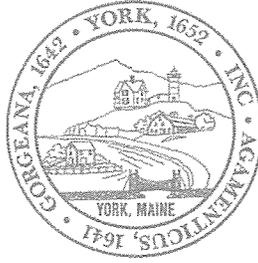
Purchaser acknowledges, accepts and agrees that:  
Terminix has provided the Purchaser with a copy of the manufacturer's specimen label or other state-required documents for the pesticide(s), which will be used to treat the above-named property.

**Purchaser accepts and agrees to the Terms and Conditions on pages 1-2 of this Agreement, including the MANDATORY ARBITRATION and CLASS ACTION WAIVER provisions in Sections 16 and 17 of the Terms and Conditions on page 2 of this Agreement:**

Purchaser (signature) \_\_\_\_\_ Date \_\_\_\_\_  
Terminix Representative (signature) Chris Carson Date \_\_\_\_\_  
Terminix Representative (print name) Chris Carson Terminix Branch Phone 207-626-5656  
Terminix Branch Address 10 Middle Rd Augusta Maine 04330  
Terminix Branch Charter No. \_\_\_\_\_

In the event you have any questions or complaints, you may contact a Terminix representative by calling 1.800.TELLTMX (1.800.835.5869).

**STATE-SPECIFIC DISCLOSURES:**  
**FOR CALIFORNIA RESIDENTS:** Supplier shall provide the "Notice to Owner/Tenant" as required by Cal. Bus. & Prof. Code section 8538.  
**FOR GEORGIA RESIDENTS:** The Georgia Structural Pest Control Act requires all pest control companies to maintain insurance coverage. Information about this coverage is available from this pest control company.  
**FOR TEXAS RESIDENTS:** Licensed and regulated by: Texas Department of Agriculture, Structural Pest Control Service, PO Box 12847, Austin, TX 78711-2847 Phone 1.866.918.4481 Fax 1.888.232.2567.



## REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: October 30, 2015

ACTION

DATE ACTION REQUESTED: November 2, 2015

DISCUSSION ONLY

SUBJECT: Energy Efficiency Committee Appointment

**DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:** There is an application for membership currently in front of the Board for consideration of membership to the Energy Efficiency Committee – Luke Conte. Mr. Conte is also seeking appointment to the Conservation Commission. The Energy Efficiency Committee is comprised of 5 Regular Members and 2 Alternate Members; there is currently 1 Alternate Member vacancy.

The Bicycle and Pedestrian Committee as it currently stands:

Rozanna Patane (Regular)	6/30/2016
Victoria Simon (Regular)	6/30/2016
Stephen Kosacz (Regular)	6/30/2017
Wayne Boardman (Regular)	6/30/2018
Christopher Ring (Regular)	6/30/2018
Hilary Clark (Alternate)	6/30/2017
Vacant (Alternate)	

**RECOMMENDATION:** Appoint Luke Conte as an Alternate Member to the Energy Efficiency Committee, with the standard 3 year term.

**PROPOSED MOTION:** I move to appoint Luke Conte as an Alternate Member to the Energy Efficiency Committee, with a term expiring June 30, 2018.

PREPARED BY: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_

Melissa M. Avery, Assistant to the Town Manager

Town Manager's Office 363-1000  
 Finance Office 363-1004  
 Facsimile 363-1009/363-1019

Community Development 363-1002  
 Planning Department 363-1007  
 Town Clerk/Tax Collector 363-1003

**Town of York**  
**APPLICATION FOR MEMBERSHIP**

Town Boards, Committees and Commissions

| PLEASE FILL OUT AND RETURN TO THE TOWN MANAGER'S OFFICE |

Name: LUKE CONTE Date: 8/16/15

Physical Address: 131 Lindsay Rd York, ME 03909

Mailing Address: -SAME-

Home Telephone: 207-351-8324 Mobile Telephone: 301-875-9421

Email: LUKEJCONTE@GMAIL.COM State of Residency: ME

Why do you wish to serve? I have a strong interest in environmental and sustainability issues. I would like to contribute to and support the town.

What expertise can you provide? I am a registered professional engineer + LEED AP.

