



Town of York

186 York Street
York, Maine 03909-1314

BOARD OF SELECTMEN'S MEETING AGENDA

6:00/7:00PM MONDAY, MAY 11, 2015
YORK LIBRARY

Town Manager/
Selectmen
(207)363-1000

Town Clerk/
Tax Collector
(207)363-1003

Finance/
Treasurer
(207)363-1004

Code Enforcement
(207)363-1002

Planning
(207)363-1007

Assessor
(207)363-1005

Police Department
(207)363-1031

Dispatch
(207)363-2557

York Beach Fire
Department
(207)363-1014

York Village Fire
Department
(207)363-1015

Public Works
(207)363-1011

Harbor Master
(207)363-1000

Senior Center/
General Assistance
(207)363-1036

Parks and
Recreation
(207)363-1040

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

www.yorkmaine.org

6:00PM: Annual Meeting with Auditors and Budget Committee

Call to Order

Opening Ceremonies

A. Minutes

B. Chairman's Report

C. Manager's Report

D. Awards

1. Bid Award: York Beach Fire Station – Insulation
2. Bid Award: York Beach Fire Station – HVAC
3. Bid Award: York Beach Fire Station – Door Glazing

E. Reports

1. Fiscal Year 2015 Year to Date Report – Wendy Anderson, Finance Director
2. York River Steering Committee
3. Long Sands Bathhouse Building Committee Update and Inquiry – Jim Barlett, Chairman

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

G. Approval of Warrant #45

H. Public Hearings

1. New Business Licenses:
 - a. Stephen Dunne DBA: Dunne's Ice Cream; Located at 214 Nubble Road (Food Service)
 - b. York Elks; Located at 1704 US Route One (Flea Market)
 - c. Karen McElmurry DBA: Simply Grown Rocky Acres; Located at 73 Webber Road (Food Service)
2. Fine Schedules for Board of Selectmen Adopted Codes
 - a. Collection, Transportation and Disposal of Refuse for Residences (Solid Waste Collection, Recycling and Disposal Ordinance)
 - b. Commercial Waste Ordinance
 - c. Mandatory Recycling for Residences and Special Residences (Solid Waste Collection, Recycling and Disposal Ordinance)
 - d. Operation of Town of York Transfer Station for Brush, Leaves, Grass Clippings, White Goods, and Scrap Metal (Solid Waste Collection, Recycling and Disposal Ordinance)
 - e. Transfer Station Permit Program Ordinance
 - f. York Landfill Use (Solid Waste Collection, Recycling and Disposal Ordinance)
 - g. Restricting Weight Limits on Posted Ways
 - h. Traffic Safety Ordinance
 - i. Permit Parking Ordinance
 - j. Ellis Short Sands Park Ordinance

I. Endorsements

1. Business Licenses:
 - a. American Legion Post 56 (Food Service, Liquor, Special Amusement and Coin-Operated Amusement) Located at 9 Hannaford Drive
 - b. Kiersten Mayes DBA: The Central Restaurant and Bar (Food Service and Liquor) Located at 127 Long Sands Road #7
 - c. York Elks 2788 (Flea Market) Located at 1704 US Route One
 - d. Rising Tide, LLC DBA: Fun-O-Rama (Coin-Operated Amusement) Located at 7 Beach Street
 - e. John and Agnes Biagioni DBA: The Candy Corner, Inc. (Food Service) Located at 14 Railroad Avenue
 - f. Chapman Family Realty Trust DBA: Chapman Cottage (Food Service, Liquor, Special Amusement and Bed & Breakfast) Located at 370 York Street
 - g. James James, LLC DBA: GiGi's (Food Service, Liquor and Special Amusement) Located at 2 Beach Street
 - h. The Goldenrod DBA: The Goldenrod (Food Service) Located at 2 Railroad Avenue
 - i. IOTB, LLC DBA: Guac-N-Roll (Food Service, Liquor and Special Amusement) Located at 6 Railroad Avenue
 - j. IOTB, LLC DBA: Inn on the Blues (Food Service, Liquor, Special Amusement and Innkeeper) Located at 7 Ocean Avenue

- k. Mojo's BBQ Shacks, LLC DBA: NoLita (Food Service and Liquor)
Located at 647 US Route One
- l. Martha Danilowicz DBA: Wicked Good Ice Cream (Food Service)
Located at 4 Main Street
- m. York Golf and Tennis Club (Food Service, Liquor and Special
Amusement) Located at 62 Organug Road
- n. Sandra Wilson DBA: York Restaurant (Food Service) Located at 1
Railroad Avenue

J. Old Business

- 1. Discussion and Possible Action: Fine Schedule for Ordinances
Adopted by Board of Selectmen
- 2. Discussion: Fund Balance Policies
- 3. Discussion and Possible Action: Findings of Fact, Maynard Dock
Application
- 4. Discussion and Possible Action: Proposed New Selectmen's Policy
Regarding Timing of Referendum-Related Requests

K. New Business

- 1. Discussion and Possible Action: Request a Special Budget
Referendum and Address Other Related Issues
- 2. Discussion and Possible Action: Application for Maine Coastal
Program Grant in Partnership with Wells Reserve and York Golf and
Tennis
- 3. Discussion and Possible Action: Request Contingency Funds to Hire a
Consultant to Work with the Energy Efficiency Steering Committee
on LED Street Lighting
- 4. Discussion and Possible Action: Graduate School for the Town
Manager
- 5. Property Redemptions
 - a. 23 Prospect Street (0025-0052)
 - b. 7 Eaton Pacific West (0040-0061-0162)
- 6. Special Event Permits
 - a. Zumba with Marianela
 - b. Josias River Farm Weddings

L. Future Agendas

M. Other Business

N. Citizens' Forum

Adjourn

TOWN OF YORK

FINANCIAL OVERVIEW

Presented by:

Casey Leonard and Jennifer Connors

RUNYON KERSTEEN OUELLETTE

Recently, the Town of York completed the financial audit process. The School Department is part of the Town and has been included in the Town's financial statements. We are pleased to report that the Town received an unmodified opinion, which means the financial statements are fairly stated in all material respects. Further, the Town reported no significant deficiencies or material weaknesses related to its internal controls. The remainder of this publication is dedicated to providing you with the financial results for fiscal year 2014. We hope you find this information useful and understandable. Finally, we wish to express our appreciation to all those who were so helpful to us during the audit process. It truly is a pleasure working with your staff.

INSIDE

2. General Fund – Assets
3. General Fund – Liabilities
4. General Fund – Revenues
5. General Fund – Expenditures
6. General Fund – Fund Balance
7. General Fund – Fund Balance, School Department and Town
8. Unassigned Fund Balance as a Percentage of Budget
9. Unassigned Fund Balance as a Percentage of Budget, as Compared to Other Local Communities, FY 2013-2014
10. Long Term Debt
11. Long Term Debt, as Compared to Other Local Communities
12. Debt service, as compared to Other Local Communities

About this presentation

This presentation is intended as a tool to assist the Board of Selectmen, Budget Committee and management in understanding its financial operating results. The information contained in this publication should be read in conjunction with the audited financial statements and related disclosures and should not be used for any other purposes without the expressed consent of *RUNYON KERSTEEN OUELLETTE*.

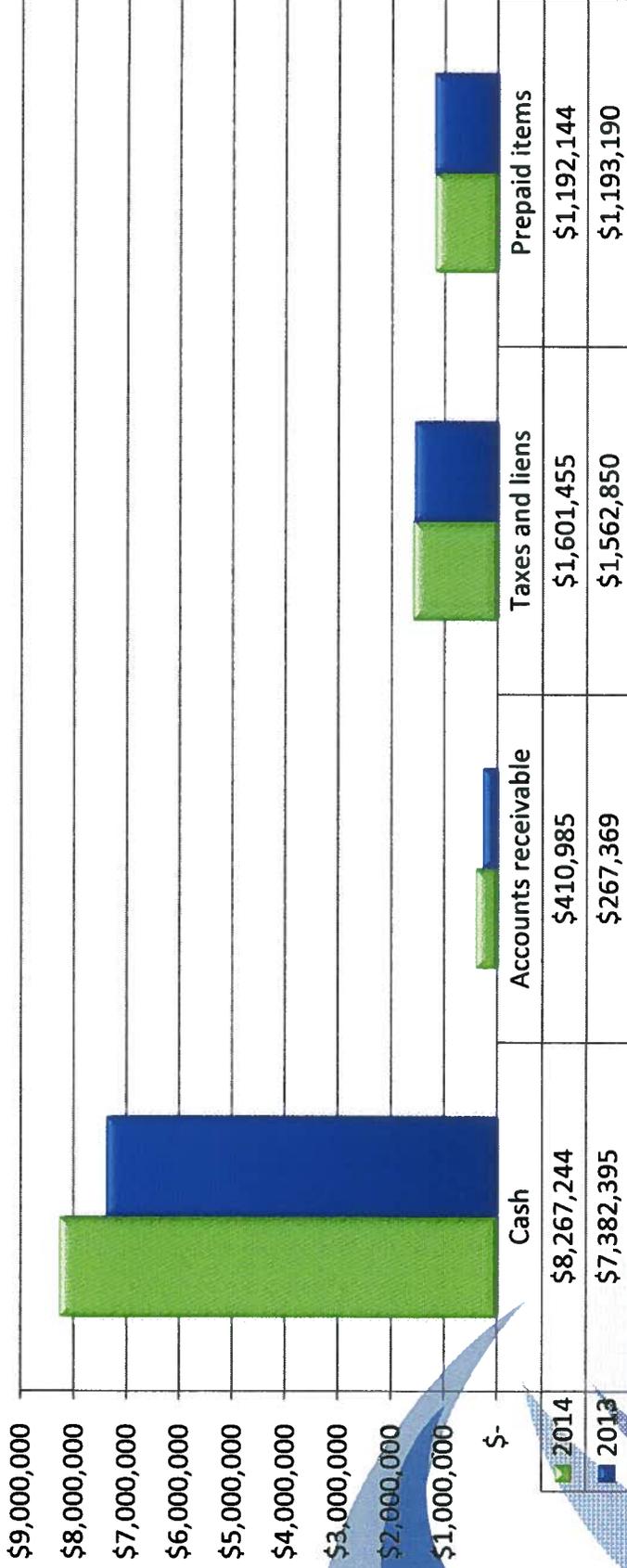
Please contact us at 207-773-2986 or 1-800-486-1784
20 Long Creek Drive, South Portland, ME 04106

