



Town of York

186 York Street
York, Maine 03909-1314

BOARD OF SELECTMEN'S MEETING AGENDA

6:00/7:00PM MONDAY, OCTOBER 21ST, 2013
YORK LIBRARY

Town Manager/
Selectmen
(207)363-1000

Town Clerk/
Tax Collector
(207)363-1003

Finance/
Treasurer
(207)363-1004

Code Enforcement
(207)363-1002

Planning
(207)363-1007

Assessor
(207)363-1005

Police Department
(207)363-1031

Dispatch
(207)363-2557

York Beach Fire
Department
(207)363-1014

York Village Fire
Department
(207)363-1015

Public Works
(207)363-1011

Harbor Master
(207)363-1000

Senior Center/
General Assistance
(207)363-1036

Parks and
Recreation
(207)363-1040

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

6:00PM: Executive Session – Real Estate; Pursuant to MRSA Title 1, Section 405 (6)(C) and Union Contracts; Pursuant to MRSA Title 1, Section 405 (6)(D)

7:00PM

Call to Order

Opening Ceremonies

A. Minutes

1. August 26, 2013 Meeting Minutes
2. September 23, 2013 Meeting Minutes

B. Chairman's Report

C. Manager's Report

D. Awards

E. Reports

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

G. Approval of Warrant #16

H. Public Hearings

I. Endorsements

J. Old Business

K. New Business

1. Discussion and Possible Action on Moving Forward with Connector Road or Other Alternative
2. Contract with York Ambulance
3. Process for Requesting Speed Limit Reduction on Route 1
4. Resolution for Penstock Road
5. Appointments to the Municipal Social Services Review Board
6. Appointments to the Sohier Park Committee
7. Appointment to the Historic District Commission
8. Appointment to the York Harbor Site Design Review Board
9. Appointment to the Senior Citizen Advisory Board
10. Special Event Permit: Great Strides
11. Special Event Permit: Costume Parade and Halloween Hop
12. Special Event Permit: Festival of Lights Parade

L. Other Business

M. Citizens' Forum

Adjourn



Town of York

186 York Street
York, Maine 03909-1314

SELECTMEN'S MEETING 7:00 P.M. MONDAY AUGUST 26, 2013 YORK LIBRARY

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Harbor Master
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Senior Center/
General Assistance
(207)363-1036

Parks and
Recreation
(207)363-1040

Grant House
(207)351-1204

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

Present: Chair; Ronald Nowell, Vice Chair; Kinley Gregg, Scott Fiorentino, Mary Andrews, Torbert Macdonald, Town Manager; Robert G. Yandow, Recorder; Katie McWilliams and members of the press and public.

Opening Ceremonies

Introduction of Jonathan Rogers, new Patrol Officer for the York Police Department.

A. Minutes

- Moved by Ms. Gregg, seconded by Mr. Fiorentino to accept the July 22, 2013 minutes as amended. Vote 5-0, motion passes.
- Moved by Ms. Gregg, seconded by Mr. Fiorentino to accept the August 19, 2013. Vote 5-0, motion passes.

B. Chairman's Report

- None

C. Manager's Report

- EEE has been discovered in York. Informational packet is available at the Town Hall and can also get on yorkmaine.org.
- York residents no longer need to use only the blue bins for recycling. Effective immediately residents can use any container as long as it is 35 gallons or less. A sticker can be attached to the container that can be picked up at the town hall.
- As a result of the Town's good loss experience in terms of workers compensation and loss prevention programs we received a dividend check in the amount of \$8,058 from MMA, our insurer.

1 of 10 | Selectmen's Meeting
Monday, August 26, 2013

D. Awards:

1. RFP for Engineering on Bog Road Field Project

Bid award for Design Consultant and Engineering for the Multipurpose Athletic Field and Parking Lot Project at the Bog Road Athletic Complex.

The Town received ten proposals from design consultants for the Multipurpose Athletic Field and Parking Area at the Bog Road Athletic Complex. This provided a competitive field of highly qualified candidates for the Town to choose from.

After a thorough review three finalists were selected; Fay, Spofford and Thorndike, Oak Point Associates and Plymouth Engineering, Inc.

Moved by Ms. Andrews, seconded by Mr. Fiorentino to award the bid for Design Consultant and Engineering Services for the Multipurpose Athletic Field and Parking Project at the Bog Road Athletic Complex to Fay, Spofford and Thorndike of South Portland, Maine in the amount of \$27,532. Vote 5-0, motion passes.

2. Senior Center Coach Bus Bid Award

At the May 20, 2013 Selectman's meeting the Board approved a motion to grant the York Parks and Recreation Department Senior Center the permission to seek bids for the purchase of a 25/30 passenger coach bus to be used by the Senior Center for the purpose of Senior Transportation as outlined in the Last Will and Testament of Marjorie Duffy.

One bid was received, from Patsy's Bus Sales in Concord, NH for a Goshen 25 passenger coach bus in the amount of \$58,370.00. Robin Cogger, Senior Center Coordinator, Michael Sullivan, Parks and Recreation Director, and the Senior Center Advisory Board feel the bid is fair, reasonable, meets all of the specifications, and falls in line with the estimated cost of approximately \$55,000.00.

Moved by Ms. Andrews, seconded by Mr. Fiorentino to award the bid for a Goshen 25 passenger coach bus to Patsy's Bus Sales, 31 Hall Street, Concord, NH, in the amount of \$58,370.00 Vote 5-0, motion passes.

E. Reports:

1. Post-Issuance Tax Compliance Procedures for Tax-Exempt and Tax-Advantaged Bonds- Dick Ranaghan, Town Financial Adviser

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

Helen Rollins
Matthew Croizer
Nancy & Alan Junkins

G. **Approval of Warrant #8**

Moved by Ms. Gregg, seconded by Mr. Fiorentino to approve Warrant # 8. Vote 5-0, motion passes.

H. **Public Hearings:**

1. **Proposed Amendments to the Firearms Safety Ordinance**

Moved by Ms. Gregg to open the public hearing at 7:50pm.

Public Comment: Helen Rollins
Joel Goldstein
Doug Bracy, Chief of Police

Moved by Ms. Gregg, seconded by Mr. Macdonald to close the public hearing at 8:00pm. Vote 5-0, motion passes.

2. **Proposed Amendments to the Street Opening and Culvert Ordinance**

Moved by Ms. Gregg, seconded by Ms. Andrews to open the public hearing at 8:01 pm.

Public Comment:

Stephen Burns, Community Development Director

Moved by Ms. Gregg, seconded by Mr. Fiorentino to close the public hearing at 8:02pm. Vote 5-0, motion passes.

3. Proposed Zoning Ordinance Amendments for the Cluster Subdivision Standards

Moved by Ms. Gregg, seconded by Mr. Fiorentino to open the public hearing at 8:02pm.

Public Comment:

Town Planner, Christine Grimando

Moved by Ms. Gregg, seconded by Mr. Fiorentino to close the public hearing at 8:03 pm. Vote 5-0, motion passes.

4. Proposed Zoning Ordinance Amendments for Seasonal Conversions

Moved by Ms. Gregg, seconded by Ms. Andrews to open the public hearing at 8:03pm.

Public Comment: None

Town Planner, Christine Grimando

Moved by Ms. Gregg, seconded by Ms. Andrews to close the public hearing at 8:05pm. Vote 5-0, motion passes.

5. Proposed Zoning Ordinance Amendments for On-Site Commercial Sign Requirements

Moved by Ms. Gregg, seconded by Ms. Andrews to open the public hearing at 8:05pm.

Public Comment: None

Town Planner, Christine Grimando

Moved by Ms. Gregg, seconded by Mr. Macdonald to close the public hearing at 8:08 pm.

6. Proposed Zoning Ordinance Amendments for the Farm Enterprise Overlay District

Moved by Ms. Gregg, seconded by Ms. Andrews to open the public hearing at 8:09pm.

Public Comment: Kerry Roman

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

7. Proposed Ordinance Amendments to the General Assistance Ordinance

Moved by Ms. Gregg, seconded by Mr. Andrews to open the public hearing at 8:10pm. Vote

Public Comment: None
Katie McWilliams, General Assistance Director

Moved by Ms. Gregg, seconded by Mr. Andrews to close the public hearing at 8:12 pm. Vote 5-0, motion passes.

8. Possible Sale of Town Owned Property at 32 Pine Mountain Road

Moved by Ms. Gregg, seconded by Ms. Andrews to open the public hearing at 8:14 pm.

Public Comment: None

Moved by Ms. Gregg, seconded by Mr. Andrews to close the public hearing at 8:14 pm. Vote 5-0, motion passes.

I. Endorsements- Business Licenses

1. John Shaw DBA Frankie and Johnny's (Victualers); Located at 1594 US Route One

Moved by Ms. Gregg seconded by Mr. Fiorentino, to approve the following license; John Shaw DBA Frankie and Johnny's (Victualers); Located at 1594 US Route One

subject to taxes, fees and inspections being current and compliant with the usual noise stipulations. Vote 4-0-1, Mr. Nowell abstained, motion passes.

J. Old Business

None

K. New Business

1. Discussion with Legal Counsel for Ellis Short Sands Park Concerning Penstock Road

John Doyle, Attorney in Augusta with the law office of Doyle & Nelson, filed a memorandum with the Board of Selectmen. The purpose was to address the status of William Burnham's dispute with the Town over an alleged public way called Penstock Road.

It was decided by the Board to have a work session, inviting Mr. Doyle, representation of business affected by this, Ellis Park and Town Counsel.

2. Discussion and Possible Action on Adopting Post-Issuance Tax

Dick Ranaghan, the Town's bond financial adviser, has recommended that the Town of York formally adopt the Post-Issuance Tax Compliance Procedures for Tax-Exempt and Tax-Advantaged Bonds. According to Mr. Ranaghan, the Municipal Securities Rulemaking Board (MSRB), which is to municipal bonds what the Securities and Exchange Commission is to corporate bonds, would like municipalities to formally adopt procedures that they have informally agreed to do in the past.

Moved by Ms. Andrews, seconded by Ms. Gregg, to approve and adopt the Post-Issuance Tax Compliance Procedures for Tax-Exempt or Tax- Advantaged Bonds. Vote 5-0, motion passes.

3. Discussion and Possible Action Regarding Issuing an RFP for Survey Services in York Village

During the joint meeting with the York Village Study Committee on August 19, 2013 it was decided that the first step in moving forward with improvement plans would be to have a survey conducted in York Village to determine property and right of way boundaries.

Moved by Ms. Gregg, seconded by Ms. Andrews to authorize the Director of Public Works to issue a Request for Proposals for Survey Services in York Village in connection with the York Village Study Committee's intent to develop design plans. Vote 5-0, motion passes.

4. Discussion and Possible Action an Offer to Sell a Parking Lot located at 190 York Street to the Town of York

The Town of York has been approached by the Hodgins family about possibly buying a 33 space parking lot located at 190 York Street, located behind the Bank of America building and adjacent office building on Long Sands Road. The parking lot is approximately one-third acre in size. Town of York representatives have met with the Hodgins family on multiple occasions to discuss the property, including discussions on the assessed and commercially appraised value.

The parking lot currently has 33 spaces lined for parking and access to the lot is from the Bank of America entrance driveway. There is potential to add seven additional spaces should the access point be changed to land currently owned by the First Parish Congregational Church.

The property has been commercially appraised for \$275,000 and the Hodgins family was originally asking \$75,000 for the remaining (possible) seven parking spaces for a total of \$350,000. The Hodgins family has since proposed selling the property to the Town of York for \$325,000. The Town has assessed the parking lot for \$184,900 under its current configuration and with the current access from the Bank of America entrance. Should the access be changed to an entrance through the First Parish Church land, the assessed value would increase to \$245,000.

Additional, the Hodgins family has indicated that if the Town is interested in pursuing the purchase of the parking lot, the Town would need to lease the parking lot until such time as the Town would be in a financial position to actually close on the property. The price to lease the parking lot would be \$3,000.00 per month, starting with the month of September. If the purchase is approved in May of 2014 the lease would continue through June 30, 2014. During any lease period the property would continue to be maintained by the Hodgins family.

The cost to lease the lot would be \$30,000 (September, 2013 – June 2014). A possible funding source for the \$30,000 would be the Supplemental Contingency Account with was approved by the voters on May 18, 2013. The voter approval authorizes the Selectmen to use up to \$100,000 from the Town's fund balance under certain

circumstances. One of these circumstances is “A down payment or earnest money for securing unusual buying opportunities for parcels of land, buildings or significant capital assets; to hold such potential purchase under contract until the next viable opportunity to offer the choice to the voters in a referendum.”