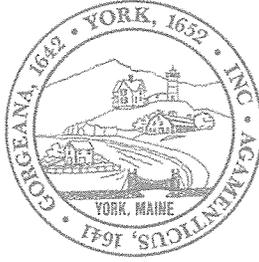
PLEASE CHECK THE BOARD(S), COMMITTEE(S) OR COMMISSION(S) YOU WISH TO APPLY TO FOR MEMBERSHIP CONSIDERATION:

<input type="checkbox"/>	Appeals Board	<input type="checkbox"/>	Parks and Recreation Board
<input type="checkbox"/>	Assessment Review Board	<input type="checkbox"/>	Planning Board
<input type="checkbox"/>	Cable TV Regulatory Commission	<input type="checkbox"/>	Senior Citizens Advisory Board
<input checked="" type="checkbox"/>	Conservation Commission	<input type="checkbox"/>	Shellfish Conservation Commission
<input checked="" type="checkbox"/>	Energy Efficiency Steering Committee	<input type="checkbox"/>	Sohier Park Committee
<input type="checkbox"/>	Harbor Board	<input type="checkbox"/>	York Harbor Site Design Review Board
<input type="checkbox"/>	Historic District Commission	<input type="checkbox"/>	York Housing Authority
<input type="checkbox"/>	Municipal Social Services Review Board	<input type="checkbox"/>	Other:

**BELOW IS FOR OFFICE USE ONLY**

Received Date: \_\_\_/\_\_\_/\_\_\_ Received By: \_\_\_\_\_

Interview Date: \_\_\_/\_\_\_/\_\_\_ Appointment Date: \_\_\_/\_\_\_/\_\_\_



## REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: October 30, 2015	<input checked="" type="checkbox"/> ACTION
DATE ACTION REQUESTED: November 2, 2015	<input type="checkbox"/> DISCUSSION ONLY
SUBJECT: Conservation Commission Appointment	

**DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:** There are two applications for membership currently in front of the Board for consideration of membership to the Conservation Commission – Steve Butzel and Luke Conte. The Conservation Commission is comprised of 5 Regular Members and 2 Alternate Members; there is currently 1 Regular Member and 2 Alternate Member vacancies.

The Conservation Commission as it currently stands:

Pricilla Cookson (Regular) 6/30/2016  
Kelli Gardner (Regular) 6/30/2017  
Michael Morgillo (Regular) 6/30/2017  
Jeffrey Normandin (Regular) 6/30/2018  
Vacant (Regular)  
Vacant (Alternate)  
Vacant (Alternate)

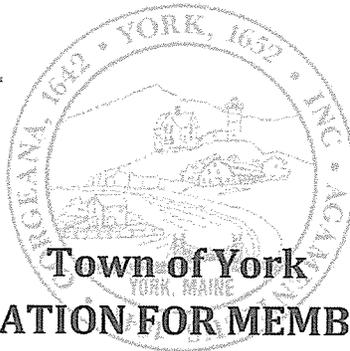
**RECOMMENDATION:** Appoint one applicant as a Regular Member and the other as an Alternate Member to the Conservation Commission both with the standard 3 year term.

**PROPOSED MOTION:** I move to appoint \_\_\_\_\_ as a Regular Member to the Conservation Commission, with a term expiring June 30, 2018.

I move to appoint \_\_\_\_\_ as an Alternate Member to the Conservation Commission, with a term expiring June 30, 2018.

PREPARED BY: \_\_\_\_\_ REVIEWED BY: 

Melissa M. Avery, Assistant to the Town Manager



Town Manager's Office 363-1000  
 Finance Office 363-1004  
 Facsimile 363-1009/363-1019

Community Development 363-1002  
 Planning Department 363-1007  
 Town Clerk/Tax Collector 363-1003

## APPLICATION FOR MEMBERSHIP

Town Boards, Committees and Commissions

| PLEASE FILL OUT AND RETURN TO THE TOWN MANAGER'S OFFICE |

Name: STEVE BUTZEL Date: 2/16/15  
 Physical Address: 37 DONICA RD YORK, ME 03909  
 Mailing Address: same  
 Home Telephone: \_\_\_\_\_ Mobile Telephone: 617-306-7856  
 Email: sbutzel@gmail.com State of Residency: MAINE

Why do you wish to serve? I've had a lifelong interest in community conservation issues. I'm a new resident in York, and I'd like to make a contribution to the town.

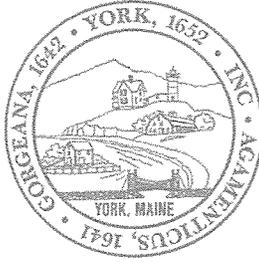
What expertise can you provide? Information technology skills, public relations and communications skills. Experience in public administration activities.