RKO

Runyon Kersteen Ouellette

TOWN OF YORK

GENERAL FUND - ASSETS



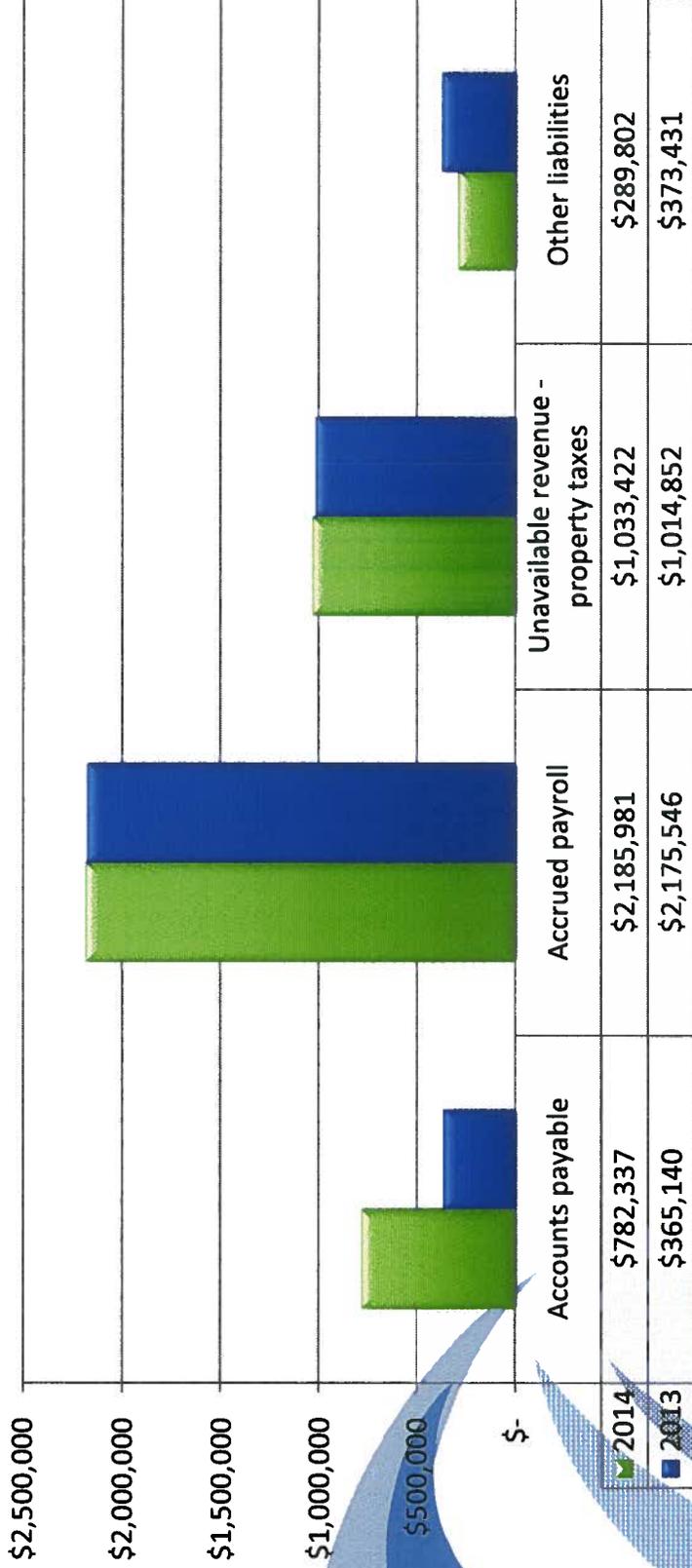
Observations:

- The 2014 cash balance (which is net of the interfund loan activity) increased by approximately \$885k.
- Accounts receivable changed as a result of the timing of receipts at year end.
- Outstanding taxes and liens increased by \$39k due to an increase in the tax commitment, while the collection rate remained steady.
- Prepaid items represent prepaid debt service and employee benefits.



TOWN OF YORK

GENERAL FUND - LIABILITIES



Observations:

- Changes in **accounts payable** and **accrued payroll** are a result of the timing of payments at year end. **Accrued payroll** represent payroll earned prior to June 30, but paid in July and August, the largest portion of which is composed of teacher summer salaries.
- **Unavailable revenue – property taxes** represent taxes still unpaid 60 days after the end of the year. This amount is not recognized as revenue in the current year per Generally Accepted Accounting Principles.



TOWN OF YORK

GENERAL FUND - REVENUES

| | Budget | Actual | Variance |
|--|----------------------|----------------------|-----------------------|
| Taxes | \$ 42,734,825 | \$ 42,896,028 | \$ 161,203 |
| Licenses and permits | 280,630 | 310,762 | 30,132 |
| State revenue sharing | 505,000 | 301,520 | (203,480) |
| Education subsidy | 925,376 | 1,295,527 | 370,151 |
| Other intergovernmental | 358,496 | 417,768 | 59,272 |
| Charges for services | 994,327 | 827,816 | (166,511) |
| Other revenues | 533,335 | 649,074 | 115,739 |
| Total revenues | 46,331,989 | 46,698,495 | 366,506 |
| Use of fund balance | 1,053,945 | - | (1,053,945) |
| Carryforward balances | 1,043,002 | - | (1,043,002) |
| Transfers in and appropriations for reserve accounts | - | 391,036 | 391,036 |
| Total revenues and other sources | \$ 48,428,936 | \$ 47,089,531 | \$ (1,339,405) |

Observations:

- **Tax revenue** was over budget due to increased excise taxes related to increased auto registrations, and unbudgeted supplemental taxes.
- **State revenue sharing and Education subsidy** varied from the budget due to changes in funding formulas at the State level.
- **Other intergovernmental revenues** were over budget due to the better -than-anticipated rural road payments and State agency client reimbursements.
- **Charges for services** were under budget due to the discontinuation of a contract for York Hospital patrol services.
- **Other revenues** were over budget due to the unbudgeted sale of Town property, offset by lower than anticipated interest revenue.



TOWN OF YORK

GENERAL FUND - EXPENDITURES

| | Budget | Actual | Variance |
|--|----------------------|----------------------|---------------------|
| General government | \$ 2,463,430 | \$ 2,302,951 | \$ 160,479 |
| Public safety | 6,163,133 | 5,905,780 | 257,353 |
| Public works | 4,066,272 | 4,057,549 | 8,723 |
| Parks and recreation | 926,157 | 909,541 | 16,616 |
| Public assistance | 375,897 | 327,349 | 48,548 |
| Library | 462,906 | 462,906 | - |
| Education | 27,151,804 | 27,031,361 | 120,443 |
| County tax | 2,406,949 | 2,384,100 | 22,849 |
| Unclassified | 713,079 | 371,431 | 341,648 |
| Capital outlay | 1,529,228 | 451,082 | 1,078,146 |
| Debt service (excluding education-related) | 1,981,513 | 1,973,982 | 7,531 |
| Total expenditures | 48,240,368 | 46,178,032 | 2,062,336 |
| Transfers and appropriations to reserve accounts | 35,000 | 381,981 | (346,981) |
| Transfers out | 153,568 | 207,474 | (53,906) |
| Total expenditures and other financing uses | \$ 48,428,936 | \$ 46,767,487 | \$ 1,661,449 |