No motion made at this time until more information is gathered.

5. Discussion and Possible Action Regarding a Complaint for Declaratory Judgment Filed Against the Town to Quiet Title for Property Located at 100 Mill Road

For the past few years the Kittery Water District (KWD) has inquired with the Town of York about formally receiving a quit claim deed for property at 100 Mill Road. The KWD supports this request for a quit claim deed with the fact that they have been paying taxes on the property for 100 Mill Road since 1966. Rick Mace, Town Assessor, has indicated that there is no recorded deed from the Town of York to the Kittery Water District.

The KWD has filed a Complaint for Declaratory Judgement in Superior Court to “Quiet Title” to the property at 100 Mill Road. Through this action the KWD is asking the Court for a decree establishing and declaring

Moved by Ms. Andrews, seconded by Ms. Gregg to negotiate with The Kittery Water District to grant a quick claim deed on property located at 100 Mill Road along with a conservation easement held by the York Land Trust. Motion 5-0, motion passes.

6. Forward Proposed Amendments’ to the Firearms Safety Ordinance and the Street Opening and Culvert Ordinance to the November 5th General Referendum

Moved by Ms. Andrews, seconded by Mr. Fiorentino to place the proposed amendments to the Firearms Safety Ordinance and the Street Opening and Culvert Ordinance to the November 5th General Referendum. Vote 5-0, motion passes.

7. Forward Proposed Zoning Ordinance Amendments to the November 5th General Referendum

Moved by Ms. Gregg, seconded by Ms. Andrews to forward the following Zoning Ordinance amendment to the November 2013 Special General Referendum: Cluster Subdivision Standards Amendment. Vote 5-0, motion passes.

Moved by Ms. Gregg, seconded by Ms. Andrews to forward the following Zoning Ordinance amendment to the November 2013 Special General Referendum: Seasonal Conversions Amendment. Vote 5-0, motion passes.

Moved by Ms. Gregg, seconded by Ms. Andrews to forward the following Zoning Ordinance amendment to the November 2013 Special General Referendum: On-Site Commercial Sign Requirement Amendment. Vote 3-2, Ms. Gregg and Mr. Fiorentino opposed, motion passes.

Moved by Ms. Gregg, seconded by Ms. Andrews to forward the following Zoning Ordinance amendment to the November 2013 Special General Referendum: Farm Enterprise Overlay District Amendment. Vote 5-0, motion passes.

8. Forward Proposed Action on the General Assistance Ordinance Amendments

Moved by Ms. Gregg, seconded by Ms. Andrews to approve the new 2013-2014 General Assistance Ordinance Appendices A-F of the Maine Municipal Association. Vote 5-0, motion passes.

9. Discussion and Possible Action on the Sale of Town Owned Property at 32 Pine Mountain Road

Moved by Ms. Andrews, seconded by Mr. Fiorentino to approve a purchase and sale agreement with Kevin Talty for the sale of town owned land property located at 32 Pine Mountain Road in the amount of \$60,000. Vote 4-1, Ms. Gregg opposed. Motion passes.

10. Pole Location Permit- North Village Road

Moved by Ms. Gregg, seconded by Ms. Andrews to approve the Pole Location Permit for 1 pole on North Village Road in a southeasterly direction, 50 feet from pole, # 43. Vote 5-0, motion passes.

11. Special Event Permit- Sarah's Ride

Moved by Ms. Andrews, seconded by Mr. Fiorentino to approve the Special Event Permit for the "4th Annual Sarah's Ride" from the Portsmouth Firefighters Charitable Association on September 7th, 2013 arriving in York at approximately 10:30AM. Vote 5-0, motion passes.

12. Special Event Permit- Hosmer/Welgel Wedding at Josias River Farm

Moved by Ms. Gregg, seconded by Ms. Andrews to approve the Special Event Permit for the "Hosmer/Welgel Wedding" at Josias River Farm, located at 171 Logging Road on September 7th, 2013 from approximately 10:00AM-11:00PM. Vote 5-0, motion passes.

13. Special Event Permit- Lund/Nightengale Wedding at Josias River Farm

Moved by Ms. Gregg, seconded by Ms. Andrews to approve the Special Event Permit for the "Lund/Nightengale Wedding" at Josias River Farm, located at 171 Logging Road on September 14th, 2013 from approximately 10:00AM-11:00PM. Vote 5-0, motion passes.

14. Special Event Permit- Welch/Olson Wedding at Josias River Farm

Moved by Ms. Gregg, seconded by Ms. Andrews to approve the Special Event Permit for the "Welch/Olson Wedding" at Josias River Farm, located at 171 Logging Road on September 21st, 2013 from approximately 10:00AM-11:00PM. Vote 5-0, motion passes.

L. Other Business

M. Citizens Forum

Richard Schmid

Adjourn

Moved by Mr. Macdonald, seconded by Ms. Gregg to adjourn at 9:51 PM.

Respectfully Submitted By:

Katie McWilliams; Recorder



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BOARD OF SELECTMEN'S MEETING MINUTES

7:00PM MONDAY, SEPTEMBER 23rd, 2013
YORK LIBRARY

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

Call to Order

Chairman, Ronald Nowell called the meeting to order at 7:03PM

Opening Ceremonies

Proclamation for Knights of Columbus

York has been the home of the Star of the Sea Council 11940 of the Knights of Columbus and will join thousands of other local councils in a fundraising effort for special needs children and their families through the event known as the "Tootsie Roll Drive". This event is scheduled to take place on Saturday, Sunday and Monday of the Columbus Day weekend, at the entrance of local business establishments. The York Board of Selectmen extend an invitation to all of York's citizens, their friends and family, to support this great cause and the efforts of our local Knights of Columbus by patronizing local establishments and supporting the Knights of Columbus "Tootsie Roll Drive" for the special needs children and their families. Bob McKenna, member of the Knight of Columbus 11940 spoke of the event and asked for a photo with the Chairman and other Knights of Columbus members, Francis LeClair and James Carmody presenting the Proclamation.

A. Minutes

1. September 9, 2013 Meeting Minutes

Moved by Ms. Gregg, seconded by Ms. Andrews to approve the September 9, 2013 Meeting Minutes, as amended. Vote 5-0, motion passes.

B. Chairman's Report

None

C. Manager's Report

Town Manager, Robert G. Yandow gave a brief Eastern Equine Encephalitis and West Nile Virus update; Last week there were three additional pools on Bog Road that tested positive for EEE and one also tested positive for WNV.

Mr. Yandow also mentioned two York Sewer District Employees being honored with awards for their contributions at the Town's Sewer Plant, Mike Tibbetts, who will be receiving the JETCC Founders Award and Dustin Price, who will be receiving the York Professionals Award from the Maine Waste Water Control Association.

Lastly, Mr. Yandow announced that there will be a ribbon cutting and re-opening ceremony on October 1st at 10:30AM for the re-opening of Sewall's Bridge.

D. Awards

None

E. Reports

None

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

Public Comment: Helen Rollins
Nancy Lambert
Judy Romano
Adam Weig

G. Approval of Warrant #12

Moved by Ms, Gregg, seconded by Ms. Andrews to approve Warrant #12. Vote 5-0, motion passes.

H. Public Hearings

1. Possible Sale of Town Owned Property at 23 Oceanside Avenue West

Moved by Ms. Gregg, seconded by Ms. Andrews to open the Public Hearing at 7:30PM

Public Comment: None

Moved by Ms. Gregg, seconded by Ms. Andrews to close the Public Hearing at 7:31PM. Vote 5-0, motion passes.

I. Endorsements

Business Licenses:

1. Mary Jane Merritt DBA: The Union Bluff Hotel
(*Victualers/Liquor/Special Amusement/Coin Operated Amusement*);
Located at 8 Beach Street
2. Woods Family Inc. DBA: Daily Grind (*Victualers*); Located at 21
Railroad Avenue

Moved by Mr. Macdonald, seconded by Ms. Gregg to approve Mary Jane Merritt, DBA The Union Bluff Hotel, located at 8 Beach Street for Victualers, Liquor, Special Amusement and Coin Operated Amusement, subject to taxes, fees and inspections being current and compliant with the usual noise stipulations. Vote 5-0, motion passes.

Moved by Mr. Macdonald, seconded by Ms. Gregg to approve Woods Family Incorporated DBA Daily Grind, located at 21 Railroad Avenue for Victualers, subject to taxes, fees and inspections being current and compliant with the usual noise stipulations. Vote 5-0, motion passes.

J. Old Business

None

K. New Business

1. Discussion with Steve Bradstreet Concerning the Outfall at Short Sands Beach

The Chair requested that this item be placed on the agenda to discuss the silting of the outfall exit; the filling of the culvert with stone and seaweed and the intrusion of water from the outfall to Route 1A.

Steve Bradstreet of Ransom Consulting gave a presentation of the history on the drainage project of which he started working on in 2003. The Director of Public Works for the Town of York at that time requested of Mr. Bradstreet an evaluation of the storm drain system town-wide, also specifically to the outfall at Short Sands Beach which at the time was a 48" concrete pipe covered with large stone. In 2005, prior to changes to the State's Sand Dune regulations, Mr. Bradstreet met with Maine Department of Environmental Protection to discuss possible outfall solutions, with the beach and existing outfall being located in a "B1" Sand Dune Zone, the State regulations limited the possible solutions.

After discussion with the Board of Selectmen regarding some beliefs of inadequacy of the outfall, Mr. Bradstreet started that he will set up a meeting with the Maine Department of Environmental Protection, open to the Board of Selectmen and public to discuss possible solutions, tide control, and additional beach impact that would be allowed within the State regulations. Per the Board of Selectmen's request, Mr. Bradstreet will extend the meeting invitation to Peter Slovinsky of the Maine Department of Agriculture, Conservation and Forestry.

2. Project Management Framework for Long Sands Bathhouse Project

At the May 2013 Budget Referendum the voters of York approved \$687,000 for the replacement and expansion of the Long Sands Bathhouse. The current building is deteriorating badly and needs to be replaced. Community Development Director, Stephen Burns had a presentation on the Project Management Framework aspect of the project to establish a project management system. Parks and Recreation Director, Mike Sullivan gave a presentation on the current bathhouse on Long Sands Beach and the project scope for a new building in that location including the budget, goals and permitting for the project.

There was discussion of the expansion possibilities and ownership on the lot. Mr. Burns explained that in order to understand the scope of the project, a survey of the property needs to be the first step to figure out possible ownership issues, along with the State and Town permits and approvals that will be required with a site in such a sensitive location.

After discussion between the Board of Selectmen, Mr. Burns and Mr. Sullivan the board decided they would like a workshop after a survey is completed to discuss their ideas and concerns on the project management framework before they make any decisions.

Moved by Ms. Gregg, seconded by Mr. Andrews to authorize Town staff to put out a Request for Proposal for survey work relating to the Long Sands Bathhouse project and upon completion, forward a copy of the survey to the Board of Selectmen and contact Maine Department of Transportation to find out about discontinuing a portion of the right of way. Vote 5-0, motion passes

3. Update on Sohier Park Project

The Chairman asked for a written update on the Sohier Park Project from Parks and Recreation Director, Michael Sullivan.

Moved by Mr. Macdonald, seconded by Ms. Andrews to authorize the Parks and Recreation Department to go out to bid for the Sohier Park Welcome Center Expansion Project. Vote 5-0, motion passes.

4. Discussion and Possible Action on Rescinding the Previous Vote on Purchase of a Senior Center Bus

Moved by Ms. Andrews, seconded by Mr. Fiorentino to rescind the motion and subsequent vote taken on August 26, 2013 awarding the bid for a 25 passenger coach bus to Patsy's Bus Sales in the amount of \$58,370.00. Vote 5-0, motion passes.

5. Discussion and Possible Action Regarding Scheduling Public Discussion of the Davis Property Located on York Street

Community Development Director Stephen Burns described the upcoming public discussions of the Davis property as an opportunity to discuss the property facilitated by York Community Dialogue to acquire an informed electorate.

Moved by Mr. Macdonald, seconded by Mr. Fiorentino in regards to the Davis property at 142 York Street to direct the Town Manager to work with the York Community Dialogue to: 1) arrange a televised public meeting to share information and take questions about the property; 2) arrange a site walk for the Board of Selectmen, other Town officials and public to view the property; and 3) arrange a follow-up meeting to facilitate public discussion about the possible purchase of the property. Vote 5-0, motion passes.