PLEASE CHECK THE BOARD(S), COMMITTEE(S) OR COMMISSION(S) YOU WISH TO APPLY TO FOR MEMBERSHIP CONSIDERATION:

<input type="checkbox"/>	Appeals Board	<input type="checkbox"/>	Parks and Recreation Board
<input type="checkbox"/>	Assessment Review Board	<input type="checkbox"/>	Planning Board
<input type="checkbox"/>	Cable TV Regulatory Commission	<input type="checkbox"/>	Senior Citizens Advisory Board
<input checked="" type="checkbox"/>	Conservation Commission	<input type="checkbox"/>	Shellfish Conservation Commission
<input type="checkbox"/>	Energy Efficiency Steering Committee	<input type="checkbox"/>	Sohier Park Committee
<input type="checkbox"/>	Harbor Board	<input type="checkbox"/>	York Harbor Site Design Review Board
<input type="checkbox"/>	Historic District Commission	<input type="checkbox"/>	York Housing Authority
<input type="checkbox"/>	Municipal Social Services Review Board	<input type="checkbox"/>	Other:

BELOW IS FOR OFFICE USE ONLY

Received Date: \_\_\_/\_\_\_/\_\_\_ Received By: \_\_\_\_\_  
 Interview Date: \_\_\_/\_\_\_/\_\_\_ Appointment Date: \_\_\_/\_\_\_/\_\_\_



## REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: October 30, 2015

ACTION

DATE ACTION REQUESTED: November 2, 2015

DISCUSSION ONLY

SUBJECT: Bicycle and Pedestrian Committee Appointment

**DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:** There is an application for membership currently in front of the Board for consideration of membership to the Bicycle and Pedestrian Committee – Leah Drennan. The Bicycle and Pedestrian Committee is comprised of 5 Regular Members; there is currently 1 Regular Member vacancy.

The Bicycle and Pedestrian Committee as it currently stands:

Peter Yauch (Regular)	6/30/2017
Donna Hayford (Regular)	6/30/2017
Brian Ross (Regular)	6/30/2018
David McCarthy (Regular)	6/30/2018
Vacant (Regular)	

**RECOMMENDATION:** Appoint Leah Drennan as a Regular Member to the Bicycle and Pedestrian Committee for 1 year to keep the appointment expiration dates staggered.

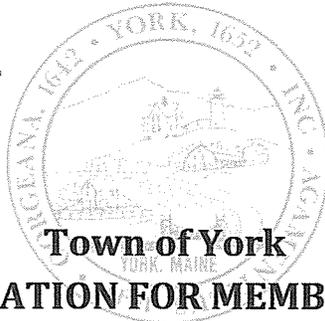
**PROPOSED MOTION:** I move to appoint Leah Drennan as a Regular Member to the Bicycle and Pedestrian Committee, with a term expiring June 30, 2016.

PREPARED BY: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_

Melissa M. Avery, Assistant to the Town Manager

Town Manager's Office 363-1000  
 Finance Office 363-1004  
 Facsimile 363-1009/363-1019



Community Development 363-1002  
 Planning Department 363-1007  
 Town Clerk/Tax Collector 363-1003

**Town of York**  
**APPLICATION FOR MEMBERSHIP**

Town Boards, Committees and Commissions

| PLEASE FILL OUT AND RETURN TO THE TOWN MANAGER'S OFFICE |

Name: Leah Drennan Date: 9/2/15

Physical Address: 59 Woodbridge Road York ME 03909

Mailing Address: 59 Woodbridge Road York ME 03909

Home Telephone: \_\_\_\_\_ Mobile Telephone: 207-221-5810

Email: leah.k.drennan@gmail.com State of Residency: Maine

Why do you wish to serve? I believe our town is one of New England's gems, particularly because it is so much more "walkable" than many communities. I would like to help preserve and improve this characteristic of York, especially concerning safe pedestrian access between the town schools and attractions/parks/business districts.

What expertise can you provide? I and my family are keen walkers, joggers, cyclists, stroller pushers, and wagon pullers. We get disappointed with how often sidewalks end and/or switch sides of the street.