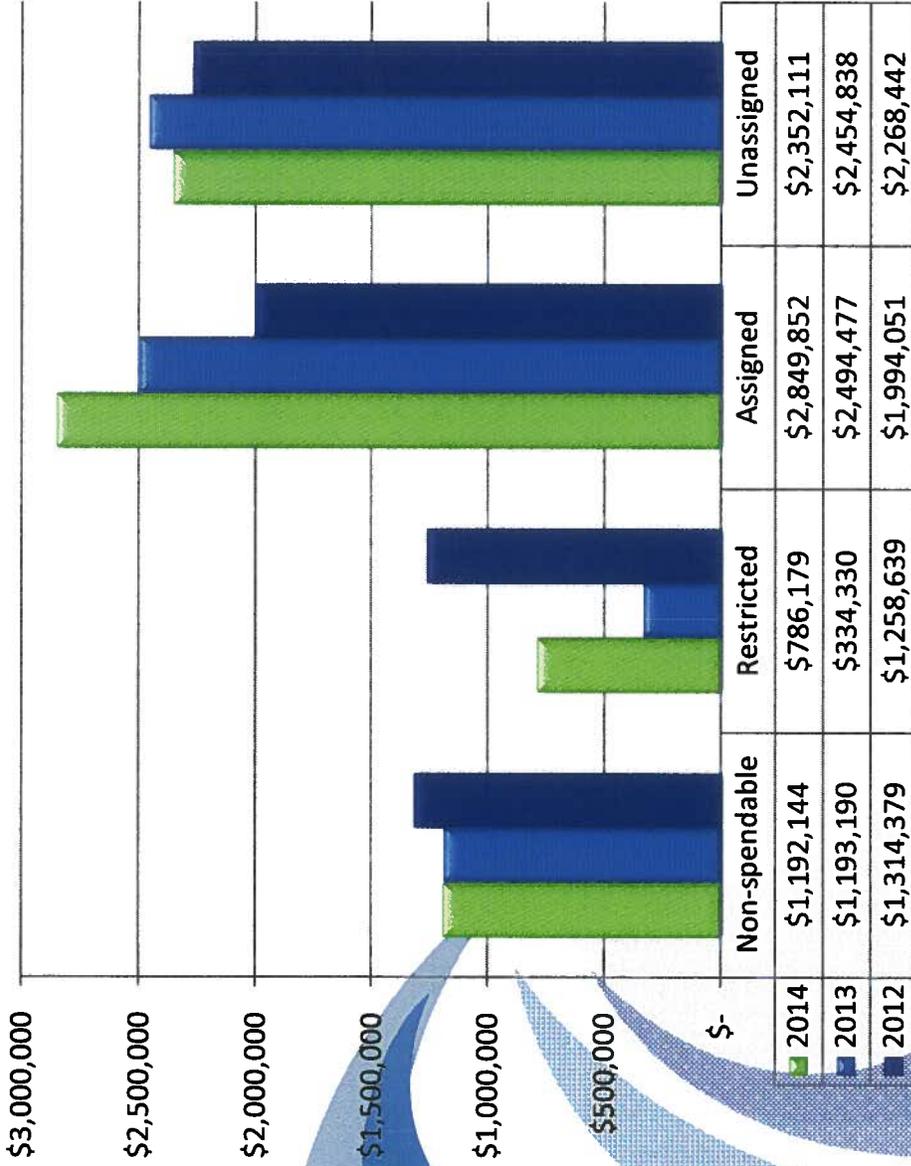
Observations:

- **General government expenditures** were under budget due to lower –than-expected contract costs. In addition, Finance Department salaries were under budget due to turnover.
- **Public safety expenditures** were under budget as Police salaries and related costs were lower-than-anticipated due to unfilled positions. In addition, the Fire Department had lower salary costs due to overtime that was budgeted but not used.
- **Education expenditures** were under budget due to unused contingency amounts, and lower-than-expected costs related to maintenance, transportation, special education and athletics.
- **Unclassified expenditures** were under budget primarily due to budgeted but unused contingency costs and lower-than-expected abatement costs.
- **Capital outlay expenditures** were under budget as certain projects were not completed or were delayed in the current-year. Budgeted amounts have been carried forward to future years.



TOWN OF YORK

GENERAL FUND – FUND BALANCE



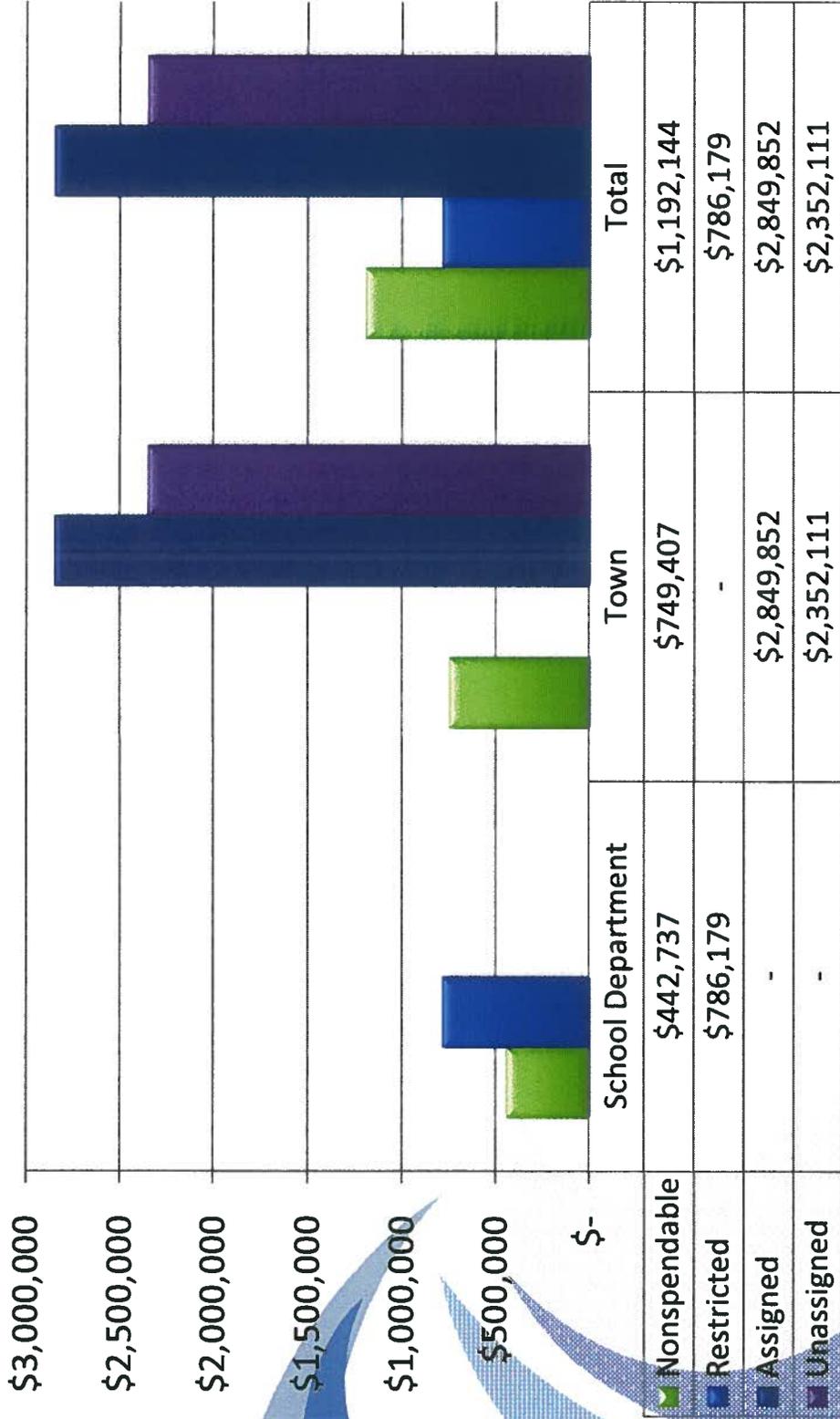
Definitions and Observations:

- Nonspendable fund balance** represents resources which cannot be spent because they are not in a spendable form.
- Restricted fund balance** is composed of resources with constraints placed on their use externally imposed by creditors, grantors, contributors or laws or regulations of other governments.
- Assigned fund balance** represents resources that are constrained by the Town's intent to be used for specific purposes and changes annually based on the status of projects and appropriations.
- Unassigned fund balance** is what remains after amounts recognized in other categories and decreased approximately \$103K from 2013 to 2014.