6. Discussion and Possible Action on the Sale of Town-Owned Property at 23 Oceanside Avenue West

Mr. Macdonald expressed concern of a possible new septic system that may come with selling the property, as it is in a sensitive area of town that is earmarked for Town water and sewer because of inadequate conditions for septic and well.

Moved by Ms. Andrews, seconded by Mr. Fiorentino to approve a purchase and sale agreement with MaryKate Russell for the sale of Town-owned land at 23 Oceanside Avenue West in the amount of \$90,000. Vote 4-1; Mr. Macdonald opposed, motion passes

7. Designation of a Voting Delegate at the Maine Municipal Association Annual Business Meeting

Mr. Macdonald stated that he, being interesting the structure and functioning of Maine Municipal Association would be willing to be the Town's delegate at their annual business meeting.

Moved by Ms. Gregg, seconded by Mr. Fiorentino to appoint Torbert Macdonald as the Town of York's voting delegate at the Maine Municipal Association's Annual Business Meeting. Vote 5-0, motion passes.

8. Pole Permit – Western Point Road

Moved by Ms. Andrews, seconded by Ms. Gregg to approve the Pole Location Permit for 1 pole on Western Point Road in a southeasterly direction, 50 feet from pole #56. Vote 5-0, motion passes

9. Special Event Permit; Phil Cihisky Finish Line

Moved by Ms. Andrews, seconded by Ms. Gregg to approve the Special Event Permit for the Phil Cihisky Finish Line event on October 4, 2013. Vote 5-0, motion passes.

10. Special Permit for Catering Privileges Off Premises; Bill Foster's Downeast Clambake on October 5th

Moved by Mr. Macdonald, seconded by Ms. Andrews to approve the Special Permit for Catering Privileges Off Premises for Foster's Clam Bake at View Point Hotel, on October 5, 2013. Vote 5-0, motion passes.

L. Other Business

Mr. Macdonald asked that the Purchase and Sale agreement from the Chamber of Commerce to the Town be put in an upcoming agenda.

Ms. Andrews had a few items to bring up: 1) She asked that the Board of Selectmen take the first steps in appealing to the State the speed limit on Route One by the Lobster Barn. 2) The amending of Fireworks Ordinance to avoid previous issues that have occurred in the town. 3) Requested a weekly report updating people on the Police Station project and 4) She also posed the question of being able to parcel out property taxes for senior citizens quarterly

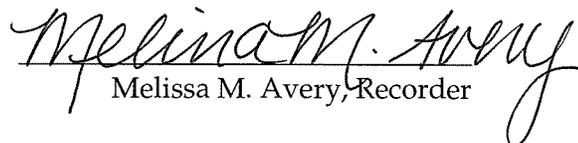
M. Citizens' Forum

Public Comment: David Brinkman
Bill Burnham
Doug Truman

Adjourn

Moved by Mr. Nowell, seconded by Ms. Gregg to adjourn at 10:25PM.

Respectfully Submitted,


Melissa M. Avery, Recorder



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: October 18, 2013	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: October 21, 2013	
Regular <input checked="" type="checkbox"/> Work Session	
Subject: Connector Road Between Route 1 and the New Police Station	

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

Discussion: At the October 7, 2013 Selectmen's meeting the board discussed the connector road between Route 1 and the new police station. During that discussion, the board talked about revisiting a consolidated road with the York Wild Kingdom. Please see the attached memorandum that details the conversations that I have had with Joe Barberi from the York Wild Kingdom. Mr. Barberi and I have met a number of times to discuss various road options, as well as boundary survey issues. The memorandum contains information from Andrew Johnston from SMRT regarding the potential shared road costs along with a diagram of a road that would connect the York Wild Kingdom private road with the YWK parking lot near Route 1.

FISCAL IMPACT:
DEPARTMENT LINE ITEM ACCOUNT:
BALANCE IN LINE ITEM IF APPROVED:

Prepared By: Robert G. Yandow

Reviewed By: _____



TO: Board of Selectmen

FROM: Robert G. Yandow, Town Manager *RAY*

RE: Connector Road - York Wild Kingdom Road

DATE: October 18, 2013

On September 25, 2013 I provided a memorandum to the Board of Selectmen concerning next steps in the police station and connector road projects. In that memorandum I asked the Board of Selectmen to address three questions. The first was whether or not the Selectmen were going to approve the connector road as currently designed; the second was what alternative did the Selectmen have if the currently designed connector road was not approved; and the third question was in reference to a full or partial restoration of the area damaged by clear cutting.

As I was constructing the September 25th memorandum, and the three questions, I anticipated that the use of the York Wild Kingdom Road would surface again so I called Joe Barberi and suggested that we sit down and discuss the issue of a consolidated roadway once again. Mr. Barberi and I (and others) had discussed this topic on multiple occasions so we decided to start over and review new options that could potentially meet both party's needs and interests.

Mr. Barberi and I met twice to discuss consolidated roadway options. The first conversation dealt primarily with construction of a new road between the Town's current connector road and the YWK road. Under this scenario, the connector road and the York Wild Kingdom entrance would be consolidated in a new location south of the current YWK entrance and those interested in going to the YWK would make a left turn off the connector road to the YWK road. The reason for this discussion was to allow Mr. Barberi access to his private road and parking lot near Route 1 from the new road which would allow him to use his unregistered wagons and trolleys to transport customers from the parking area to the zoo and amusement area down his private roadway. I subsequently talked with Andrew Johnston about this option and learned that it would be problematic due primarily to the undisturbed vernal pool

buffer that was designated as part of our original submission to state and federal regulators. This option would certainly complicate permitting and may not be acceptable to the regulators.

During the second meeting Mr. Barberi and I resurrected the option last discussed in 2012 whereby the Town would convert the first 700-800 feet of the YWK road to a public connector road which would then veer off and continue through to Ridge Road using the current design. At the point of divergence, the private York Wild Kingdom road would continue to the zoo and amusements area. As with the first option, Mr. Barberi's concern was having access to his parking area near Route 1 from his private road so that he could continue to use his unregistered wagons and trolleys to transport customers. Mr. Barberi indicated that any deal with the Town would need to include access, at the Town's expense, from his private road to the parking area near Route 1. This would require additional permitting, as would any changes from the currently permitted connector road project, as an access road to the parking area would involve at least one stream crossing and working in wet areas. This is due to the fact that public connector road would travel past the parking area so the access road would have to be constructed so as to cross the stream and go back towards Route 1 to reach the parking area.

I asked Andrew Johnston for some preliminary cost estimates based on the shared road scenario. Attached you will find preliminary estimates that total approximately \$500,000 in additional connector road costs to pursue the shared road scenario, not including any additional permitting costs or boundary/right of way costs.

The issue, as I see it, is whether the Board of Selectmen is going to move forward with the connector road as currently designed, or pursue a shared road option with the York Wild Kingdom. While contemplating the two options I suggest the following information be considered:

1. The connector road, as currently designed, was reflected conceptually on all display boards and presentations when the voters were asked to approve the police station and connector road projects.
2. The connector road, as currently designed, requires no additional funding other than for improvements on Route 1.
3. The connector road, as currently designed, will require a traffic light in order to receive planning board approval. The Town's traffic consultant, Tom Gorrill, has indicated that the currently configured intersection, with a traffic light, will meet or exceed all national, state and local sight distance requirements.
4. A connector road that is partially shared with the York Wild Kingdom will increase costs by an estimated \$500,000+.
5. A connector road that is partially shared with the York Wild Kingdom may, or may not, run into permitting issues based on existing conditions along the

section of YWK road that would be converted to a public highway. Additional mitigation may also be required.

6. A meeting with all local, state and federal regulators would be necessary to determine the feasibility of a connector road that is partially shared with the York Wild Kingdom.
7. It is likely that a traffic light will be required at a newly configured intersection where the York Wild Kingdom entrance currently exits.
8. If a traffic light were to be required at the shared Route 1 location, how would that requirement impact access to the York Wild Kingdom until a traffic light was installed? Would the planning board require that the shared road remain closed until a traffic light was installed?

As the Selectmen consider the options concerning the location of a connector road it is important to keep in mind the two stockpiles. As we know, the stockpiles need to be moved before the USACE mandated restoration can be completed. As we also know, the material from the stockpiles will be used during construction of the connector road. If the shared connector road option is selected by the Board of Selectmen the permitting process will start all over again for the connector road portion of the project. It is unknown at the current time as to the potential length of a new permitting process or whether additional requirements will be placed on the Town. Based on this uncertainty, I sent an email to Jay Clement at the USACE and requested that he take no action on my request for an extension until July 15, 2014 as that date may not provide enough time to get through a new permitting process.

<u>No.</u>	<u>Task</u>	<u>Budget Estimate*</u>
1	Topographic Survey - detailed survey of the area around the new road alignment.	\$5K
2	Wetland delineation/edge verification. Some of the previously delineated wetlands were only identified on the town property. This information will need to be updated to include areas adjacent to the new road alignment. Buffer and resource impact calculations will need to be updated to reflect the new plan. Revised vernal pool surveys may be required by the agencies and this could have a significant bearing on the permitting schedule.	\$8K
3	Geotechnical Investigation - the geotechnical information will need to be updated to include the new road alignment.	\$5-8K
4	Traffic Engineering - Trip generation and assignment to include the YWK traffic and the new projected traffic along the Connector Road will be needed to design the intersections and queuing lanes, and for permitting submissions. Operational analysis, traffic modeling, and abutter access review will be required for the Route 1 intersection design. Includes Traffic Impact Analysis Report and on-site and off-site improvement design.	\$30-40K
5	Connector Road Site/Civil Design - new alignment, vertical and horizontal geometry, grading and stormwater treatment design. Stream crossing design. Stormwater Report revisions.	\$10-15K
6	Boundary and ROW agreement with abutter - the town will need to develop a transfer agreement and boundary description for the new road ROW and record the agreement.	TBD
7	Permitting - Not enough information available to determine increase in permitting costs at this stage.	TBD
8	Road construction - (assumes actual Connector Road construction costs remain as previously designed and bid). The added costs include: additional clearing for new road, additional turn lane and intersection work at new intersection of YWK Road and Connector Road, extension to YWK Road and new private access to parking lot (18 feet wide, paved).	\$110-125K
9	Off-site Improvements - Not enough information available to determine costs associated with Route 1 improvements at this stage. Previously estimated at additional \$300K for widening, approach lanes, etc.	TBD

*Budget estimates are based on costs for previous similar work and currently available information.

cc: File 06122/21





AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

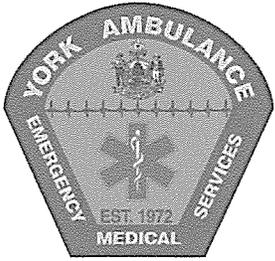
Date Submitted: October 17, 2013	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: October 21, 2013	
Regular <u> X </u> Work Session	
Subject: Contract with York Ambulance Association Inc.	

TO: Board of Selectmen
FROM: Robert G. Yandow, Town Manager
RECOMMENDATION: Approve Contract
PROPOSED MOTION: I move to approve a two year contract with York Ambulance for the provision of ambulance services in the Town of York for fiscal years 2015 and 2016 in the amount of \$40,000 per year subject to voter approval each year.

Discussion: The Town's current contract with York Ambulance will expire at the end of this fiscal year. Approval of a new two year contract will aid in the budgeting process for fiscal years 2015 and 2016. Attached is the current contract.

FISCAL IMPACT:
DEPARTMENT LINE ITEM ACCOUNT:
BALANCE IN LINE ITEM IF APPROVED:

Prepared By: Robert G. Yandow Reviewed By: _____



York Ambulance Association Inc.

15 Salisbury Avenue
Post Office Box 238
York, ME 03909-0238

Telephone (207) 363-4403 Fax (207) 363-2041 Transfers (207) 337-0587
EMERGENCY: 911

Board Officers

Mary B. Andrews
President

Brenda A. Bracy
Vice-President

Lewis Butler
Treasurer

Joyce A. Stowe
Secretary

Chief of Operations

Karen Tucker, EMT-P

Assistant Chief

Ellen Prince, EMT-B

Deputy Asst. Chief

Joshua Allen, EMT-I

Board Members

Eric Bakke

Donald Lawton

Patricia Murray

Robert Palmer

Tina Parsons-Lightner

Lynwood (Sonny)
Perkins, Jr.