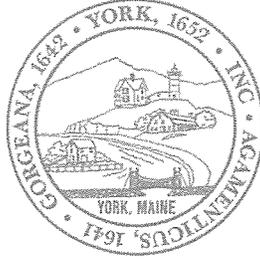
PLEASE CHECK THE BOARD(S), COMMITTEE(S) OR COMMISSION(S) YOU WISH TO APPLY TO FOR MEMBERSHIP CONSIDERATION:

<input type="checkbox"/>	Appeals Board	<input type="checkbox"/>	Parks and Recreation Board
<input type="checkbox"/>	Assessment Review Board	<input type="checkbox"/>	Planning Board
<input type="checkbox"/>	Cable TV Regulatory Commission	<input type="checkbox"/>	Senior Citizens Advisory Board
<input type="checkbox"/>	Conservation Commission	<input type="checkbox"/>	Shellfish Conservation Commission
<input type="checkbox"/>	Energy Efficiency Steering Committee	<input type="checkbox"/>	Sohier Park Committee
<input type="checkbox"/>	Harbor Board	<input type="checkbox"/>	York Harbor Site Design Review Board
<input type="checkbox"/>	Historic District Commission	<input type="checkbox"/>	York Housing Authority
<input type="checkbox"/>	Municipal Social Services Review Board	<input type="checkbox"/>	Other: <u>Bicycle and Pedestrian Committee</u>

BELOW IS FOR OFFICE USE ONLY

Received Date: \_\_\_/\_\_\_/\_\_\_ Received By: \_\_\_\_\_

Interview Date: \_\_\_/\_\_\_/\_\_\_ Appointment Date: \_\_\_/\_\_\_/\_\_\_



## REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: October 30, 2015

ACTION

DATE ACTION REQUESTED: November 2, 2015

DISCUSSION ONLY

SUBJECT: Property Redemption – Tax Map 0086-0002; 4 Vacation Drive

### DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:

1. Approve the Property Redemption Request for the total taxes, interest and costs due
2. Deny the Property Redemption Request and keep the property under Town ownership

RECOMMENDATION: Approve the Property Redemption Request from Robert Fleishmann for 4 Vacation Drive.

PROPOSED MOTION: I moved to approve the property redemption of Tax Map 0086-0002, located at 4 Vacation Drive, as requested, subject to the condition that all taxes, interest and administrative costs are paid in full by no later than January 4, 2015 with cash or certified bank check.

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

PREPARED BY: \_\_\_\_\_  
Melissa M. Avery, Assistant to the Town Manager

REVIEWED BY: \_\_\_\_\_



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TO: Board of Selectmen  
FROM: Melissa M. Avery, Assistant to the Town Manager  
DATE: October 28, 2015  
RE: Tax Foreclosure Redemption: Map 0086-Lot 0002; 4 Vacation Drive

Robert Fleischmann, former property owners of property identified as Tax Map 0086, Lot 0002, located at 4 Vacation Drive in York, Maine, requests to redeem this property for which the Town has foreclosed after the maturing of tax liens for Fiscal Years 2012, 2013 and 2014.

We are recommending to the Selectmen, that Robert Fleischmann be allowed to redeem this property providing the following condition(s) are met:

***Condition #1*** – Robert Fleischmann shall pay in full, to the Town of York, all past year(s) and current years taxes, interest, administrative and lien costs, which total **\$5,217.44** by no later than **January 4, 2016**.

FY2012 TAXES AND INTEREST	\$1,623.78
FY2013 TAXES AND INTEREST	\$1,702.33
FY2014 TAXES AND INTEREST	\$1,691.33
ADMINISTRATIVE/LIEN COSTS	<u>\$ 200.00</u>
	\$5,217.44

- The tax bill for Fiscal Years 2015 and 2016 will be supplemented upon redemption

#### Parcel Information

<u>Map-Lot</u>	<u>Size of Lot</u>	<u>Assessed Value</u>	<u>Party Requesting Redemption</u>
0086-0002	8.47 Acres	\$167,000	Robert Fleischmann