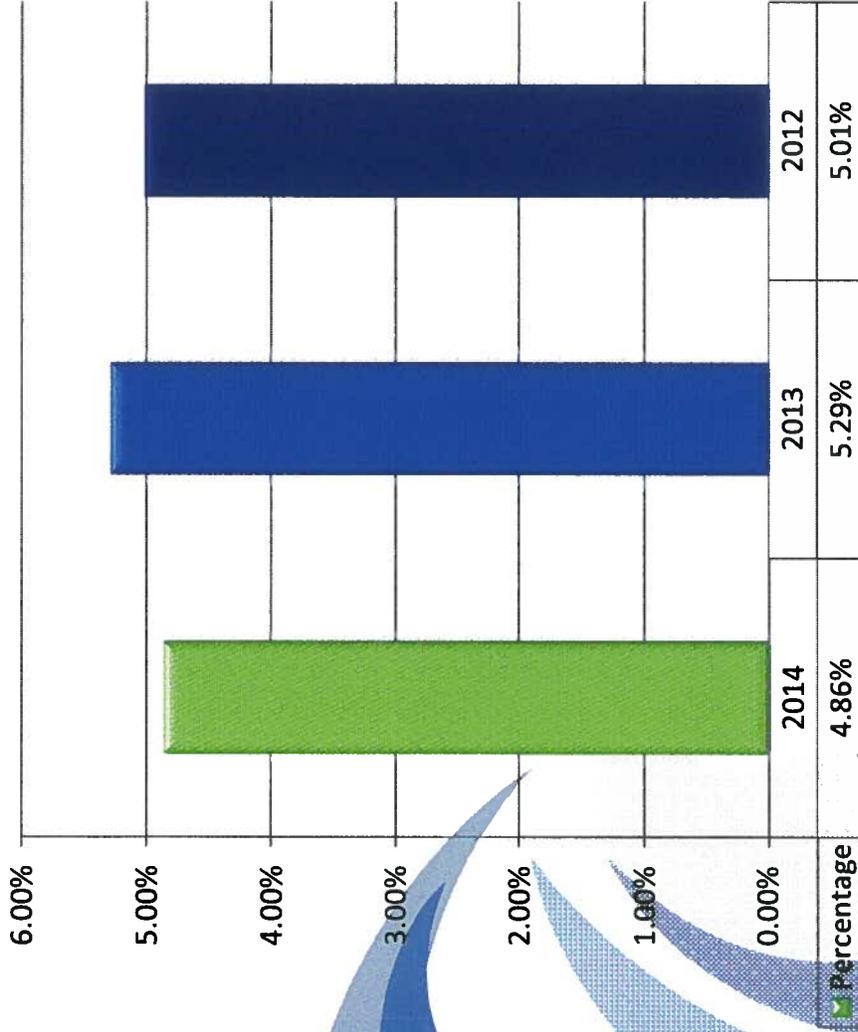
TOWN OF YORK

GENERAL FUND – FUND BALANCE, SCHOOL DEPARTMENT AND TOWN



TOWN OF YORK

UNASSIGNED FUND BALANCE AS A PERCENTAGE OF BUDGET



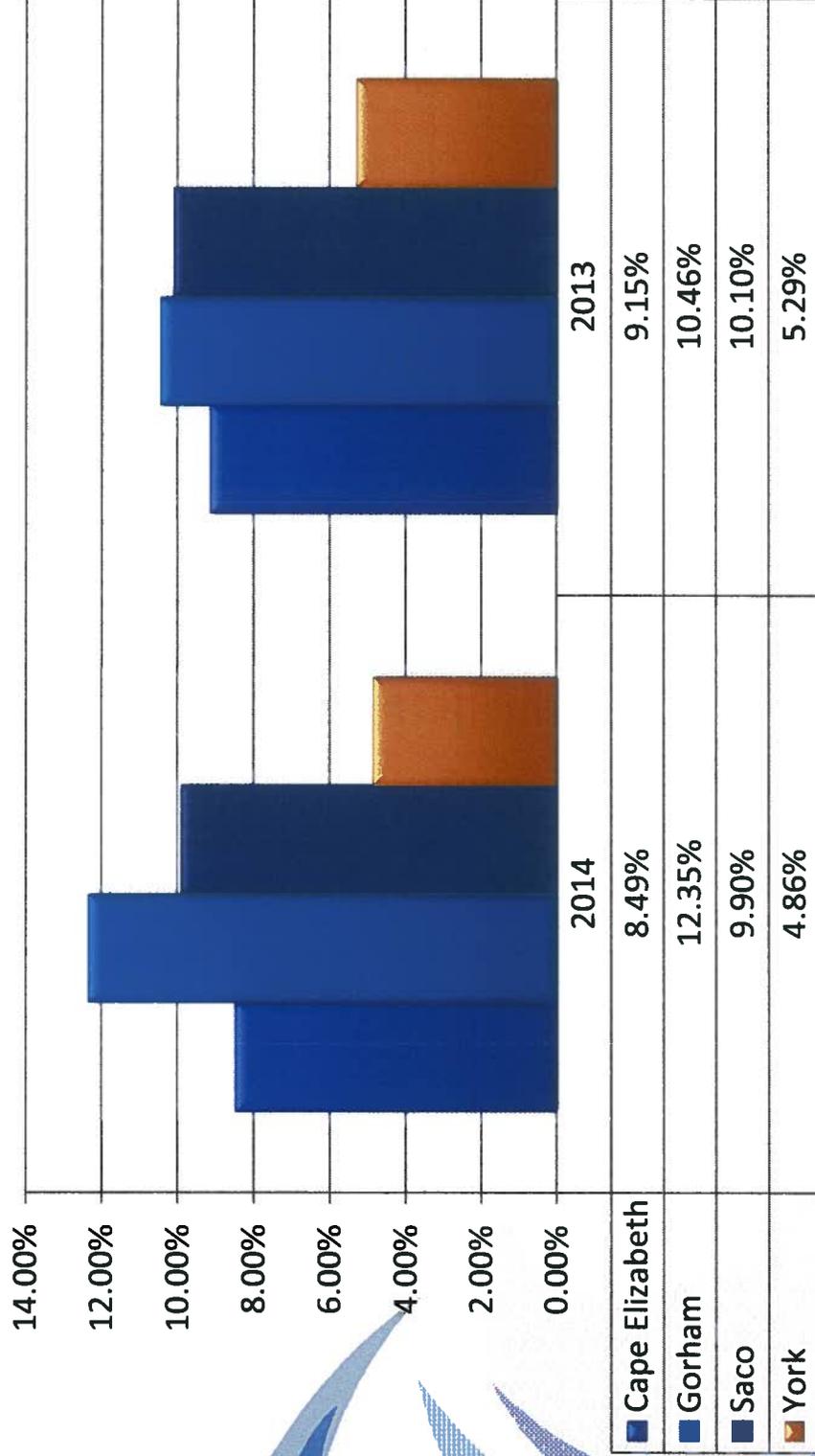
Observations:

- Fund balance provides working capital for the Town and enhances its credit worthiness.
- We generally recommend one to two months of expenditures, which equals 8.3% to 16.7%.



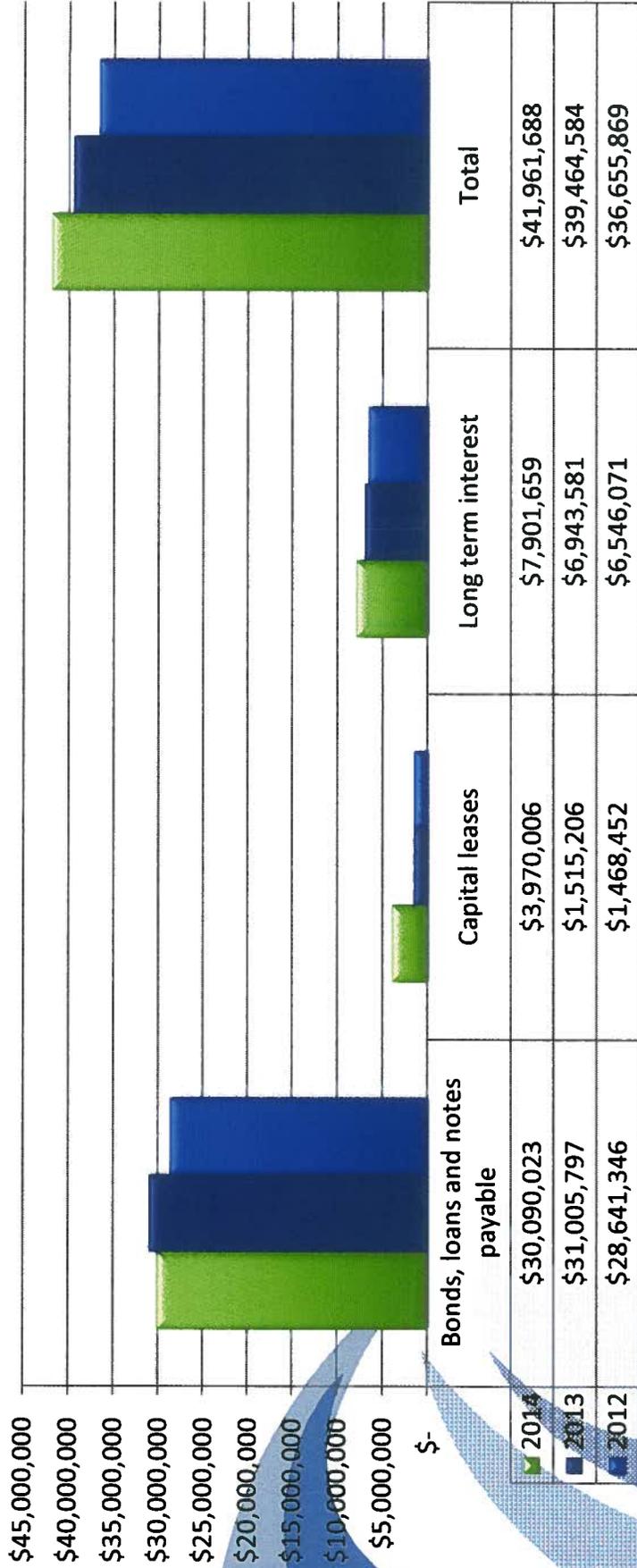
TOWN OF YORK

UNASSIGNED FUND BALANCE AS A PERCENTAGE OF BUDGET - AS COMPARED TO OTHER LOCAL COMMUNITIES, FY 2013 - 2014



TOWN OF YORK

Long Term Debt



Observations:

- **Bonds, loans and notes payable** decreased as principal payments on long term obligations outpaced current year issuances.
- **Capital leases** have continued to increase over the past three years as the ~~Town~~ and School Department rely on capital leases for the financing of asset acquisitions.
- **Long term interest** represents interest due over the terms of the bonds, notes, loans and capital leases combined.

Change

TOWN OF YORK

Long Term Debt – As Compared to Other Local Communities

| | Bonds | Capital leases | Long-term Interest | Total Debt | Population | Debt per capita |
|----------------|---------------|----------------|--------------------|---------------|------------|-----------------|
| Cape Elizabeth | \$ 13,807,003 | \$ 346,557 | \$ 2,190,061 | \$ 16,343,621 | 9,015 | \$ 1,570 |
| Falmouth | \$ 58,820,000 | - | \$ 26,226,974 | \$ 85,046,974 | 11,185 | \$ 5,259 |
| Gorham | \$ 38,132,080 | \$ 481,939 | \$ 9,295,312 | \$ 47,909,331 | 16,381 | \$ 2,357 |
| Yarmouth | \$ 18,781,522 | \$ 140,000 | \$ 4,291,240 | \$ 23,212,762 | 8,349 | \$ 2,266 |
| York | \$ 30,090,023 | \$ 3,970,006 | \$ 7,901,659 | \$ 41,961,688 | 12,529 | \$ 2,718 |

Observations:

- Long term debt amounts exclude enterprise fund debt and premiums or discounts on debt and include school department debt.