Karen Uebele



October 10, 2013

Robert Yandow, Town Manager
Town of York
186 York Street
York, ME 03909

Ref: Proposed Contract for Emergency Medical Ambulance Services

Dear Mr. Yandow,

York Ambulance continues to value the relationship with the Town of York and its significance in both the high-quality service we provide and the positive feedback we receive from residents and visitors. We also know that the Town is still faced with economic and budget-planning challenges as in the past. Therefore, we would like the Town to contract with York Ambulance for the next two years by level funding in the amount of \$40,000 for each of the FY15 and FY16 Budgets.

Our own expenses continue to rise to retain highly trained staff while keeping overhead at a minimum, but York Ambulance realizes the importance of upholding its longstanding affiliation with the Town and will find additional revenue sources through existing and new programs we can offer the community.

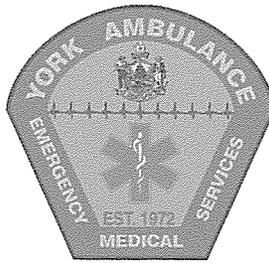
Enclosed is a copy of the contract for the two years beginning July 1, 2014, as well as supporting documentation for your reference.

If you have any questions or information regarding the next step in this process, please feel free to contact me.

Your assistance is appreciated.

Sincerely,
York Ambulance Association, Inc.

Mary Andrews
President



YORK AMBULANCE ASSOCIATION, INC.

15 Salisbury Avenue

P.O. Box 238

York, ME 03909-0238

Phone: 207-363-4403

Fax: 207-363-2041

This CONTRACT by and between the TOWN of York, Maine, a municipal corporation, hereinafter referred to as the TOWN, and YORK AMBULANCE ASSOCIATION, INC., of York, Maine, which is licensed as an ambulance service in the State of Maine, hereinafter referred to as YA, for the provision of ambulance service as follows:

A. TERMS

YA will:

1. Supply around-the-clock at least one (1) registered ambulance housed in York, Maine to be used exclusively for emergency services in the TOWN of York, Maine. Paramedics or certified Emergency Medical Technicians will be properly licensed in Maine. Level of care to be provided will be at the Basic through Paramedic level for emergency services within the TOWN of York. The ambulance vehicle shall be suitably maintained and shall meet all specifications set forth by the State of Maine.
2. Provide back-up service from its other ambulances unless it is in the best interest of the patient to utilize mutual aid.
3. Respond to all calls from York Communications Center and the general public, police, fire, or any other persons responsible for sick or injured person. All responses shall be prompt and efficient. Emergency calls shall include transportation to the most appropriate hospital facility that would best serve the patient.
4. Hold harmless the TOWN, its officials, agents, employees and assigns against any and all loss, cost, damage, expense, claims, suits, demands or judgments, direct or indirect, or any other liability arising from or in any way referable to the performance or non-performance of this contract.
5. Obtain and maintain insurance with limits of one million dollars (\$1,000,000) automotive liability with the TOWN as an additional named insured party and two million dollars (\$2,000,000) professional liability and errors and omissions. YA will provide evidence to the TOWN of this insurance. Additionally, YA agrees to provide evidence of Worker's Compensation Insurance. For all purposes of this contract, YA shall be deemed to be an independent contractor and not an employee or agent of the TOWN of York.

6. Will supply an ambulance at no additional cost to a mutually agreed upon TOWN sponsored activity(s).
7. Will be present, when requested, for various training exercises with Police and/or Fire Departments as they relate to emergency services. YA is willing to assist in emergency services training as available and as necessary.
8. Copies of any and all complaints from residents of the TOWN of York, Maine will be on file at YA's Office. A copy of any and all responses will be forwarded to the Town Manager.

The TOWN will:

1. Provide assistance from the TOWN's Police and Fire Departments when appropriate, needed, and requested by YA.

B. THE RIGHT TO BILL

YA may charge reasonable fees to those who receive emergency ambulance services arising from this CONTRACT and the TOWN hereby assigns the rights to any third-party claims for such charges to YA. No person will be denied service if a medical emergency exists, regardless of their ability to pay.

C. DEFAULT TERMINATION

In the event of default by YA of the terms and conditions of the contract, the TOWN may terminate same and rely upon its remedies for breach of contract, provided, however, that written notice is given by the TOWN to YA of any such alleged default and that YA be given an opportunity to cure such default, and fails to cure same within 60 days of receipt of said notice. This CONTRACT shall be interpreted and enforced under the laws of the State of Maine.

D. PAYMENT

As consideration for the above service, the TOWN will pay YA the sum of:

Three thousand three hundred thirty three dollars and 33 cents per month for the period of July 1, 2014 to June 30, 2016.

The TOWN's obligation for payment under the terms of this contract shall be contingent upon voter approval of the appropriation during the contract period.

Review of the fee and subsidy structure shall be undertaken by YA and the TOWN upon a material change in the reimbursement rate structure currently relied upon by YA due to changes in the insurance industry, governmental programs or regulations.

IN WITNESS WHEREOF, this contract has been duly executed by the TOWN, Town Manager/ Purchasing Agent of the TOWN of York and YA by its President of the Board of Directors, duly authorized.

YORK AMBULANCE ASSOCIATION, INC.

TOWN OF YORK, MAINE

Signature – Authorized Representative

Signature

Printed Name

Printed Name

DATE: _____

DATE: _____



York Ambulance Association, Inc.
15 Salisbury Ave.
P.O. Box 238
York, ME 03909-0238
Phone: 207-363-4403 Emergency: 911

FACTS ABOUT YORK AMBULANCE

- Staffed with highly-trained personnel for emergency 911 transport service 24 hours a day, 7 days a week
- Responds to more than 1,100 emergency calls annually and meets the industry standard of arriving on scene in less than 10 minutes, 90% of the time, from when the ambulance is dispatched
- The transfer service started in 2013 is averaging 50 calls a month and growing
- Employs 25 people on a full time or part time basis
- A non-profit corporation with annual operating costs of more than \$550,000
- 97% of York Ambulance's expenses are directly related to supporting the operations of the organization (staff, vehicle maintenance, life-saving equipment, medical supplies, insurance, etc.); 3% goes toward administrative costs.
- Contracts with the Town of York to provide emergency medical services, for which it receives \$40,000 annually. This offsets only 7% of York Ambulance's total operating expenses and helps to cover the costs of attendance at Town and school events as well as requests for assistance by the police and fire departments.
- Must pay for at least 25% of its operating expenses with income received through membership drives, fund drives and donations
- The annual subscription/donation program (\$75 for single households, \$85 for families) covers any balance remaining for York Ambulance's emergency transport after your insurance pays its share – for as many times as you or your household need it during the subscription year (October 1 through September 30).
- The patient balance remaining after primary and secondary insurance payments for just one emergency call can often exceed York Ambulance's annual subscription fee.
- York Ambulance is proud to provide the highest quality emergency care possible to the residents, and visitors, of York Village, York Beach, York Harbor and Cape Neddick.



Ambulance Run Data Report
 York Ambulance Association Inc
 From 01/01/12 To 12/31/12
 Total Number of Runs Based on Search Criteria: 1122

Runs by City

City	# of Runs	% of Runs
Cape Neddick	111	9.89%
Eliot	4	0.36%
KITTERY	1	0.09%
Kittery (Town of)	25	2.23%
Kittery Point	5	0.45%
Ogunquit	1	0.09%
WELLS	1	0.09%
York	731	65.15%
York Beach	198	17.65%
York Harbor	45	4.01%
Unknown	0	0.00%
Total	1122	100%

Average Run Times

Enroute (Responding - Unit Notified Dispatched)			Response Time (Arrive Scene - Enroute)		
Minutes	# of Runs	% of Runs	Minutes	# of Runs	% of Runs
0 - 1	846	75.40%	0 - 5	681	60.70%
2 - 3	202	18.00%	6 - 10	310	27.63%
4 - 5	45	4.01%	11 - 15	63	5.61%
> 5	29	2.58%	> 15	5	0.45%
Unknown	0	0.00%	Unknown	63	5.61%
Total	1122	100%	Total	1122	100%

Scene Time (Depart Scene - Arrive Scene)			Transport Time (Arrive Hospital - Depart Scene)		
Minutes	# of Runs	% of Runs	Minutes	# of Runs	% of Runs
0 - 10	311	27.72%	0 - 5	387	34.49%
11 - 20	577	51.43%	6 - 10	300	26.74%
21 - 30	110	9.80%	11 - 15	109	9.71%
> 30	55	4.90%	> 15	45	4.01%
Unknown	69	6.15%	Unknown	281	25.04%
Total	1122	100%	Total	1122	100%

Hospital Time (Depart Hospital - Arrive Hospital)			Average Run Times	
Minutes	# of Runs	% of Runs		
0 - 5	58	5.17%	Enroute	00:01:10
6 - 10	94	8.38%	To Scene	00:04:50
11 - 15	157	13.99%	At Scene	00:17:17
> 15	532	47.42%	To Destination	00:07:13
Unknown	281	25.04%	Back in Service	00:24:22
Total	1122	100%	Total	00:54:52

Range of Times: Lowest = -722 and Highest = 1442

Search Criteria	
Dates	From 01/01/2012 To 12/31/2012 (mm/dd/yyyy)
Service	York Ambulance Association Inc
EMS Shift	All
Staff	All Active
Unit	All
Call Sign	All
Zone/District	All
Type of Service Requested	All
Patient Disposition	All
Provider Impression	All

11:29 AM
10/10/13
Cash Basis

York Ambulance Association, Inc.
Profit & Loss
January through December 2012

	<u>Jan - Dec 12</u>
Income	
Income - Funding	87,524.00
Income - Grants	25,000.00
Income - Dividend	2,557.17
Income - Interest	79.47
Income - Operating	362,607.34
Town of York Contract	39,999.96
Income - Other	2,757.20
Total Income	<u>520,525.14</u>
Gross Profit	520,525.14
Expense	
Accounting	2,456.10
Bank Charges	44.00
Billing Service	21,985.78
Cable/Internet	611.88
Depreciation Expense	48,035.53
Electricity	2,242.71
Equipment - Ambulance	1,055.16
Fuel - Diesel	5,158.87
Fuel - Heating Oil	5,166.40
Fund Raising Expense	4,547.95
Grant Expense - King Grant	1,552.21
Honoraria	265.00
Insurance - Casualty	12,096.00
Insurance - Worker's Comp.	25,272.00
Legal	2,028.00
Licenses & Fees	2,480.49
Maint. & Repairs - Building	3,004.61
Maint. & Repairs - Equipment	4,838.80
Maint. & Repairs - Vehicles	6,612.70
Office Expense	40.24
Payroll Expenses	385,236.82
Postage	317.20
Regional Planning	4,262.50
Strategic Planning	826.84
Supplies - Medical	3,693.38
Supplies - Office	2,326.84
Supplies - Oxygen	2,200.30
Telephone/Cell/Long Distance	1,852.69
Training	1,767.55
Trash	644.00
Uniforms	2,240.74
Water & Sewer	678.06
Website Maintenance	437.85
Total Expense	<u>555,979.20</u>
Net Income	<u><u>-35,454.06</u></u>

YORK AMBULANCE NON-BILLABLES JANUARY 1 – DECEMBER 31, 2012

NON-TRANSPORTS - FIRE/POLICE ASSISTANCE/STANDBY:

Fire/Police assistance / standby: 35 calls at avg. \$200 each = \$7,000

Cancelled en route: 70 calls at avg. \$50 each = \$3,500

Non-billable non-transport (NOTE: 110 of these are MVA's): 270 at avg. \$100 each = \$27,000

TOWN EVENT COVERAGE (ROAD RACES, POLAR PLUNGE, WALKATHONS, FIREWORKS, PARADES, FOOTBALL GAMES, ETC.):

Approx. 20 Town and other non-profit events, avg. \$250 each = \$5,000

Football games: 5 avg. \$200 each = \$1,000

BILLING WRITE-OFFS:

York Residents – bills not paid, hardship requests, deceased = \$20,000

SUMMARY:

Fire/Police assistance/standby	\$7,000
Cancelled en route	\$3,500
Non-billable non-transport	\$27,000
Town Events	\$6,000
Billing Write-offs	\$20,000
TOTAL	\$63,500



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: January 5, 2012	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: January 9, 2012	
Regular <input checked="" type="checkbox"/> Work Session	
Subject: Contract with York Ambulance	

TO: Board of Selectmen
FROM: Robert G. Yandow, Town Manager
RECOMMENDATION: Approve Contract
PROPOSED MOTION: I move to approve a two year contract with York Ambulance for the provision of ambulance services in the Town of York in an amount of \$40,000 per year.