Summary

Detail

Notes

Payment Plan

Access

- Tax Map # 0086 0002
- Linked to Tax Map # 0086 0002

- YORK TOWN OF
- Linked to YORK TOWN OF

Parcels Linked to Tax Map # 0086 0002

Filters

Year

Sub System

Active A/R

Hide zero balance

Late Charges

As of Date

Display

Keep Setting

Daily Interest Amount \$0.78

Year id	Sub System	Bill Number	Billed	Interest	Fee	Paid	Balance Due	Late Charges	Total Due	Up To 1st Due	Bar Code
2014	Tax Title	RE3221	\$1,485.86				\$1,485.86	\$137.92	\$1,623.78	\$1,623.78	512718
2013	Tax Title	RE3233	\$1,461.12		\$9.48		\$1,470.60	\$231.73	\$1,702.33	\$1,702.33	509336
2012	Tax Title	RE3264	\$1,375.33		\$9.11		\$1,384.44	\$306.89	\$1,691.33	\$1,691.33	286798
2011	Tax Title	RE3279	\$1,338.96	\$129.49	\$8.75	\$1,477.20	\$0.00	\$0.00	\$0.00		169695

			\$5,661.27	\$129.49	\$27.34	\$1,477.20	\$4,340.90	\$676.54	\$5,017.44		
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Refresh