TOWN OF YORK

Debt Service – As Compared to Other Local Communities

| | Cape Elizabeth | Falmouth | Gorham | Yarmouth | York |
|--|----------------|--------------|--------------|--------------|--------------|
| Debt Service –Town General Fund | \$ 927,878 | \$ 305,493 | \$ 1,388,142 | \$ 924,351 | \$ 1,973,982 |
| Debt Service – School General Fund | \$ 1,288,591 | \$ 4,322,513 | \$ 3,573,705 | \$ 1,397,425 | \$ 1,614,248 |
| Total Debt Service – General Fund | \$ 2,216,469 | \$ 4,628,006 | \$ 4,961,847 | \$ 2,321,776 | \$ 3,588,230 |
| School Debt Service as a % of School GF Expenditures | 5.86% | 14.29% | 10.90% | 6.85% | 5.97% |
| Total Debt Service as a % of Total GF Expenditures | 6.72% | 11.28% | 9.83% | 7.50% | 7.77% |
| Debt service – other governmental funds | - | - | - | 133,425 | - |

Observations:

- Debt service amounts exclude enterprise fund debt.



REQUEST FOR ACTION BY BOARD OF SELECTMEN

| | |
|---|--|
| DATE SUBMITTED: May 6, 2015 | <input checked="" type="checkbox"/> ACTION |
| DATE ACTION REQUESTED: May 11, 2015 | <input type="checkbox"/> DISCUSSION ONLY |
| SUBJECT: Bid Award York Beach Fire Station – Insulation | |

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: The York Beach Fire Department (YBFD) and the Town's Energy Steering Committee (ESC) have worked to coordinate proposed weatherization and energy efficiency improvements with the ongoing renovation of the York Beach Fire Station. Insulation upgrades are part of three elements of the weatherization and energy efficiency efforts (insulation, HVAC, and door glazing improvements). The YBFD and ESC worked with Henningsen Inspections and the Community Development Department to prepare a Request for Proposals (RFP) for this project. The RFP was advertised in the Portsmouth Herald, York Weekly, and Portland Press Herald (see attached). The RFP was also posted on the Town's website and was mailed to four potential bidders. Proposals were submitted in response to the RFP by Bios Engineering (\$11,640) and Northeast Spray Insulation (\$19,832). Based on criteria described in the RFP, bidders were evaluated for understanding of the project, experience with similar projects, qualifications/experience of staff, project cost, and references. Bios Engineering was both the low bidder and the highest performer based on all criteria. All four references for Bios Engineering came back as very positive.

The BOS has four options – award the bid to Bios Engineering, award the bid to Northeast Spray Insulation, table the item, or not make an award.

An award to Bios Engineering will recognize both the low bidder and the highest qualifying bidder.

An award to Northeast Spray Insulation will not recognize both the low bidder and the highest qualifying bidder.

Tabling the item will make it very difficult for the weatherization and energy efficiency work to be completed in coordination with completion of renovation of the Fire Station prior to the start of the summer season when the large meeting room in the Fire Station is used regularly.

Not making an award will result in the weatherization and energy efficiency work not being done in coordination with the rest of the renovation work that is being undertaken at the Fire Station.

RECOMMENDATION: Award the bid for insulation improvements to Bios Engineering.

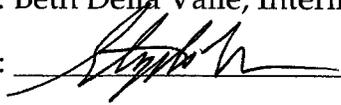
PROPOSED MOTION: Motion to award bid for insulation improvements at the York Beach Fire Station to Bios Engineering.

FISCAL IMPACT: \$11,640

DEPARTMENT LINE ITEM ACCOUNT: 248.2015.8001

BALANCE IN LINE ITEM IF APPROVED: The balance in the account if the insulation bid is awarded will be \$57,061.78. If all three bids (insulation, HVAC, and door glazing) are awarded, the balance in the account will range from \$32,395.78 to \$38,151.78, depending on which options for the HVAC and door glazing work are selected.

PREPARED BY: Beth Della Valle, Interim Community Development Director

REVIEWED BY:  _____

TOWN OF YORK

NOTICE TO CONTRACTORS

The Town of York is seeking is seeking bids for the following construction project:

Insulation of York Beach Fire Station

Project Summary: The Town of York is seeking construction services to insulate portions of the York Beach Fire Station as part of a larger renovation effort. Construction is intended to include the Town's efforts to make the facility more energy efficient.

Sealed bids will be received until noon on April 21, 2015 at the Town Manager's Office in York Town Hall, 186 York Street, York, ME 03909 and will be publically opened and read aloud in the same location at 3 pm on the same day.

An optional pre-bid walk through will be held at 3 pm on April 13, 2015 at the York Beach Fire Station, 18 Railroad Avenue, York Beach, ME 03910. Bidders and subcontractors are encouraged to attend the walk through, when questions about the RFP will be answered.

Contract documents, specifications, and a Request for Proposals may be obtained at <http://www.yorkmaine.org/> .

Town of York, Maine
Stephen H. Burns, Town Manager

April 6, 2015

York Energy Steering Committee

Board Of Selectmen May 11, 2014

Review of RFPs for York Beach Fire Station Retrofit

Over-arching Goal: Reduce GHG emissions and save on energy costs

Two purposes of this project:

- Make this historic building as energy-efficient as possible within the limits of our budget
 - Optimize benefit of solar array installed September 2014
 - Tighten up the building envelope to reduce power demand
 - Change lighting to LEDs to reduce electricity demand
 - Transfer a portion of building's heat requirements from oil to electricity with solar-powered heat pumps

- Use the project and the building as a learning tool
 - What is reality vs ideal when dealing with an old building?
 - Understand how to prioritize for best returns when facing financial limits
 - Compare actual savings to projected
 - Demonstrate to the community the possible gains from solar, lighting, insulation, and heat pumps

Tonight's request: Approval of RFPs for Insulation, Heat Pumps, and Window Replacement

| | |
|------------|----------------|
| Insulation | \$11,640 |
| HVAC | \$20,541 |
| Glazing | <u>\$4,125</u> |
| Total | \$36,306 |

(Plus Insulation paid by YB Fire Department funds \$12,600)

Funding Source: York bond proceeds approved by voters in May 2014 funded 2/24/15
Bond account balance before these RFPs: \$68,382

Projected Savings per year:

| | |
|---|---------|
| KWh (net of heat pump load) | 7,486 |
| CO2 (metric tons) | 241 |
| Equivalent to taking 30 cars off the road permanently | |
| Dollars | \$6,553 |

Financial Return:

| | |
|------------------------------|---------|
| ROI 30 year ROI | 11% |
| York Hurdle Rate (Bond Rate) | 3% |
| Payback | 8 years |

**EXHIBIT 2
PROPOSAL FORM
FOR
York Beach Fire Station Insulation Improvements
SERVICES**

TO: Stephen H. Burns, Town/City Manager
York Town Office
186 York Street
York, ME 03909

Dear Sir or Madam:

The undersigned hereby declares that it has carefully examined the location of the proposed York Beach Fire Station Insulation Improvements, the Request for Proposals dated April 7, 2015, the Specifications therein referred to in Exhibit 1, and the proposed Services Agreement in Exhibit 3, and that it proposes and agrees, if this Proposal is accepted, in whole or in part, with the Town of York (hereinafter the "Town") to perform the Services, as defined in the proposed Services Agreement, and that it will accept as payment in full for said Services or portion of the Services the following sum(s) (the "Contract Price"): X Dollars (\$ 11,640.⁰⁰).

* Eleven Thousand, Six Hundred and Forty Dollars

The undersigned acknowledges the receipt of Addenda numbered ONE.

The undersigned further agrees that, within thirty (30) days from the date of opening of the Proposals, it will execute the Services Agreement if the Town accepts its Proposal.

The undersigned hereby further declares that the only persons or parties interested in this Proposal as principals are named below and that no person acting for or employed by the Town is directly or indirectly interested in this Proposal or in any Agreement which may be awarded under it or in profits expected to arise therefrom, except as provided by the Town Charter. The full names and addresses of all persons and parties interested in this Proposal, as principals, are as follows: (give first and last names in full; and in the case of a Corporation, give names and addresses of President, Treasurer and Manager; and in case of a Partnership, give names and addresses of members):

Bios Environments
17 Patrick Drive
Westbrook ME 04092
Phone 207-854-5262 , Fax 207-854-2609

Pres/CEO Mark Coleman
Treas/CFD Trisha Thorpe
Mgr/COO Scott Regan
All Workers = Employees

Date: April 20, 2015 Walt Farmer

(Signature of Proposer)

Estimator
(Title)

Bios Environments
(Name of Entity)

17 Patrick Dr Westbrook ME 04092
(Legal Address)

" " "
(Principal place of business)

010519820
(Firm's IRS Identification No.)

Address to which all correspondence and notifications to Proposer are to be sent:

17 Patrick Drive
Westbrook ME 04092

Proposer's Telephone Number: 854-5262



April 20, 2015

Stephen H. Burns, Town Manager & Committee
 York Town Office
 186 York Street
 York, ME 03909

Hello Mr. Burns & Committee Members,

Bios Environments (BIOSenergy) is pleased to provide you with this task and cost proposal in answer to your request for proposal. The purpose of this document is to answer your submission requirements.