Discussion: For some years the town has appropriated \$40,000 annually to York Ambulance for the provision of ambulance services in York. The attached contract formalizes the arrangement between the Town of York and York Ambulance for fiscal years 2013 and 2014. The \$40,000 payment is subject to voter approval at the annual budget referendum.

FISCAL IMPACT:
DEPARTMENT LINE ITEM ACCOUNT:
BALANCE IN LINE ITEM IF APPROVED:

Prepared By: Robert G. Yandow Reviewed By: _____



YORK AMBULANCE ASSOCIATION, INC.

15 Salisbury Avenue

P.O. Box 238

York, ME 03909-0238

Phone: 207-363-4403

Fax: 207-363-2041

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2. Provide back-up service from its other ambulances unless it is in the best interest of the patient to utilize mutual aid.
3. Respond to all calls from York Communications Center and the general public, police, fire, or any other persons responsible for sick or injured person. All responses shall be prompt and efficient. Emergency calls shall include transportation to the most appropriate hospital facility that would best serve the patient.
4. Hold harmless the TOWN, its officials, agents, employees and assigns against any and all loss, cost, damage, expense, claims, suits, demands or judgments, direct or indirect, or any other liability arising from or in any way referable to the performance or non-performance of this contract.
5. Obtain and maintain insurance with limits of one million dollars (\$1,000,000) automotive liability with the TOWN as an additional named insured party and two million dollars (\$2,000,000) professional liability and errors and omissions. YA will provide evidence to the TOWN of this insurance. Additionally, YA agrees to provide evidence of Worker's Compensation Insurance. For all purposes of this contract, YA shall be deemed to be an independent contractor and not an employee or agent of the TOWN of York.

6. Will supply an ambulance at no additional cost to a mutually agreed upon TOWN sponsored activity(s).
7. Will be present, when requested, for various training exercises with Police and/or Fire Departments as they relate to emergency services. YA is willing to assist in emergency services training as available and as necessary.
8. Copies of any and all complaints from residents of the TOWN of York, Maine will be on file at YA's Office. A copy of any and all responses will be forwarded to the Town Manager.

The TOWN will:

1. Provide assistance from the TOWN's Police and Fire Departments when appropriate, needed, and requested by YA.

B. THE RIGHT TO BILL

YA may charge reasonable fees to those who receive emergency ambulance services arising from this CONTRACT and the TOWN hereby assigns the rights to any third-party claims for such charges to YA. No person will be denied service if a medical emergency exists, regardless of their ability to pay.

C. DEFAULT TERMINATION

In the event of default by YA of the terms and conditions of the contract, the TOWN may terminate same and rely upon its remedies for breach of contract, provided, however, that written notice is given by the TOWN to YA of any such alleged default and that YA be given an opportunity to cure such default, and fails to cure same within 60 days of receipt of said notice. This CONTRACT shall be interpreted and enforced under the laws of the State of Maine.

D. PAYMENT

As consideration for the above service, the TOWN will pay YA the sum of:

Three thousand three hundred thirty three dollars and 33 cents per month for the period of July 1, 2012 to June 30, 2014.

TOWN's obligation for payment under the terms of this contract shall be contingent upon voter approval of the appropriation during the contract period.

Review of the fee and subsidy structure shall be undertaken by YA and the TOWN upon a material change in the reimbursement rate structure currently relied upon by YA due to changes in the insurance industry, governmental programs or regulations.

IN WITNESS WHEREOF, this contract has been duly executed by the TOWN, Town Manager/ Purchasing Agent of the TOWN of York and YA by its President of the Board of Directors, duly authorized.

YORK AMBULANCE ASSOCIATION, INC.

TOWN OF YORK, MAINE

Signature – Authorized Representative

Signature

Printed Name

Printed Name

DATE: _____

DATE: _____



York Ambulance Association, Inc.
15 Salisbury Ave.
P.O. Box 238
York, ME 03909-0238
Phone: 207-363-4403 Emergency: 911

FACTS ABOUT YORK AMBULANCE

- Staffed with highly-trained personnel for emergency 911 transport service 24 hours a day, 7 days a week
- Responds to more than 1,000 emergency calls annually throughout the Town
- Employs 25 people on a full time or part time basis
- A non-profit corporation with annual operating costs of more than \$500,000
- 97% of York Ambulance's expenses are directly related to supporting the operations of the organization (staff, vehicle maintenance, life-saving equipment, medical supplies, insurance, etc.); 3% goes toward administrative costs.
- Contracts with the Town of York to provide emergency medical services, for which it receives \$40,000 annually. This offsets less than 8% of York Ambulance's total operating expenses and helps to cover the costs of attendance at Town and school events as well as requests for assistance by the police and fire departments.
- Must pay for at least 25% of its operating expenses with income received through membership drives, fund drives and donations
- The annual subscription (\$75 for single households, \$85 for families) covers any balance remaining for York Ambulance's emergency transport after your insurance pays its share – for as many times as you or your household need it during the subscription year (October 1 through September 30).
- The patient balance remaining after primary and secondary insurance payments for just one emergency call can often exceed York Ambulance's annual subscription fee.
- York Ambulance is proud to provide the highest quality emergency care possible to the residents, and visitors, of York Village, York Beach, York Harbor and Cape Neddick.

YORK AMBULANCE NON-BILLABLES JANUARY 1 – DECEMBER 31, 2010

NON-TRANSPORTS - FIRE/POLICE ASSISTANCE/STANDBY:

Fire/Police assistance / standby: 25 calls avg. \$200 each = \$5,000

Cancelled en route: 50 calls avg. \$50 each = \$2,500

Non-billable non-transport (NOTE: 123 of these are MVA's): 158 avg. \$100 each = \$15,800

TOWN EVENT COVERAGE (ROAD RACES, POLAR PLUNGE, WALKATHONS, SWIM RACE, FIREWORKS, PARADES, FOOTBALL GAMES, ETC.):

Approx. 20 Town and other non-profit events, avg. \$250 each = \$5,000

Football games: 5 avg. \$200 each = \$1,000

BILLING WRITE-OFFS:

York Residents – bills not paid, hardship requests, deceased = \$22,000

SUMMARY:

Fire/Police assistance/standby	\$5,000
Cancelled en route	\$2,500
Non-billable non-transport	\$15,800
Town Events	\$6,000
Billing Write-offs	<u>\$22,000</u>
TOTAL	\$51,300



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: October 17, 2013	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: October 21, 2013	
Regular <u> X </u> Work Session	
Subject: Reduction of Speed Limit on US Route 1	

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

Discussion: On October 7, 2013 I was asked to contact MDOT and determine the steps necessary to request a speed limit reduction on US Route 1. Attached is an email exchange with Steve Landry, State Traffic Engineer for MDOT where that question is posed. Mr. Landry advises that a letter from the Town is all that is required to initiate the process.

FISCAL IMPACT:
DEPARTMENT LINE ITEM ACCOUNT:
BALANCE IN LINE ITEM IF APPROVED:

Prepared By: Robert G. Yandow

Reviewed By: _____

Robert G. Yandow

From: Robert G. Yandow
Sent: Monday, October 14, 2013 11:24 AM
To: 'Landry, Stephen'
Subject: RE: Speed Limit Reduction

After the request is submitted, what are the steps that MDOT will take?

Robert G. Yandow, Town Manager
Town of York, Maine
186 York Street
York, Maine 03909
207.361.4740
ryandow@yorkmaine.org
www.yorkmaine.org

From: Landry, Stephen [<mailto:Stephen.Landry@maine.gov>]
Sent: Thursday, October 10, 2013 10:18 AM
To: Robert G. Yandow
Subject: RE: Speed Limit Reduction

We would like a letter from you or the council requesting the review. It would be more beneficial to do after the road is built as we can only go on what is there. We can review now to give you an idea. Once we have the written request it would go into the queue for us to work on.

Stephen Landry
State Traffic Engineer
MaineDOT

Phone (207)-624-3632
Fax (207)-624-3621

From: Robert G. Yandow [<mailto:ryandow@yorkmaine.org>]
Sent: Thursday, October 10, 2013 8:56 AM
To: Landry, Stephen
Subject: Speed Limit Reduction

Good Morning Steve:

During the Selectmen's meeting on Monday, October 7th the Selectmen discussed the 55 mph speed limit on a section of Route 1 in York where the proposed connector road would intersect with Route 1. I was asked to contact MDOT to determine the steps required in order to request a reduction in the speed limit. Although you and I have discussed this in the past, I would ask that you list the necessary steps so the information can be distributed. Thank you.

Rob Yandow

Robert G. Yandow, Town Manager
Town of York, Maine
186 York Street
York, Maine 03909

207.361.4740

ryandow@yorkmaine.org

www.yorkmaine.org

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AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: October 18, 2013	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: October 21, 2013	
Regular <input checked="" type="checkbox"/> Work Session	
Subject: Penstock Road	

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

Discussion: At a work session on October 3, 2013, the existence of Penstock Road was discussed with information being provided by Dennis Carrillo, attorney for Ellis Short Sands Park and Bill Burnham, and by Dean Lessard. At the end of the meeting it was determined that the Town and Ellis Park/Bill Burnham would meet in an attempt to come up with a mutually agreeable resolution. On October 10, 2013 Dennis Carrillo contacted me and we set up a meeting for October 17th to further discuss the matter. During the meeting Dennis, Dean Lessard and I discussed the Town's need for future access to the area in the event the road is formally abandoned or discontinued. The discussion was very productive with the focus being on moving forward. Mr. Carrillo, with assistance from Durward Parkinson, will draft an easement document for the Town's review.

FISCAL IMPACT:
DEPARTMENT LINE ITEM ACCOUNT:
BALANCE IN LINE ITEM IF APPROVED:

Prepared By: Robert G. Yandow Reviewed By: _____



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: October 16, 2013	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: October 21, 2013	
Regular <input checked="" type="checkbox"/> Work Session <input type="checkbox"/>	
Subject: Appointments to the Municipal Social Services Review Board	

TO: BOARD OF SELECTMEN
FROM: Melissa M. Avery, Assistant to the Town Manager
RECOMMENDATION: Appoint Edward Little and Roslyn Birger-Hershfield to the Municipal Social Services Review Board
PROPOSED MOTION: I move to appoint Edward Little and Roslyn Birger-Hershfield to the Municipal Social Services Review Board as a regular members for a 3-year terms.

Discussion: Mr. Little and Ms. Birger-Hershfield were interviewed by the Board of Selectmen on September 30th, 2013.

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

Prepared By: Melinda M. Avery

Reviewed By: Robert B. Yandow



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: October 16, 2013	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: October 21, 2013	
Regular <input checked="" type="checkbox"/> Work Session <input type="checkbox"/>	
Subject: Appointments to the Sohier Park Committee	

TO: BOARD OF SELECTMEN
FROM: Melissa M. Avery, Assistant to the Town Manager
RECOMMENDATION: Appoint Francis Hartwell and Tony Knox to the Sohier Park Committee
PROPOSED MOTION: I move to appoint Francis Hartwell and Tony Knox to the Sohier Park Committee as regular members for 3-year terms.

Discussion: Mr. Hartwell was interviewed by the Board of Selectmen on September 30th, 2013 and Mr. Knox was interviewed on October 7th, 2013.

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

Prepared By: _____

Reviewed By: Robert B. Gannon



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: October 16, 2013	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: October 21, 2013	
Regular <input checked="" type="checkbox"/> Work Session <input type="checkbox"/>	
Subject: Appointment to the Historic District Commission	

TO: BOARD OF SELECTMEN
FROM: Melissa M. Avery, Assistant to the Town Manager
RECOMMENDATION: Appoint Jon Powers to the Historic District Commission
PROPOSED MOTION: I move to appoint Jon Powers to the Historic District Commission as a regular member for a 3-year term.

Discussion: Mr. Powers applied for membership of the Historic District Commission in August of 2012 and was interviewed by the Board of Selectmen on September 30th, 2013.

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

Prepared By: Melina M. Avery

Reviewed By: Robert M. Yarnow



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: October 16, 2013	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: October 21, 2013	
Regular <input checked="" type="checkbox"/> Work Session <input type="checkbox"/>	
Subject: Appointment to the York Harbor Site Design Review Board	

TO: BOARD OF SELECTMEN
FROM: Melissa M. Avery, Assistant to the Town Manager
RECOMMENDATION: Appoint Dean A. Mello to the York Harbor Site Design Review Board
PROPOSED MOTION: I move to appoint Dean A. Mello to the York Harbor Site Design Review Board as a regular member for a 3-year term.