Search

115 and 116

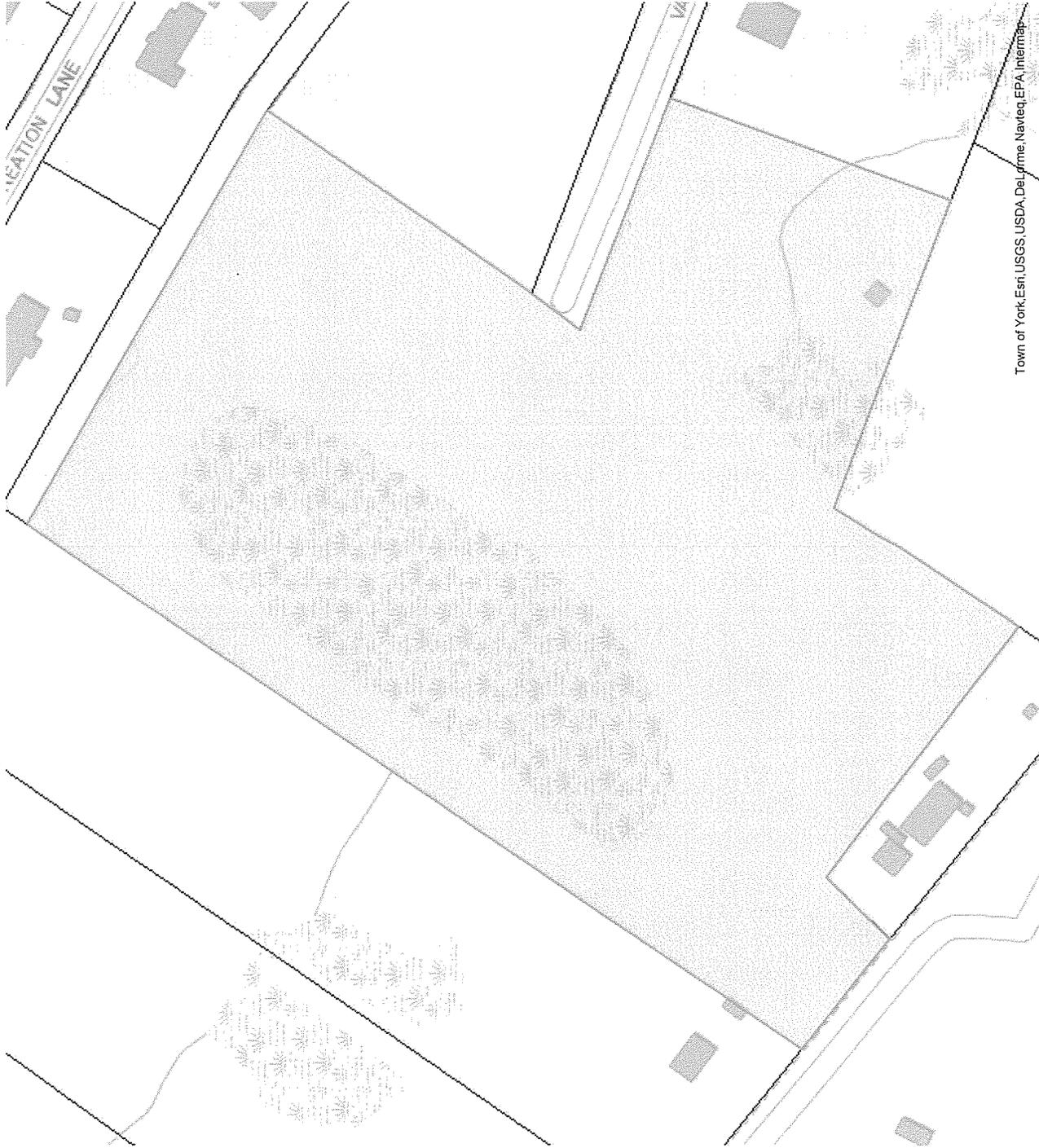
Previous



## **GIS Map Print**

### **Subject Property Data**

Parcel ID: 0086-0002  
Assessing ID: 204-017  
Owner Name: YORK TOWN OF  
Co-Owner:  
Property Location: 4 VACATION DRIVE  
Owner Addr: 186 YORK STREET  
Owner CSZ: YORK, ME 03909  
Area (Acres): 8.47  
Land Value: \$167,000.00  
Building Value: \$0.00  
Total Value: \$167,000.00  
Book/Page: 1 / 1



Town of York, Esri, USGS, USDA, Delorme, Navteq, EPA, Intermap



## REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: October 30, 2015

ACTION

DATE ACTION REQUESTED: November 2, 2015

DISCUSSION ONLY

SUBJECT: Property Redemption – Tax Map 0086-0002-D; 3 Vacation Drive

### DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:

1. Approve the Property Redemption Request for the total taxes, interest and costs due
2. Deny the Property Redemption Request and keep the property under Town ownership

RECOMMENDATION: Approve the Property Redemption Request from Robert Fleishmann for 3 Vacation Drive.

PROPOSED MOTION: I moved to approve the property redemption of Tax Map 0086-0002-D, located at 3 Vacation Drive, as requested, subject to the condition that all taxes, interest and administrative costs are paid in full by no later than January 4, 2015 with cash or certified bank check.

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

PREPARED BY: \_\_\_\_\_  
Melissa M. Avery, Assistant to the Town Manager

REVIEWED BY: \_\_\_\_\_



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TO: Board of Selectmen  
FROM: Melissa M. Avery, Assistant to the Town Manager  
DATE: October 28, 2015  
RE: Tax Foreclosure Redemption: Map 0086-Lot 0002-D; 3 Vacation Drive

Robert Fleischmann, former property owners of property identified as Tax Map 0086, Lot 0002-D, located at 3 Vacation Drive in York, Maine, requests to redeem this property for which the Town has foreclosed after the maturing of tax liens for Fiscal Years 2013, 2014 and 2015.

We are recommending to the Selectmen, that Robert Fleischmann be allowed to redeem this property providing the following condition(s) are met:

**Condition #1** – Robert Fleischmann shall pay in full, to the Town of York, all past year(s) and current years taxes, interest, administrative and lien costs, which total **\$3,812.37** by no later than **January 4, 2016**.

FY2013 TAXES AND INTEREST	\$1,157.73
FY2014 TAXES AND INTEREST	\$1,198.88
FY2015 TAXES AND INTEREST	\$1,255.76
ADMINISTRATIVE/LIEN COSTS	<u>\$ 200.00</u>
	\$3,812.37

- The tax bill for Fiscal Year 2016 will be supplemented upon redemption

#### Parcel Information

<u>Map-Lot</u>	<u>Size of Lot</u>	<u>Assessed Value</u>	<u>Party Requesting Redemption</u>
0086-0002-D	2.04 Acres	\$131,500	Robert Fleischmann

Summary

Detail

Notes

Payment Plan

Access

- Tax Map # 0086 0002 D
- Linked to Tax Map # 0086 0002 D

- YORK TOWN OF
- Linked to YORK TOWN OF

Parcels Linked to Tax Map # 0086 0002 D

Filters

Year

Sub System

Active A/R

Hide zero balance

Late Charges

As of Date

Display

Keep Setting

Daily Interest Amount \$0.58

Year id	Sub System	Bill Number	Billed	Fee	Balance Due	Late Charges	Total Due	Up To 1st Due	Bar Code
2015	Tax Title	RE3236	\$1,124.15		\$1,124.15	\$33.58	\$1,157.73	\$1,157.73	627315
2014	Tax Title	RE3220	\$1,098.59		\$1,098.59	\$100.29	\$1,198.88	\$1,198.88	514619
2013	Tax Title	RE3232	\$1,077.70	\$9.48	\$1,087.18	\$168.58	\$1,255.76	\$1,255.76	511269

			\$3,300.44	\$9.48	\$3,309.92	\$302.45	\$3,612.37		
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Refresh