1. Your "Exhibit 2-Proposal Form" accompanies this document as requested.
2. Understanding of the project: I have read the RFP and attended the 1st walk through with Ed Henningson. I am 56 year's young and have worked the last 5 years as an insulation estimator.
3. Qualifications of the proposer: 5+ years as an insulation estimator. 15+ years in project estimating.
4. 3 to 5 similar projects

| Job | Reference / Title | Phone | Email |
|--|---|---|--|
| Eliot Town Garage April 2015 | Dana Lee, Town Manager | 207-439-1813 | townmanager@eliotme.org |
| MSAD 51 Greely Administrative Office October 2014 | Bob Vail, Vail Construction- General Contractor Jeff Porter, Superintendent | GC: (207) 838-4753 MSAD 51 (207) 829 - 4800 | vailgeneral1@aol.com ; jporter@msad51.org |
| Lisbon High School March 2015 | Scott Cristina Landry/French Construction Company | (207) 730-5566 | scristina@landryfrenchconstruction.com |
| Boiler House Lofts, Maine State Housing, Saco August 2014 | Bill Cuddy, VP, Portland Builders | (207) 879-0118 | bcuddy@portlandbuilders.com |
| Portland Jetport DHHS Office Building September 2014 | Rick Cormier, Senior Estimator, Landry-French Construction | (207) 730-5566 | rcormier@landryfrench.com |

5. Materials/Equipment/Labor: Bios owns 10 fully equipped weatherization trucks. 2 of which are dedicated spray foam rigs. We use our own full-time employees to perform insulation/weatherization services. Our average lead person has 7 or more years' experience. We have in-stock enough material to complete your work many times over. We purchase cellulose and spray foam insulation by the truck load as needed. To schedule a visit of our facility contact operations manager Scott Regan: 854-5262.
6. Additional submissions specified in Exhibit 1: MSDS Sheets. See attached.

7. Personnel:
Project Manager: Scott Regan, Operations Manager, chief over-sight
Crew Leader: Trey Gagne, 100% of air sealing, cellulose, weatherization.
Crew Leader: David Chaney, 100% of spray foam insulation.
8. Total cost is the Bid Price: \$11,640.00. Clarifications: Our bid is based on Monday through Friday, normal work hours. It is my understanding based on the walk through that the 22 foot x 13 foot work shop is the area that comprises both the "storage room" and the "garage side of the workshop" noted on page 5 where a combination of spray foam and cellulose will be installed.
9. Lead time is 5 to 15 days from contract.
10. Assumptions and/or conditions associated with the proposal: Complete access to the work areas to be provided on the scheduled work days. Fire Department will be responsible for the compliance of manufacturers suggested 24 hour waiting time before re-occupancy in Gibson Room and Work Shop where spray foam is being applied.
11. Submittals: See attached data sheets.

Base Bid = \$11,640.00

| Item | Courtesy Bid Item Descriptions Quote#: 15-0417-04 | Sq. Ft. | Price |
|------|---|---------|---------|
| 1 | Work Shop Roof/Attic: 5.5 inches Bayseal Closed Cell Polyurethane Spray Foam for the deck of the storage roof via hatch moving tiles as needed. Work shop: Dam the walls to hold insulation and air seal the wall plate and any penetrations. Move (or dispose) fiberglass batt and install New Cellulose to an R-38 minimum not including any existing fiberglass batts in the R-value. | 172 | \$2,400 |
| 2 | Gibson Room Attic: Remove and dispose of 560 square feet of fiberglass on the exterior walls above the acoustic ceiling tiles. Install 1,200 hundred square feet of plywood decking. Install the specified insulation dam and hatch. Spray 3 inches Bayseal Closed Cell Polyurethane Spray Foam on the exterior walls between the ceiling and the new decking. Spray 2 inches Bayseal Closed Cell Polyurethane Spray Foam on the top of the new decking. R-14 nominal. Install DC-315 intumescent paint over the spray foam per state statute. Loose Blow R-24 minimum cellulose over the spray foam to achieve the specified combined R-38. | 1,200 | \$7,440 |
| 3 | Ladder Bay Attic: air seal as specified and install Cellulose insulation to reach a combined minimum of R-38 with the existing fiberglass. i.e R-30 to be added. | 1,640 | \$1,800 |

Sincerely,

Walt

Walt Farmer, Estimator

walter@biosenv.com

Bios Environments

17 Patrick Drive, Westbrook, ME 04092

Office (207) 854-5262



REQUEST FOR ACTION BY BOARD OF SELECTMEN

| | |
|---|--|
| DATE SUBMITTED: May 6, 2015 | <input checked="" type="checkbox"/> ACTION |
| DATE ACTION REQUESTED: May 11, 2015 | <input type="checkbox"/> DISCUSSION ONLY |
| SUBJECT: Bid Award York Beach Fire Station - HVAC | |

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: The York Beach Fire Department (YBFD) and the Town's Energy Steering Committee (ESC) have worked to coordinate proposed weatherization and energy efficiency improvements with the ongoing renovation of the York Beach Fire Station. HVAC upgrades are part of three elements of the weatherization and energy efficiency efforts (insulation, HVAC, and door glazing improvements). The YBFD and ESC worked with Henningsen Inspections and the Community Development Department to prepare a Request for Proposals (RFP) for this project. The RFP was advertised in the Portsmouth Herald, York Weekly, and Portland Press Herald (see attached). The RFP was also posted on the Town's website and was mailed to five potential bidders. Proposals were submitted in response to the RFP by Intelligent Heat and Power, LLC and Garrett Pillsbury. Based on criteria described in the RFP, bidders were evaluated for understanding of the project, experience with similar projects, qualifications/experience of staff, project cost, and references. Intelligent Heat and Power, LLC was the low bidder on two of the four options identified in the RFP. Garrett Pillsbury did not submit a bid on option 4 and though it was the low bidder on option 3, Garrett Pillsbury did not include all of the requested elements in its proposed bid. Overall, Intelligent Heat and Power, LLC was the highest performer based on all criteria, including proposed project costs that met all requested improvements. All six references for Intelligent Heat and Power, LLC came back very positive.

The BOS has four options – award the bid to Intelligent Heat and Power, LLC, award the bid to Garrett Pillsbury, table the item, or not make an award.

An award to Intelligent Heat and Power, LLC will recognize the highest qualifying bidder and the low bidder that met the terms of the RFP.

An award to Garrett Pillsbury will not recognize the highest qualifying bidder and award the project to a bidder that does not meet the requirements of the RFP.

Tabling the item will make it very difficult for the weatherization and energy efficiency work to be completed in coordination with completion of renovation of the Fire Station prior to the start of the summer season when the large meeting room in the Fire Station is used regularly.

Not making an award will result in the weatherization and energy efficiency work not being done in coordination with the rest of the renovation work that is being undertaken at the Fire Station.

RECOMMENDATION: Award the bid to Intelligent Heat and Power, LLC.

PROPOSED MOTION: Motion to award bid for HVAC improvements at the York Beach Fire Station to Intelligent Heat and Power, LLC.

FISCAL IMPACT: Depending on which options are selected, the total fiscal impact will range from \$15,360 to \$20,541.

DEPARTMENT LINE ITEM ACCOUNT: 248.2015.8001

BALANCE IN LINE ITEM IF APPROVED: Depending on which options are selected, the balance in the account will range from \$48,160.78 to \$53,341.78. If all three bids (insulation, HVAC, and door glazing) are awarded, the balance in the account will range from \$32,395.78 to \$38,151.78, depending on which options for the HVAC and door glazing work are selected.

PREPARED BY: Beth Della Valle, Interim Community Development Director

REVIEWED BY:  _____

TOWN OF YORK

NOTICE TO CONTRACTORS

The Town of York is seeking is seeking bids for the following construction project:

HVAC Improvements for the York Beach Fire Station

Project Summary: The Town of York is seeking construction services for HVAC improvements for the York Beach Fire Station as part of a larger renovation effort. Construction is intended to include the Town's efforts to make the facility more energy efficient.

Sealed bids will be received until noon on April 21, 2015 at the Town Manager's Office in York Town Hall, 186 York Street, York, ME 03909 and will be publically opened and read aloud in the same location at 3 pm on the same day.

An optional pre-bid walk through will be held at 3 pm on April 13, 2015 at the York Beach Fire Station, 18 Railroad Avenue, York Beach, ME 03910. Bidders and subcontractors are encouraged to attend the walk through, when questions about the RFP will be answered.

Contract documents, specifications, and a Request for Proposals may be obtained at <http://www.yorkmaine.org/>.

Town of York, Maine
Stephen H. Burns, Town Manager

April 6, 2015

**EXHIBIT 2
PROPOSAL FORM
FOR
York Beach Fire Station HVAC Improvements
SERVICES**

TO: Stephen H. Burns, Town/City Manager
York Town Office
186 York Street
York, ME 03909

Dear Sir or Madam:

The undersigned hereby declares that it has carefully examined the location of the proposed York Beach Fire Station HVAC Improvements, the Request for Proposals dated April 7, 2015, the Specifications therein referred to in Exhibit 1, and the proposed Services Agreement in Exhibit 3, and that it proposes and agrees, if this Proposal is accepted, in whole or in part, with the Town of York (hereinafter the "Town") to perform the Services, as defined in the proposed Services Agreement, and that it will accept as payment in full for said Services or portion of the Services the following sum(s) (the "Contract Price"): \$73,840.85 Dollars (\$ _____). *ODHOW 2*

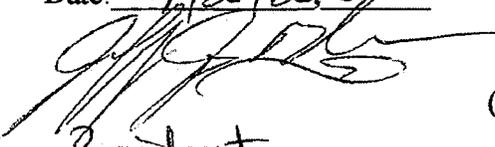
The undersigned acknowledges the receipt of Addenda numbered 1 4/14/2015

The undersigned further agrees that, within thirty (30) days from the date of opening of the Proposals, it will execute the Services Agreement if the Town accepts its Proposal.