Discussion: Mr. Mello was interviewed by the Board of Selectmen on September 30th, 2013.

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

Prepared By: Melissa M. Avery

Reviewed By: Robert B. Gannon



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: October 16, 2013	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: October 21, 2013	
Regular <input checked="" type="checkbox"/> Work Session <input type="checkbox"/>	
Subject: Appointment to the Senior Citizens Advisory Board	

TO: BOARD OF SELECTMEN
FROM: Melissa M. Avery, Assistant to the Town Manager
RECOMMENDATION: Appoint Deborah J. Meyers to the Senior Citizens Advisory Board
PROPOSED MOTION: I move to appoint Deborah J. Meyers to the Senior Citizens Advisory Board as an alternate member for a 3-year term.

Discussion: Ms. Meyers was interviewed by the Board of Selectmen on September 30th, 2013.

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

Prepared By: Melissa M. Avery

Reviewed By: Robert B. Gandon



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: October 16, 2013	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: October 21, 2013	
Regular <input checked="" type="checkbox"/> Work Session <input type="checkbox"/>	
Subject: Special Event Permit: Great Strides	

TO: BOARD OF SELECTMEN
FROM: Melissa M. Avery, Assistant to the Town Manager
RECOMMENDATION: Approve the Special Event Permit for "Great Strides"
PROPOSED MOTION: I move to approve the Special Event Permit for Great Strides on Sunday, May 18, 2014 from 9:00AM to 12:00PM

Discussion: All appropriate departments have been notified and given their approval (see attached).

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

Prepared By: Melina M. Avery

Reviewed By: Robert S. Yandow



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: July 29, 2013

Name of Event: Great Strides York

Type of Event: Fundraising and awareness walk for cystic fibrosis

Organization Name: Cystic Fibrosis Foundation Phone #: 603-598-8191

Organization Address: 114 Perimeter Rd. Units G & H City: Nashua State: NH Zip: 03063

Applicant Name: Megan Bedesaul Phone #: 603-598-8191

Applicant Address: Same as above City: _____ State: _____ Zip: _____

Contact Name for Day of Event: Megan Bedesaul Contact Phone #: 708-309-1613

Date of Event: May 18, 2014 Day of Week: Sunday

Starting Time: 9:00 AM Ending Time: 12:00 PM

Assembly Area: York Beach Fire Department, 18 Railroad Ave, York Beach, ME

Dispersal Area: Same as above

Event Route: Please see route page included in packet.

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed) 400 ±

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

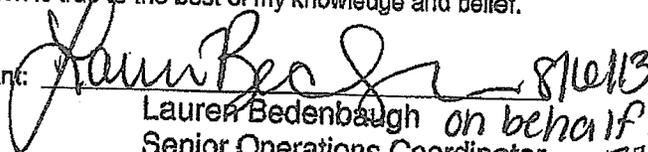
Participants will follow the route marked by arrows and volunteers will serve as crossing guards. There will be sponsor banners and tents at the Fire House.

Describe how group is organized and supervised to insure order: Committee members and volunteers set up registration and activities at the Fire House, arrows along route. Participants begin walking at 10 AM. Volunteers serve as crossing guards to ensure walkers cross street safely. Walk committee supervises the walkers and volunteers. Volunteers and committee members will take route arrows down after the walk.

Purpose of the Event: The purpose of the event is to raise awareness and funds for cystic fibrosis.

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

Signature of Applicant:



Lauren Bedenbaugh
Senior Operations Coordinator

on behalf of Cystic
Fibrosis
Foundation

For Town Use Only

Reviewed by:

<u>Department</u>	<u>Initials</u>
Police Department	<u>Szeniawski 8-14-2013</u>
Public Works	<u>Lessard 8-15-2013</u>
Parks/Recreation	<u>Sullivan 8-13-2013</u>
Village Fire	<u>Apgar 8-13-2013</u>
York Beach Fire	<u>Bridges 8-13-2013</u>
Code Enforcement	<u>Burns 8-23-2013</u>
York Ambulance	<u>Prince 10-8-2013</u>

Special Conditions:

Bridges: Requiring 4 "Porta-Potties" be delivered to the event area the day before and removed the day after the event

Town Manager

Date



August 7, 2013

Town of York, ME
York Town Manager
186 York Street
York, ME. 03909

To Whom It May Concern:

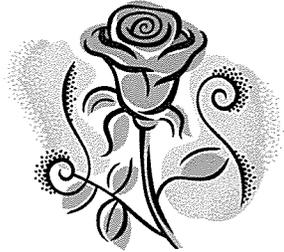
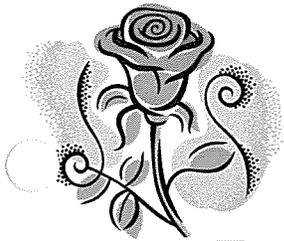
Please accept this letter as our formal request for use of the York Beach Fire House for the start and finish of our Great Strides walk-a-thon to benefit the Cystic Fibrosis Foundation. We would like permission to use the Fire House and area surrounding it on Sunday, May 18, 2014 from 7:00 AM – 2:00 PM. The event begins at 9:00 AM. We expect approximately 400 walkers who will register with the Cystic Fibrosis Foundation. A phone call has already been made with the York Beach Fire Department for use of their building. We will not have a rain date.

Attached please find our completed application along with marked up route sheet. An insurance application has already been filled out, but our National Office cannot process it until after January 1, 2014. Once confirmation is received, the paperwork will be sent over to you. We do not insist that our walkers walk the entire route and it will be emphasized that if an individual wants to turn around early that they follow all pedestrian laws of crossing streets, etc.

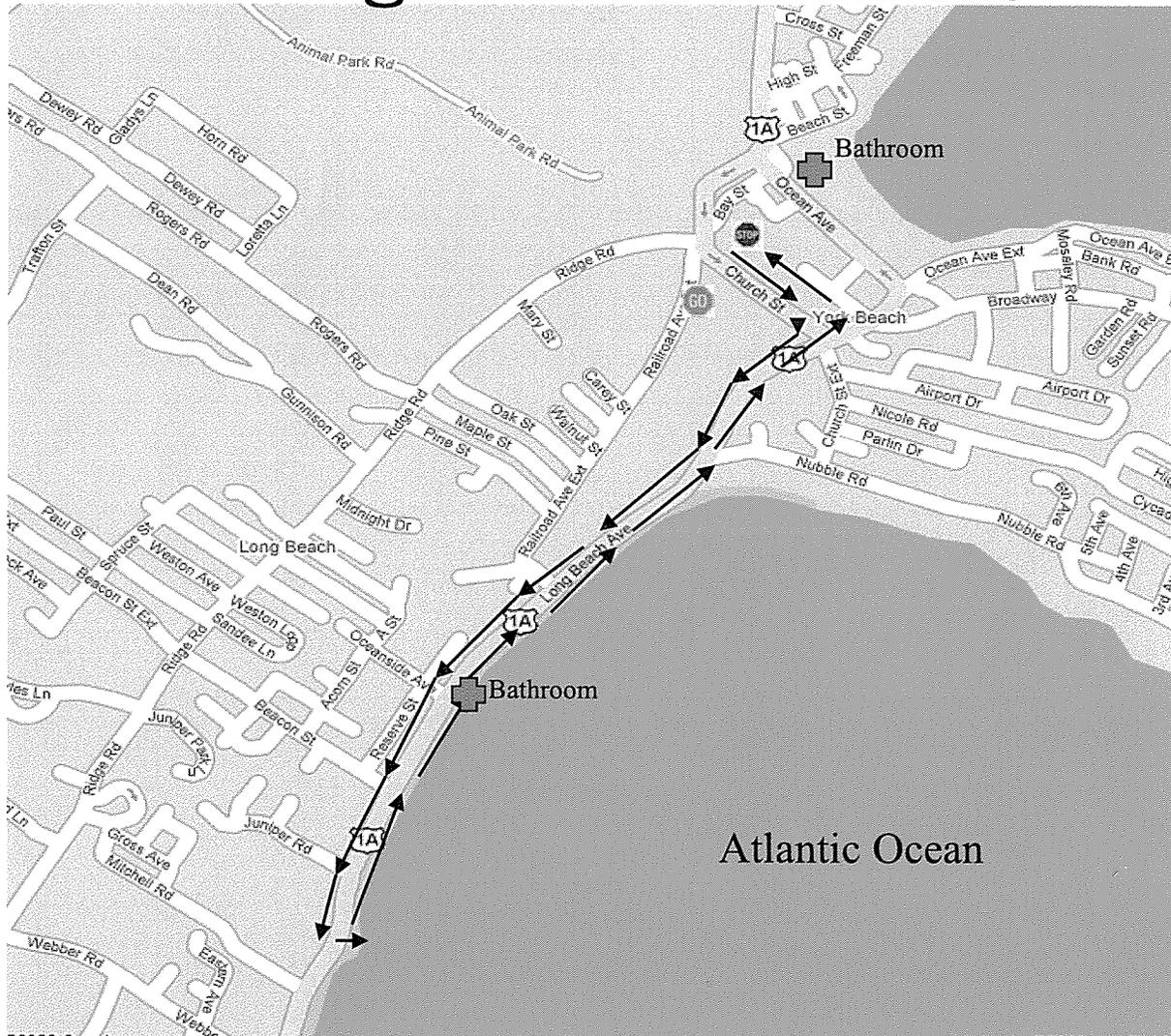
Please feel free to call us at (603) 598-8191 if you have any questions or concerns. Thank you in advance for your help and cooperation and thank you for all of your support of our efforts to find a cure for cystic fibrosis. I look forward to hearing from you.

Sincerely,

Megan Bedsaul
Development Manager



Thank You Great Stride Walkers For taking strides to cure CF



Directions:

1. Start At York Beach Fire Station and go left onto Church St.
2. At end of Church St. take a right onto Long Beach Ave.
3. Follow Long Beach Ave until you reach The Anchorage Inn
4. Cross the road at the Inn and head back up Long Beach Ave.
5. Take a left at Church St. and continue until you reach the end back at the fire station

Melissa M. Avery

From: David K. Bridges
Sent: Tuesday, August 13, 2013 9:24 PM
To: Melissa M. Avery; Charles J. Szeniewski; Dean Lessard; David Apgar; Stephen H. Burns; Michael J. Sullivan; Ellen Prince
Cc: David K. Bridges
Subject: RE: Special Event - Great Strides York

This same event has been happening for a few years now. This past year we had a tremendous amount of the walkers needing our bathroom facility both before and after the event. We had lines of people waiting for 20-30 minutes to use the facility. We spoke with the staff about getting 4 porta-potties brought in to facilitate the event. They seemed to have no problem with that request.

For the 2014 event I would require them to bring in 4 porta-potties the day before the event and have them removed the day after the event.

I think we (the town department heads) need to develop a standard procedure for all organizations requesting events like walks, runs, bicycle tours etc. All events should have some kind of warning signage, at the end of the participants, telling motorists of what is up ahead of them in the roadway. With a standard procedure it would make all events the same unless there were extreme circumstances that pertained to just that one event. We developed a procedure for “ bonfires on the beach” and now each request is treated the same way. I would ask that this get started soon since requests are already coming in for 2014. Hope to hear from others on this soon.

From: Melissa M. Avery
Sent: Tuesday, August 13, 2013 3:15 PM
To: Charles J. Szeniewski; Dean Lessard; David K. Bridges; David Apgar; Stephen H. Burns; Michael J. Sullivan; Ellen Prince
Cc: Melissa M. Avery
Subject: Special Event - Great Strides York

Good Afternoon!

I have attached a Special Event Permit for the “Great Strides York” event from the Cystic Fibrosis Foundation on May 18, 2014.

Please let me know when you have had a chance to review!

Thank you,
Missy

____ Melissa M. Avery ____
Assistant to the Town Manager
Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 | Fax: (207) 363-1019
www.yorkmaine.org

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Melissa M. Avery

From: Michael J. Sullivan
Sent: Tuesday, August 13, 2013 3:52 PM
To: Melissa M. Avery
Subject: RE: Special Event - Great Strides York

Parks and Recreation has no problem with this event

*Michael J. Sullivan, Director
Parks and Recreation*

*Town of York, Maine
186 York Street
York, Maine 03909
(207) 363-1040
msullivan@yorkmaine.org*

From: Melissa M. Avery
Sent: Tuesday, August 13, 2013 3:15 PM
To: Charles J. Szeniewski; Dean Lessard; David K. Bridges; David Apgar; Stephen H. Burns; Michael J. Sullivan; Ellen Prince
Cc: Melissa M. Avery
Subject: Special Event - Great Strides York

Good Afternoon!