Search

+16

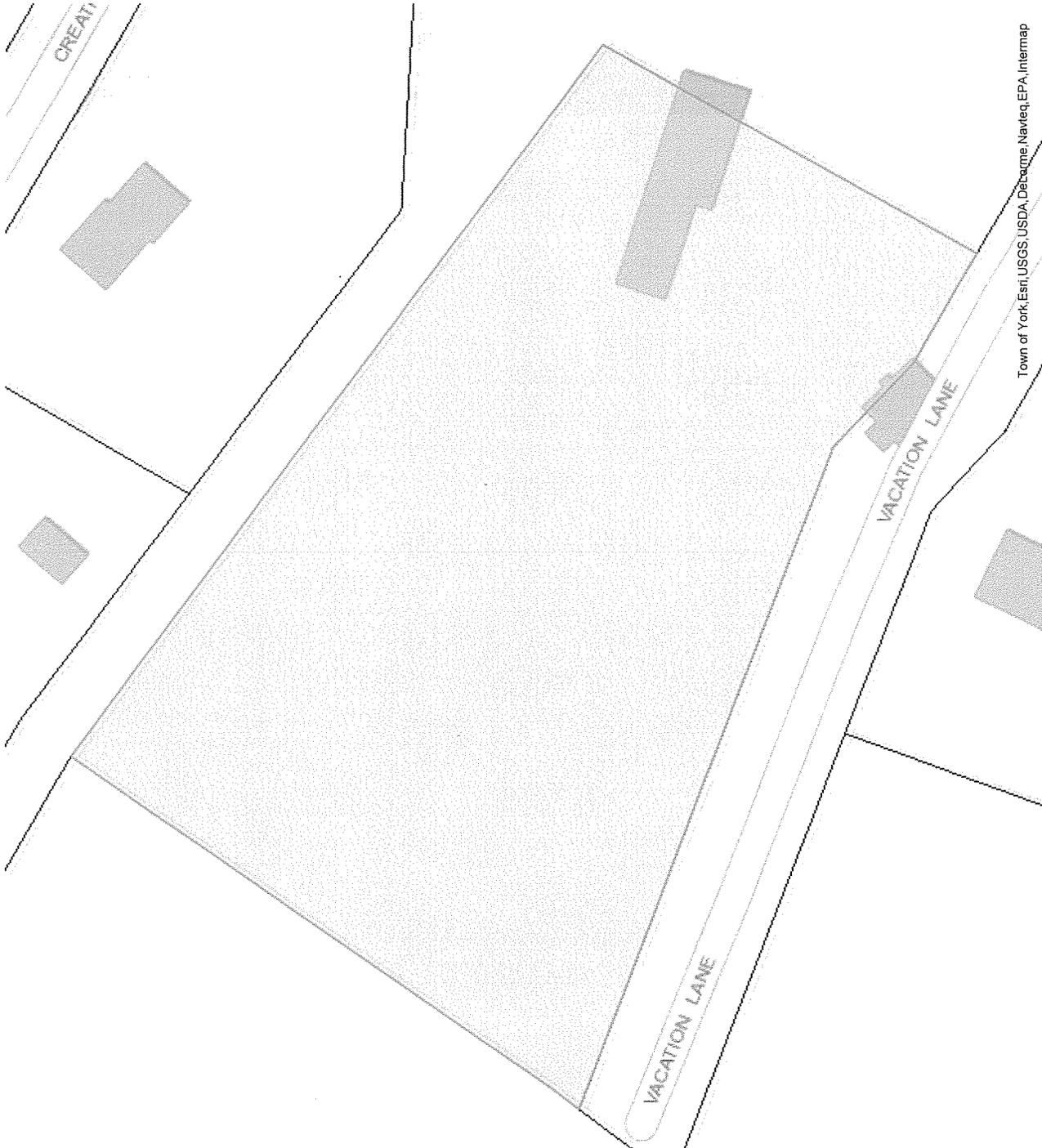
Previous



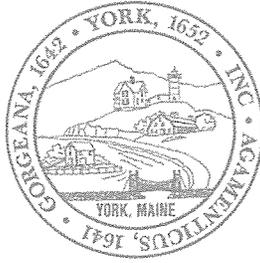
## **GIS Map Print**

### Subject Property Data

Parcel ID: 0086-0002-D  
Assessing ID: 204-016  
Owner Name: YORK TOWN OF  
Co-Owner:  
Property Location: 3 VACATION DRIVE  
Owner Addr: 186 YORK STREET  
Owner CSZ: YORK, ME 03909  
Area (Acres): 2.04  
Land Value: \$131,500.00  
Building Value: \$0.00  
Total Value: \$131,500.00  
Book/Page: 1/ 1