The undersigned hereby further declares that the only persons or parties interested in this Proposal as principals are named below and that no person acting for or employed by the Town is directly or indirectly interested in this Proposal or in any Agreement which may be awarded under it or in profits expected to arise therefrom, except as provided by the Town Charter. The full names and addresses of all persons and parties interested in this Proposal, as principals, are as follows: (give first and last names in full; and in the case of a Corporation, give names and addresses of President, Treasurer, and Manager; and in case of a Partnership, give names and addresses of members):

Brideau, Jeffrey President 329 Wadleigh Falls Rd
Newmarket, NH 03857
978 578 0504

Date: 4/20/2015



(Signature of Proposer)

President
(Title)

Intelligent Head and Power, LLC
(Name of Entity)

PO BOX 1081 Stratham, NH 03885
(Legal Address)

Stratham, NH
(Principal place of business)

26-2998390
(Firm's IRS Identification No.)

Address to which all correspondence and notifications to Proposer are to be sent:

PO BOX 1081 Stratham, NH 03885

Proposer's Telephone Number: 978 578 0504

York Beach Fire Station HVAC Improvements

Intelligent Heat and Power, LLC

PO BOX 1081

Stratham, NH 03885

Contact: Jeff Brideau 978-578-0504 jeff@intelligentheatandpower.com

There are no persons acting for or employed by the Town that are directly or indirectly interested in this proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits therefrom.

1. Proposal Form, enclosed.
2. Understanding of the Project.

To provide cost effective heating, ventilation, and air conditioning (HVAC) for the upper floors of the York Beach Fire Station such that the cost of operations may be, at least in part, offset by the power generated by the photovoltaic arrays installed upon the roof thereof.

3. Qualifications/technical capacity of the Proposer and its subcontractors, if any, and demonstration of expertise in both design and installation of similar equipment.
Intelligent Heat and Power, LLC is a mechanical contractor specializing in high efficiency building energy systems. Intelligent Heat and Power, LLC has been installing both air source and water source heat pumps in both residential and light commercial buildings since 2008. Jeff Brideau, the principal of Intelligent Heat and Power, LLC is a graduate of the University of Massachusetts College of Engineering with a Bachelors degree in Mechanical Engineering.

4. Reference Projects:

- a. Stockwell Residence - Sam and Rebecca Stockwell 121 West Branch Road Waterville Valley NH. 603-236-3378 - 5 Zone LG Ductless Split Heating and Cooling System
- b. Newton Net-Zero Home - 292 Ward St. Newton, MA Genesis Planners, Dan Gainsboro 978-369-6200 - 5 Zone Fujitsu Ductless Split Heating and Cooling System with Venmar ERV ventilation system
- c. Concord Net-Zero Home - 49 Cottage St. Concord, MA Genesis Planners, Dan Gainsboro 978-369-6200 - 4 Zone Mitsubishi Ductless Split Heating and Cooling System with Venmar ERV ventilation system
- d. Concord Net-Zero Home - 899 Lowell St. Concord, MA Genesis Planners, Dan Gainsboro 978-369-6200 - 5 Zone Mitsubishi Ductless Split Heating and Cooling System with Venmar ERV ventilation system
- e. Norwood Theater - Norwood, MA. Susan Lewis 781-551-9008 - Overhaul and ongoing service of entire building HVAC and control systems for water source

(geothermal) Daikin ductless heat pumps with 11 zones, (7) Mammoth 10 Ton water source packaged units, (2) Mammoth 5 Ton packaged units, and (7) Aeon roof-top ERVs all controlled through a re-written Johnson Controls DDC system. System supported by (4) 1800' open loop geothermal wells.

- f. Leddy Center Theater - Epping, NH Stephen Kaneb 617-921-3310 - Retrofit and ongoing service of 20 Ton Geothermal heating and cooling system With (4) Florida Heat Pumps (Bosch) 5 Ton split heat pumps with (2) Imperial Air Energy Recovery Ventilation system for main theater and private offices. Self Installed horizontal "slinky" loop field.
5. Project to be managed by Jeff Brideau. Work to be performed in equal parts by Jeff Brideau, Aaron Lafortune, and Michael Lafortune

Proposals:

See enclosed load summaries for reference

See enclosed proposals for price and equipment breakdown by option

| | |
|---|---------------|
| Option 1: Conventional heat pump equipment with ducted air handlers | - \$71,036.78 |
| Option 2: Ductless heat pump equipment | - \$73,840.85 |
| Option 3: Ductless for Gibson and Office, conventional for Bingo | - \$71,295.23 |
| Option 4: Outdoor Reset for Boiler | - \$1,340.59 |



REQUEST FOR ACTION BY BOARD OF SELECTMEN

| | |
|---|--|
| DATE SUBMITTED: May 6, 2015 | <input checked="" type="checkbox"/> ACTION |
| DATE ACTION REQUESTED: May 11, 2015 | <input type="checkbox"/> DISCUSSION ONLY |
| SUBJECT: Bid Award York Beach Fire Station – Door Glazing | |

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: The York Beach Fire Department (YBFD) and the Town's Energy Steering Committee (ESC) have worked to coordinate proposed weatherization and energy efficiency improvements with the ongoing renovation of the York Beach Fire Station. Door glazing upgrades are part of three elements of the weatherization and energy efficiency efforts (insulation, HVAC, and door glazing improvements). The YBFD and ESC worked with Henningsen Inspections and the Community Development Department to prepare a Request for Proposals (RFP) for this project. The RFP was advertised in the Portsmouth Herald, York Weekly, and Portland Press Herald (see attached). The RFP was also posted on the Town's website and mailed to two bidders. One proposal was submitted in response to the RFP by the Overhead Door Company of Portsmouth. Chief Bridges said "They are the company that has done our work for the past 30 years and all the doors were installed by them."

The BOS has three options – award the bid to the Overhead Door Company of Portsmouth, table the item, or not make an award.

An award to the Overhead Door Company of Portsmouth will recognize the highest qualifying bidder that met the terms of the RFP. The company's long term relationship with the YBFD testifies to the quality of its work.

Because of the nature of the proposed work, tabling the item will not create a serious difficulty for the weatherization and energy efficiency work to be completed in coordination with completion of renovation of the Fire Station.

Not making an award will result in the weatherization and energy efficiency work not being completed in coordination with the rest of the renovation work that is being undertaken at the Fire Station.

RECOMMENDATION: Award the bid to the Overhead Door Company of Portsmouth.

PROPOSED MOTION: Motion to award bid for door glazing improvements at the York Beach Fire Station to the Overhead Door Company of Portsmouth.

FISCAL IMPACT: Depending on which option is selected, the total fiscal impact will range from \$3,550 to \$4,125.

DEPARTMENT LINE ITEM ACCOUNT: 248.2015.8001

BALANCE IN LINE ITEM IF APPROVED: Depending on which option is selected, the balance in the account will range from \$64,576.78 to \$65,151.78. If all three bids (insulation, HVAC, and door glazing) are awarded, the balance in the account will range from \$32,395.78 to \$38,151.78, depending on which options for the HVAC and door glazing work are selected.

PREPARED BY: Beth Della Valle, Interim Community Development Director

REVIEWED BY:  _____

TOWN OF YORK

NOTICE TO CONTRACTORS

The Town of York is seeking bids for the following construction project:

Door Glazing Improvements for the York Beach Fire Station

Project Summary: The Town of York is seeking construction services for door glazing improvements for the York Beach Fire Station as part of a larger renovation effort. Construction is intended to include the Town's efforts to make the facility more energy efficient.

Sealed bids will be received until noon on April 21, 2015 at the Town Manager's Office in York Town Hall, 186 York Street, York, ME 03909 and will be publically opened and read aloud in the same location at 3 pm on the same day.

An optional pre-bid walk through will be held at 3 pm on April 13, 2015 at the York Beach Fire Station, 18 Railroad Avenue, York Beach, ME 03910. Bidders and subcontractors are encouraged to attend the walk through, when questions about the RFP will be answered.

Contract documents, specifications, and a Request for Proposals may be obtained at <http://www.yorkmaine.org/>.

Town of York, Maine
Stephen H. Burns, Town Manager

April 6, 2015



REQUEST FOR ACTION BY BOARD OF SELECTMEN

| | |
|--|---|
| DATE SUBMITTED: May 7, 2015 | <input type="checkbox"/> ACTION |
| DATE ACTION REQUESTED: May 11, 2015 | <input checked="" type="checkbox"/> DISCUSSION ONLY |
| SUBJECT: York River Steering Committee | |

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Since 2009, the Friends of the York River, also known as the York River Steering Committee, has led an effort to determine whether a National Wild and Scenic Partnership River designation is an appropriate way to recognize, manage, and protect the York River and its associated resources. With support from the York and Eliot Boards of Selectmen, Kittery Town Council, Representative Chellie Pingree and Senator Angus King, the US Congress approved an amendment of the Wild and Scenic Rivers Act in 2014 to study the York River to determine whether it is eligible and suitable for designation as a Partnership National Wild and Scenic River and if such a designation is appropriate for the communities of Eliot, Kittery, and York. The proposed three year study, including federal funding, will provide the towns an opportunity to work together to gather information and identify issues and goals for this shared resource. The end result will be the publication of a York River Management and Stewardship Plan.

To proceed with the effort, the York and Eliot Boards of Selectmen and the Kittery Town Council are being asked to appoint an 11-15 member Study Committee, composed of local appointees and partner organizations, to oversee the study, to share information, and publish and publicize the Management and Stewardship Plan. With input from the residents of the three communities, the Study Committee, together with the National Park Service, will ultimately determine whether or not a designation as a Partnership Wild and Scenic River should be pursued. Both the study process and the plan will be of great value, whether designation is or is not pursued.