I have attached a Special Event Permit for the "Great Strides York" event from the Cystic Fibrosis Foundation on May 18, 2014.
Please let me know when you have had a chance to review!

Thank you,
Missy

____ Melissa M. Avery ____
Assistant to the Town Manager
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Melissa M. Avery

From: David Apgar
Sent: Tuesday, August 13, 2013 3:46 PM
To: Melissa M. Avery
Subject: RE: Special Event - Great Strides York

Village Fire approval.

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

From: Melissa M. Avery
Sent: Tuesday, August 13, 2013 3:14 PM
To: Charles J. Szeniewski; Dean Lessard; David K. Bridges; David Apgar; Stephen H. Burns; Michael J. Sullivan; Ellen Prince
Cc: Melissa M. Avery
Subject: Special Event - Great Strides York

Good Afternoon!

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Please let me know when you have had a chance to review!

Thank you,
Missy

____ Melissa M. Avery ____
Assistant to the Town Manager
Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 | Fax: (207) 363-1019
www.yorkmaine.org

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Melissa M. Avery

From: Charles J. Szeniawski
Sent: Wednesday, August 14, 2013 2:24 PM
To: Melissa M. Avery; Dean Lessard; David K. Bridges; David Apgar; Stephen H. Burns; Michael J. Sullivan; Ellen Prince
Subject: RE: Special Event - Great Strides York

With the clarity in the route we are all set I would support the rental of porta potties for this volume of people especially that time of year.

Lieutenant Charles J. Szeniawski

Commander, Patrol Division

Town of York, Maine Police Department

36 Main Street, York, ME 03909-6244

i: www.yorkpolice.org

e: cszeniawski@yorkpolice.org

p: (207) 363-1031, Ext. 104

f: (207) 361.6818

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From: Melissa M. Avery
Sent: Tuesday, August 13, 2013 3:15 PM
To: Charles J. Szeniawski; Dean Lessard; David K. Bridges; David Apgar; Stephen H. Burns; Michael J. Sullivan; Ellen Prince
Cc: Melissa M. Avery
Subject: Special Event - Great Strides York

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Thank you,
Missy

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Melissa M. Avery

From: Dean Lessard
Sent: Thursday, August 15, 2013 2:52 PM
To: Melissa M. Avery
Cc: Timothy DePerrio
Subject: RE: Special Event - Great Strides York

Hi Missy
DPW doesn't anticipate any issues with this event. DPW recommends approval.

Thanks
Dean

Dean A. Lessard, P.E. | *Director of Public Works*
Town of York, Maine Department of Public Works
186 York Street | York, Maine 03909
Phone: (207) 363-1010, Ext. 6201
Fax: (207) 363-1012
E-Mail: dlessard@yorkmaine.org
Online: www.yorkmaine.org

From: Melissa M. Avery
Sent: Tuesday, August 13, 2013 3:15 PM
To: Charles J. Szeniewski; Dean Lessard; David K. Bridges; David Apgar; Stephen H. Burns; Michael J. Sullivan; Ellen Prince
Cc: Melissa M. Avery
Subject: Special Event - Great Strides York

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Thank you,
Missy

____ Melissa M. Avery ____
Assistant to the Town Manager
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Phone: (207) 363-1000 | Fax: (207) 363-1019
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Melissa M. Avery

From: Stephen H. Burns
Sent: Friday, August 23, 2013 8:35 AM
To: Melissa M. Avery
Subject: RE: Special Event - Great Strides York

Missy,

I have no code concerns with any of this.

Steve

Stephen H. Burns
Community Development Director

From: Melissa M. Avery
Sent: Tuesday, August 13, 2013 3:15 PM
To: Charles J. Szeniewski; Dean Lessard; David K. Bridges; David Apgar; Stephen H. Burns; Michael J. Sullivan; Ellen Prince
Cc: Melissa M. Avery
Subject: Special Event - Great Strides York

Good Afternoon!

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Please let me know when you have had a chance to review!

Thank you,
Missy

____ Melissa M. Avery ____
Assistant to the Town Manager
Town of York, Maine
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Phone: (207) 363-1000 | Fax: (207) 363-1019
www.yorkmaine.org

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Melissa M. Avery

From: Ellen Prince [ellenprince@gmail.com]
Sent: Tuesday, October 08, 2013 9:18 AM
To: Melissa M. Avery
Subject: Re: FW: Special Event - Great Strides York

Hi Missy,

This is fine - thank you!

Ellen

On Tue, Oct 8, 2013 at 9:08 AM, Melissa M. Avery <mmavery@yorkmaine.org> wrote:

Morning Ellen!

Have you had a chance to review this Special Event Permit?

Thanks!

Missy ☺

____ Melissa M. Avery ____

Assistant to the Town Manager

Town of York, Maine

186 York Street, York, ME 03909

Phone: (207) 363-1000 | Fax: (207) 363-1019

www.yorkmaine.org

Please consider the environment before printing this email.

From: Melissa M. Avery
Sent: Tuesday, August 13, 2013 3:15 PM



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: October 16, 2013	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: October 21, 2013	
Regular <input checked="" type="checkbox"/> Work Session <input type="checkbox"/>	
Subject: Special Event Permit: Halloween Hop and Parade	

TO: BOARD OF SELECTMEN
FROM: Melissa M. Avery, Assistant to the Town Manager
RECOMMENDATION: Approve the Special Event Permit for Parks and Recreation's "Halloween Hop and Parade"
PROPOSED MOTION: I move to approve the Special Event Permit for Parks and Recreation's "Halloween Hop and Parade" on Friday, November 1 st , 2013 starting at 4:30PM

Discussion: All appropriate departments have been notified and given their approval (see attached).

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

Prepared By: Melissa M. Avery

Reviewed By: Robert B. Gandon



Town of York, Maine Special Event Permit Application

This application for a special event permit is hereby presented to the York Town Manager, 186 York Street, York, ME 03909.

Date: 10/2/13

Name of Event: Costume Parade and Halloween Hop

Type of Event: Walking Parade

Organization Name: York Parks & Recreation Dept. Phone #: 363-1040

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

Applicant Name: Ryan Avery Phone #: 363-1040

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

Contact Name for Day of Event: Ryan Avery Contact Phone # 450-1988

Date of Event: Nov 1, 2013 Day of Week: Friday

Starting Time: 4:30 parade leaves town hall Ending Time: parade ends @ VES 4:45 (Dance @ VES until 6:00 pm)

Assembly Area: Town Hall

Dispersal Area: Costume parade to walk to VES.

Event Route: Town Hall down York Street to VES.

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

200 +

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

Children and families walking in costume - no floats or vehicles

Describe how group is organized and supervised to insure order: _____

Parks and Recreation Staff, and YPD assistance

Purpose of the Event: Annual free alternative halloween community event

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

Signature of Applicant: _____

Special Events Co-director
York Parks and Recreation Dept.

For Town Use Only

Reviewed by:

<u>Department</u>	<u>Initials</u>	
Police Department	<u>Szeniawski</u>	<u>10-07-2013</u>
Public Works	<u>Lessard</u>	<u>10-16-2013</u>
Parks/Recreation	<u>Sullivan</u>	<u>10-16-2013</u>
Village Fire	<u>Apgar</u>	<u>10-07-2013</u>
York Beach Fire	<u>Bridges</u>	<u>10-07-2013</u>
Code Enforcement	<u>Burns</u>	<u>10-07-2013</u>
York Ambulance	<u>Prince</u>	<u>10-07-2013</u>

Special Conditions:

Szeniawski: Will close the road from Lindsay to Organug during the Parade and officers will be assigned.

Town Manager

Date

Melissa M. Avery

From: Ellen Prince [ellenprince@gmail.com]
Sent: Monday, October 07, 2013 2:03 PM
To: Melissa M. Avery
Subject: Re: Special Event Permit: Halloween Hop and Parade

OK with York Ambulance!

On Mon, Oct 7, 2013 at 1:58 PM, Melissa M. Avery <mmavery@yorkmaine.org> wrote:

Good Afternoon!

Attached is the Special Event Permit Application for the Halloween Hop and Parade on November 1st

Please let me know when you've had a chance to review!

Missy

____ Melissa M. Avery ____

Assistant to the Town Manager

Town of York, Maine

186 York Street, York, ME 03909

Phone: [\(207\) 363-1000](tel:(207)363-1000) | Fax: [\(207\) 363-1019](tel:(207)363-1019)

www.yorkmaine.org

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Melissa M. Avery

From: Charles J. Szeniaowski
Sent: Monday, October 07, 2013 2:00 PM
To: Melissa M. Avery; Michael J. Sullivan; Dean Lessard; David Apgar; David K. Bridges; Stephen H. Burns; Ellen Prince
Cc: Owen T. Davis
Subject: RE: Special Event Permit: Halloween Hop and Parade

No issues we will close the road from Lindsay to Organug during the parade . Officers will be assigned..

Lieutenant Charles J. Szeniaowski

Commander, Patrol Division

Town of York, Maine Police Department

36 Main Street, York, ME 03909-6244

i: www.yorkpolice.org

e: cszeniaowski@yorkpolice.org

p: (207) 363-1031, Ext. 104

f: (207) 361.6818

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From: Melissa M. Avery
Sent: Monday, October 07, 2013 1:58 PM
To: Michael J. Sullivan; Dean Lessard; David Apgar; David K. Bridges; Stephen H. Burns; Ellen Prince; Charles J. Szeniaowski
Subject: Special Event Permit: Halloween Hop and Parade

Good Afternoon!

Attached is the Special Event Permit Application for the Halloween Hop and Parade on November 1st

Please let me know when you've had a chance to review!

Missy

____ Melissa M. Avery ____
Assistant to the Town Manager
Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 | Fax: (207) 363-1019
www.yorkmaine.org

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Melissa M. Avery

From: Stephen H. Burns
Sent: Monday, October 07, 2013 2:07 PM
To: Melissa M. Avery
Subject: RE: Special Event Permit: Halloween Hop and Parade

Missy,

I have no code concerns with this event.

Steve

Stephen H. Burns
Community Development Director

From: Melissa M. Avery
Sent: Monday, October 7, 2013 1:58 PM
To: Michael J. Sullivan; Dean Lessard; David Apgar; David K. Bridges; Stephen H. Burns; Ellen Prince; Charles J. Szeniaowski
Subject: Special Event Permit: Halloween Hop and Parade

Good Afternoon!

Attached is the Special Event Permit Application for the Halloween Hop and Parade on November 1st

Please let me know when you've had a chance to review!

Missy

____ Melissa M. Avery ____
Assistant to the Town Manager
Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 | Fax: (207) 363-1019
www.yorkmaine.org

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Melissa M. Avery

From: David Apgar
Sent: Monday, October 07, 2013 2:46 PM
To: Charles J. Szeniaewski; Melissa M. Avery; Michael J. Sullivan; Dean Lessard; David K. Bridges; Stephen H. Burns; Ellen Prince
Cc: Owen T. Davis
Subject: RE: Special Event Permit: Halloween Hop and Parade

Village Fire approval.

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

From: Charles J. Szeniaewski
Sent: Monday, October 07, 2013 2:00 PM
To: Melissa M. Avery; Michael J. Sullivan; Dean Lessard; David Apgar; David K. Bridges; Stephen H. Burns; Ellen Prince
Cc: Owen T. Davis
Subject: RE: Special Event Permit: Halloween Hop and Parade

No issues we will close the road from Lindsay to Organug during the parade . Officers will be assigned..

Lieutenant Charles J. Szeniaewski
Commander, Patrol Division
Town of York, Maine Police Department
36 Main Street, York, ME 03909-6244
i: www.yorkpolice.org
e: cszeniaewski@yorkpolice.org
p: (207) 363-1031, Ext. 104
f: (207) 361.6818

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From: Melissa M. Avery
Sent: Monday, October 07, 2013 1:58 PM
To: Michael J. Sullivan; Dean Lessard; David Apgar; David K. Bridges; Stephen H. Burns; Ellen Prince; Charles J. Szeniaewski
Subject: Special Event Permit: Halloween Hop and Parade

Good Afternoon!

Attached is the Special Event Permit Application for the Halloween Hop and Parade on November 1st

Please let me know when you've had a chance to review!