Town of York Esri,USGS,USDA,DeLorme,Navteq,EPA,Intermap



## REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: October 30, 2015	<input checked="" type="checkbox"/> ACTION
DATE ACTION REQUESTED: November 2, 2015	<input type="checkbox"/> DISCUSSION ONLY
SUBJECT: Special Event Permit Applications	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: All appropriate departments have been notified and have given approval.

Options available to the Board: 1) Approve/Deny all Special Event Permit Applications listed below in one motion. 2) Approve/Deny Special Event Permit Applications in separate motions

1. 24 Hours Out in the Cold – December 5, 2015
2. Drive Through Nativity – December 19, 2015

RECOMMENDATION: Approve all Special Event Permit Applications in one motion.

PROPOSED MOTION: I move to approve the following Special Event Permit applications subject to all, if any, conditions given by Department Heads:

1. 24 Hours Out in the Cold – December 5, 2015
2. Drive Through Nativity – December 19, 2015

FISCAL IMPACT: N/A

DEPARTMENT LINE ITEM ACCOUNT: N/A

BALANCE IN LINE ITEM IF APPROVED: N/A

PREPARED BY: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_



# 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: 9/23/15

Name of Event: 24 Hours Out in the Cold

Type of Event: Full Assistance Fundraiser

Organization Name: YLSA Phone #: 363-5504

Organization Address: 45 Woodbridge Rd York State: ME Zip: \_\_\_\_\_

Applicant Name: Kate Ford Phone #: \_\_\_\_\_

Applicant Address: Same City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name for Day of Event: Kate Ford Contact Phone #: 641-7451

Date of Event: Sat. 12/5/15 Day of Week: Sat

Starting Time: 9 am Ending Time: Sun. 12/6/15 @ 9am

Assembly Area: In front of Town Hall & First Parish Church

Dispersal Area: N/A

Event Route: N/A

Approximate Number of Persons Attending (if more than 500, insurance coverage needed):  
5-15

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

See Special conditions

Describe how group is organized and supervised to insure order: \_\_\_\_\_

Purpose of the Event: To raise funds for full assistance

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

Signature of Applicant: [Signature]

Special Conditions from YCSA

1. Fire pit - group will bring
2. 2-3 pop up tents. Possible more tents  
between Town Hall Building and the Church - group will bring
3. extension cord for lights around tent
4. Access to bathroom if necessary Church or Town Hall?
5. Police car parked out all night if possible
6. hose to firepit - will need



# 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: September 9, 2015

Name of Event: DRIVE THROUGH NATIVITY

Type of Event: A RELIGIOUS EVENT DEPICTING THE CHRISTMAS STORY -

Organization Name: FIRST PARISH CHURCH Phone #: 363-3758

Organization Address: 180 York St. City: York State: ME Zip: 03909

Applicant Name: THOMAS KEARNS Phone #: 508-221-8003

Applicant Address: 4 Chestnut Ln. City: York State: ME Zip: 03909

Contact Name for Day of Event: THOMAS KEARNS Contact Phone #: 508-221-8003

Date of Event: DECEMBER 19, 2015 Day of Week: SATURDAY

Starting Time: 4:30 PM Ending Time: 7:30 PM

Assembly Area: "PARISH LANE" - HORSESHOE DRIVE AT FIRST PARISH CHURCH

Dispersal Area: WEST EXIT OF "PARISH LANE"

Event Route: VEHICLES, NOT PEDESTRIANS, ENTER DRIVE AT EAST ENTRY  
CIRCLE COUNTER-CLOCKWISE, EXIT WEST EXIT.

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed)  
235 AT A TIME

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

VEHICLES CONTAINING VISITORS, SLOWLY DRIVE BY 7 STILL DISPLAYS WITH LIVE ACTORS.

Describe how group is organized and supervised to insure order: WE WILL HAVE A TRAFFIC  
COMMITTEE AND HIRE TWO YPD POLICEMEN.

Purpose of the Event: A "DRIVE THROUGH NATIVITY" DEPICTING THE CHRISTMAS STORY.

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

Signature of Applicant: Thomas Kearns