Missy

____ Melissa M. Avery ____
Assistant to the Town Manager
Town of York, Maine

Melissa M. Avery

From: David K. Bridges
Sent: Monday, October 07, 2013 8:59 PM
To: Melissa M. Avery; Michael J. Sullivan; Dean Lessard; David Apgar; Stephen H. Burns; Ellen Prince; Charles J. Szeniaowski
Subject: RE: Special Event Permit: Halloween Hop and Parade

Follow Up Flag: Follow up
Flag Status: Completed

This is in the Village district so I have no problem with it. Dave

From: Melissa M. Avery
Sent: Monday, October 07, 2013 1:58 PM
To: Michael J. Sullivan; Dean Lessard; David Apgar; David K. Bridges; Stephen H. Burns; Ellen Prince; Charles J. Szeniaowski
Subject: Special Event Permit: Halloween Hop and Parade

Good Afternoon!
Attached is the Special Event Permit Application for the Halloween Hop and Parade on November 1st

Please let me know when you've had a chance to review!

Missy

____ Melissa M. Avery ____
Assistant to the Town Manager
Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 | Fax: (207) 363-1019
www.yorkmaine.org

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Melissa M. Avery

From: Michael J. Sullivan
Sent: Wednesday, October 16, 2013 9:23 AM
To: Melissa M. Avery
Subject: RE: Special Event Permit: Halloween Hop and Parade

Good to go

*Michael J. Sullivan, Director
Parks and Recreation*

*Town of York, Maine
186 York Street
York, Maine 03909
(207) 363-1040
msullivan@yorkmaine.org*

From: Melissa M. Avery
Sent: Wednesday, October 16, 2013 8:32 AM
To: Michael J. Sullivan
Subject: FW: Special Event Permit: Halloween Hop and Parade

Hi Mike,

I would assume you are ok with this event ☺ But have you had a chance to review?

Thaaaaank you
Missy

____ Melissa M. Avery ____
Assistant to the Town Manager
Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 | Fax: (207) 363-1019
www.yorkmaine.org

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From: Melissa M. Avery
Sent: Monday, October 07, 2013 1:58 PM
To: Michael J. Sullivan; Dean Lessard; David Apgar; David K. Bridges; Stephen H. Burns; 'Ellen Prince'; Charles J. Szeniawski
Subject: Special Event Permit: Halloween Hop and Parade

Good Afternoon!
Attached is the Special Event Permit Application for the Halloween Hop and Parade on November 1st

Please let me know when you've had a chance to review!

Missy

Melissa M. Avery

From: Dean Lessard
Sent: Wednesday, October 16, 2013 3:40 PM
To: Melissa M. Avery
Cc: Timothy DePerrio
Subject: RE: Special Event Permit: Halloween Hop and Parade

Hi Missy

I have reviewed the attached special event permit. This event has taken place in the past with no issues. DPW recommends approval.

Thanks
Dean

Dean A. Lessard, P.E. | Director of Public Works
Town of York, Maine Department of Public Works
186 York Street | York, Maine 03909
Phone: (207) 363-1010, Ext. 6201
Fax: (207) 363-1012
E-Mail: dlessard@yorkmaine.org
Online: www.yorkmaine.org

From: Melissa M. Avery
Sent: Monday, October 07, 2013 1:58 PM
To: Michael J. Sullivan; Dean Lessard; David Apgar; David K. Bridges; Stephen H. Burns; Ellen Prince; Charles J. Szeniaewski
Subject: Special Event Permit: Halloween Hop and Parade

Good Afternoon!
Attached is the Special Event Permit Application for the Halloween Hop and Parade on November 1st

Please let me know when you've had a chance to review!

Missy

____ Melissa M. Avery ____
Assistant to the Town Manager
Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 | Fax: (207) 363-1019
www.yorkmaine.org

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AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: October 16, 2013	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: October 21, 2013	
Regular <input checked="" type="checkbox"/> Work Session <input type="checkbox"/>	
Subject: Special Event Permit: Festival of Lights Parade	

TO: BOARD OF SELECTMEN
FROM: Melissa M. Avery, Assistant to the Town Manager
RECOMMENDATION: Approve the Special Event Permit for Parks and Recreation's "Festival of Lights Parade"
PROPOSED MOTION: I move to approve the Special Event Permit for Parks and Recreation's "Festival of Lights Parade" on Saturday, December 7 th , 2013 starting at 4:30PM

Discussion: All appropriate departments have been notified and given their approval (see attached).

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

Prepared By: Melina M Avery

Reviewed By: Robert M. Yundow



Town of York, Maine Special Event Permit Application

This application for a special event permit is hereby presented to the York Town Manager, 186 York Street, York, ME 03909.

Date: 10-8-13

Name of Event: Festival of lights parade

Type of Event: lighted parade of floats & walkers

Organization Name: Festival of lights Committee Phone #: 363-1040

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

Applicant Name: York parks & Rec. Dept. Phone #: 363-1040

Applicant Address: Same City: _____ State: _____ Zip: _____

Contact Name for Day of Event: Sarah / Robin Contact Phone # 363-1040

Date of Event: Dec. 7th Day of Week: Saturday

Starting Time: 4:30pm (staging 3:00) Ending Time: 5:30pm

Assembly Area: Axholme Road and Maulton Lane

Dispersal Area: VES and beyond

Event Route: Axholme Rd, York Street (1A), Through York Village to VES, organug rd and/or Rte. 1.

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

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

Lighted parade - floats, walkers, bands, business & civic groups.

Describe how group is organized and supervised to insure order: parks & rec. staff

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

Purpose of the Event: Community Festival of lights Celebration.

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

Signature of Applicant: Festival of lights Committee

For Town Use Only

Reviewed by:

<u>Department</u>	<u>Initials</u>
Police Department	<u>Szeniawski 10-09-2013</u>
Public Works	<u>Lessard 10-16-2013</u>
Parks/Recreation	<u>Sullivan 10-12-2013</u>
Village Fire	<u>Apgar 10-09-2013</u>
York Beach Fire	<u>Bridges 10-09-2013</u>
Code Enforcement	<u>Burns 10-09-2013</u>
York Ambulance	<u>Prince 10-09-2013</u>

Special Conditions:

Szeniawski: Will assign multiple officers and traffic control equipment to the event.

Apgar: Will have ATV in-service to provide additional medical coverage.

Town Manager

Date

Melissa M. Avery

From: David Apgar
Sent: Wednesday, October 09, 2013 3:15 PM
To: Melissa M. Avery; Ellen Prince; Charles J. Szeniawski
Cc: Christopher Balentine
Subject: RE: Special Event Permit: Festival of Lights

Village Fire approval. We will have an ATV in-service to provide additional medical coverage.

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

From: Melissa M. Avery
Sent: Wednesday, October 09, 2013 9:53 AM
To: Michael J. Sullivan; Dean Lessard; David K. Bridges; David Apgar; Ellen Prince; Stephen H. Burns; Charles J. Szeniawski
Subject: Special Event Permit: Festival of Lights

Morning!

Attached is the Special Event Permit for the Festival of Lights on December 7th

Let me know when you've had chance to review!

Thanks,
Missy

____ Melissa M. Avery ____
Assistant to the Town Manager
Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 | Fax: (207) 363-1019
www.yorkmaine.org

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Melissa M. Avery

From: Charles J. Szeniaowski
Sent: Wednesday, October 09, 2013 10:25 AM
To: Melissa M. Avery; Michael J. Sullivan; Dean Lessard; David K. Bridges; David Apgar; Ellen Prince; Stephen H. Burns
Subject: RE: Special Event Permit: Festival of Lights

No issue we will assign multiple officers and traffic control equipment to the event. YVFD are you going to have the 4 wheeler assigned for EMS situations during the event for attendees ?

Lieutenant Charles J. Szeniaowski

Commander, Patrol Division

Town of York, Maine Police Department

36 Main Street, York, ME 03909-6244

i: www.yorkpolice.org

e: cszenlawski@yorkpolice.org

p: (207) 363-1031, Ext. 104

f: (207) 361.6818

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From: Melissa M. Avery
Sent: Wednesday, October 09, 2013 9:54 AM
To: Michael J. Sullivan; Dean Lessard; David K. Bridges; David Apgar; Ellen Prince; Stephen H. Burns; Charles J. Szeniaowski
Subject: Special Event Permit: Festival of Lights

Morning!

Attached is the Special Event Permit for the Festival of Lights on December 7th

Let me know when you've had chance to review!

Thanks,

Missy

____ Melissa M. Avery ____
Assistant to the Town Manager
Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 | Fax: (207) 363-1019
www.yorkmaine.org

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Melissa M. Avery

From: Stephen H. Burns
Sent: Wednesday, October 09, 2013 9:56 AM
To: Melissa M. Avery
Subject: RE: Special Event Permit: Festival of Lights

Missy,

I have no code issues with this event.

Steve

Stephen H. Burns
Community Development Director

From: Melissa M. Avery
Sent: Wednesday, October 9, 2013 9:54 AM
To: Michael J. Sullivan; Dean Lessard; David K. Bridges; David Apgar; Ellen Prince; Stephen H. Burns; Charles J. Szeniaowski
Subject: Special Event Permit: Festival of Lights

Morning!

Attached is the Special Event Permit for the Festival of Lights on December 7th

Let me know when you've had chance to review!

Thanks,
Missy

____ Melissa M. Avery ____
Assistant to the Town Manager
Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 | Fax: (207) 363-1019
www.yorkmaine.org

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Melissa M. Avery

From: Ellen Prince [ellenprince@gmail.com]
Sent: Wednesday, October 09, 2013 12:51 PM
To: Melissa M. Avery
Cc: Michael J. Sullivan; Dean Lessard; David K. Bridges; David Apgar; Stephen H. Burns; Charles J. Szeniaowski
Subject: Re: Special Event Permit: Festival of Lights

Fine with York Ambulance. Thank you,
Ellen

On Wed, Oct 9, 2013 at 9:53 AM, Melissa M. Avery <mmavery@yorkmaine.org> wrote:

Morning!

Attached is the Special Event Permit for the Festival of Lights on December 7th

Let me know when you've had chance to review!

Thanks,

Missy

____ Melissa M. Avery ____

Assistant to the Town Manager

Town of York, Maine

186 York Street, York, ME 03909

Phone: [\(207\) 363-1000](tel:(207)363-1000) | Fax: [\(207\) 363-1019](tel:(207)363-1019)

www.yorkmaine.org

Please consider the environment before printing this email.

Melissa M. Avery

From: David K. Bridges
Sent: Wednesday, October 09, 2013 8:13 PM
To: Melissa M. Avery; Michael J. Sullivan; Dean Lessard; David Apgar; Ellen Prince; Stephen H. Burns; Charles J. Szeniawski
Subject: RE: Special Event Permit: Festival of Lights

It's in the Village district so I have no problem with it. Dave

From: Melissa M. Avery
Sent: Wednesday, October 09, 2013 9:54 AM
To: Michael J. Sullivan; Dean Lessard; David K. Bridges; David Apgar; Ellen Prince; Stephen H. Burns; Charles J. Szeniawski
Subject: Special Event Permit: Festival of Lights

Morning!

Attached is the Special Event Permit for the Festival of Lights on December 7th

Let me know when you've had chance to review!

Thanks,
Missy

____ Melissa M. Avery ____
Assistant to the Town Manager
Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 | Fax: (207) 363-1019
www.yorkmaine.org

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Melissa M. Avery

From: Michael J. Sullivan
Sent: Saturday, October 12, 2013 11:09 PM
To: Melissa M. Avery
Subject: Re: Special Event Permit: Festival of Lights

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

Ok with parks and Rec

Sent from my iPad

On Oct 9, 2013, at 9:53 AM, "Melissa M. Avery" <mmavery@yorkmaine.org> wrote:

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<Festival of Lights.pdf>

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Melissa M. Avery

From: Dean Lessard
Sent: Wednesday, October 16, 2013 3:42 PM
To: Melissa M. Avery
Cc: Timothy DePerrio
Subject: RE: Special Event Permit: Festival of Lights

Hi Missy

I have reviewed the attached special event permit. This event has taken place in the past with no issues. DPW recommends approval.

Thanks
Dean

Dean A. Lessard, P.E. | Director of Public Works
Town of York, Maine Department of Public Works
186 York Street | York, Maine 03909
Phone: (207) 363-1010, Ext. 6201
Fax: (207) 363-1012
E-Mail: dlessard@yorkmaine.org
Online: www.yorkmaine.org

From: Melissa M. Avery
Sent: Wednesday, October 09, 2013 9:54 AM
To: Michael J. Sullivan; Dean Lessard; David K. Bridges; David Apgar; Ellen Prince; Stephen H. Burns; Charles J. Szeniawski
Subject: Special Event Permit: Festival of Lights

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