To identify potential members of the new Study Committee, the Steering Committee held community meetings in York and Eliot. Participants were invited to submit applications for membership on the Study Committee. Information on the initiative and application forms were also posted on the Town's website. The Steering Committee is now reviewing the applications which were submitted and plan to prepare a recommended slate of 11 members for further review and consideration by the York and Eliot Boards of Selectmen and the Kittery Town Council in late May/June. Each Board of Selectmen and Town Council is also being asked to nominate one member of the Study Committee to serve as its liaison. The Towns' liaisons will be asked to have regular, periodic meetings with their Boards/Council to answer questions and keep it updated of the study. The Steering Committee also recommends that a non-voting Advisory Committee, made up of partner organizations such as the National Park Service, Maine State agencies, and other interested entities, be formed.

The Steering Committee recommends that the new Study Committee be in place by August 2015.

Members of the Steering Committee will be in attendance to provide a status report on the York River initiative and proposal to appoint the new Study Committee. They will also be available to answer the BOS' questions.

RECOMMENDATION: I recommend that the BOS review the attached materials provided by the Steering Committee, ask questions of the Steering Committee, and provide support and/or other direction for the York River Steering Committee's efforts to establish a new York River Study Committee.

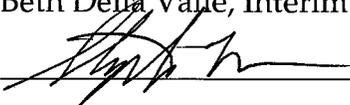
PROPOSED MOTION: None at this time.

FISCAL IMPACT: None

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

PREPARED BY: Beth Della Valle, Interim Community Development Director

REVIEWED BY:  _____

York River Wild and Scenic Study

Brief History and Background

Brief History of York River Wild and Scenic Study

Since 2009, the locally-based group Friends of the York River -- which includes residents, town leaders, and others interested in river conservation -- has been leading an exploratory effort to determine whether a National Wild and Scenic Partnership Riverⁱ designation might be an appropriate way to recognize, manage, and protect the York River and its associated resources.

With support from the York and Eliot Boards of Selectmen and Kittery Town Council, Representative Chellie Pingree (ME-1) asked the Northeast Region of the National Park Service to undertake a reconnaissance survey to evaluate the York River as a candidate for a potential Wild and Scenic River designation and as a step toward a full Wild and Scenic River Study. The National Park Service completed a reconnaissance survey in 2013 and concluded that the York River would be a good candidate for a Wild and Scenic Study.ⁱⁱ

In 2014, subsequent to a bill submitted by Senator Angus King (I-2), the US Congress approved an amendment of the Wild and Scenic Rivers Act “to designate segments of the York River and associated tributaries for study for potential inclusion in the National Wild and Scenic Rivers System.”ⁱⁱⁱ At this point in time, only the study of the York River is being conducted.

Purpose of the Study

The congressionally authorized Wild and Scenic Study is intended to determine whether the York River is eligible and suitable for designation as a Partnership National Wild and Scenic River, and to determine if such a designation is appropriate for the communities of Eliot, Kittery, and York.

The Study provides an opportunity for the towns to work together across their boundaries on a watershed scale to gather important information and identify issues and goals for this shared resource. The end result will be the publication of a York River Management and Stewardship Plan.

Purpose of the Study Committee

The Study Committee will be composed of local appointees and partner organizations to oversee the study of the York River, to share information among the communities and partners, and to ultimately publish and publicize the Management and Stewardship Plan. With input from the residents of the three communities, the Study Committee, together with the National Park Service, will ultimately determine whether or not a designation of the York River as a Partnership Wild and Scenic River should be pursued. Both the study development process and the plan will be of great value, whether designation is or is not pursued.

Study Committee Membership

Members will be appointed by the Board of Selectmen/Town Council in each of the three towns. Ideally, each member of the Study Committee will be a recognized community leader and will share an excitement about the knowledge to be gained from the studies of the York River and in identifying

issues and goals for the York River and its resources. Each Board of Selectmen and Town Council will be asked to nominate one member of the Study Committee to serve as liaison with its Board/Council. The liaison members will be asked to have regular, periodic meetings with its Board/Council to answer questions and keep each community apprised of the progress of the study. Non-voting members will include partner organizations such as the National Park Service, a Maine State Agency or Agencies, and possibly other interested entities (e.g., Chamber of Commerce).

Recommended Study Committee Size

Between 11 and 15 voting members will be appointed by the Boards of Selectmen/Town Council. With an 11-member committee, one possible scenario could be 7 members from York and 2 from Kittery and 2 from Eliot. Perhaps more important than individual town residency, and the exact representation from each town, is the level of engagement, interest, and skills of the persons serving on the Committee.

Option for Committee's Decision-Making Process

Decisions will be made by "substantial consensus" with provisions for a majority 2/3rds vote if needed.

Time Commitment

Members will be appointed for three years. Members likely should expect to prepare for and attend monthly meetings and to do some outside work toward completion of the management plan, for example, outreach to the community. Subcommittees may form around key issues and interests, may be very active and important, and will choose their own meeting times and methods of work. Staff support will be provided to the overall committee and subcommittees, but much will also be expected from the members themselves if the full potential of the studies is to be realized. We must realize, however, that some people may be unable to serve the full three years and should be aware that vacancies will occur throughout the Study period. If a vacancy occurs, the Study Committee will assess the skills lost with the member's resignation from the Committee and make a recommendation(s) to the three Boards of Selectmen/Town Council, who will appoint a replacement member.

Date to have Study Committee in place

August 2015

ⁱ The Wild & Scenic Rivers Act was enacted by Congress in 1968 as a means to protect and recognize natural rivers and their immediate environments that possess outstanding remarkable scenic, recreational, geological, fish and wildlife, historic, cultural or other similar values that should be preserved in free flowing conditions.

ⁱⁱ Wild and Scenic River Reconnaissance Survey of the York River. National Park Service Northeast Region. December 2013.

ⁱⁱⁱ H.R.2197 in the 113th Congress, 2D Session, IIB forward.

York River Wild and Scenic Partnership – Preliminary List of Interests/Interest Groups

Here are some thoughts about people/interests/groups to include on a Partnership Wild and Scenic York River Study Committee.

The York River Steering Committee's initial discussion suggested that the Study Committee ideally should have upwards of 11 representatives from the three towns (York, Kittery, Eliot), which will include a couple of people from the existing Steering Committee to ensure continuity. Based on Partnership Wild and Scenic priorities/values, the following is a preliminary list of interests/interest groups the Steering Committee may consider.

Some interests/groups may be more or less important to include on the Study Committee and others may be needed. Please, note that each interest/group need not be represented by a different individual. Hopefully, some designees will be selected to represent multiple interests; otherwise, the Study Committee may end up being an overly large and unwieldy. The responsibility to represent multiple interests may help members recognize the value of crossing strict boundaries about interests to develop consensus. A good rule of thumb is to appoint people who are generally respected and recognized as leaders in the community(ies) and who would share an enthusiasm and interest in achieving the goals of the Study.

Drinking Water & Waste Water Disposal

- Water Districts
- Homeowners (very small number use river or watershed for source water)
- Businesses (if any use river or watershed for source water)

Historic and Cultural Assets

- Local, regional, and state historic preservation organizations
- Local, regional, and state outdoor recreation interests (snowmobiling, boating, fishing, hunting, birding, hiking, camping, biking, etc.)

Conservation/natural resource protection

- Local and regional land trusts
- Local, regional, state, and federal natural resource interests

Agriculture/Forestry Land Uses

- local, regional, and state proprietors and industry groups

Economic Interests

- Local and regional chambers of commerce and innkeeper associations (representing tourism interests)
- Large landowners – developed as well as undeveloped land
- Commercial and recreational fishing
- Real Estate community
- Utilities (CMP)

Protected Lands and Public Interest

- Large conservation landowners
- State and federal agencies

Natural and Built Restrictions

- Local public works departments
- Regional and state transportation agencies

Homeowners, generally

Schools/youth of various ages

April 2015

York River Community Meetings

Please join us

- For an update on the study of the York River and the Partnership Wild and Scenic River Program
- To discuss the formation of a York Wild and Scenic River Study Committee



YORK

Thursday, April 2, 2015, 7 - 9 pm

York Public Library

15 Long Sands Road, York

And/or

ELIOT

Monday, April 6, 2015, 6 - 8 pm

William Fogg Library

116 Old Road, Eliot

Light Refreshments will be served

For more information, contact Chuck Ott, cott1@maine.rr.com, 207-332-9298 or
Jennifer Fox, foxhaus@outlook.com, 603-502-2948.

YORK RIVER STEERING COMMITTEE

Carol Donnelly, Chair
Jamie Fosberg
Paul Dest
Bernadine Speers

Karen Arsenault
Jennifer Fox
Chuck Ott
Helen Winebaum

APPLICATION FOR MEMBERSHIP

York Wild and Scenic River Study Committee

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

186 York Street, York, ME 03909

Application Due by April 21, 2015

Name: _____ Date: _____

Physical Address: _____

Mailing Address: _____

Home Telephone: _____ Mobile Telephone: _____

Email: _____ State of Residency: _____

If desired, feel free to extend comments onto back page or on an additional sheet of paper.

1. Why do you wish to serve?

2. What interests, skills, and/or other relevant background experience would you contribute to the Committee? *(A good candidate for the York River Study Committee will have a broad interest and some level of knowledge and/or inquisitiveness about the ecology, recreation, history, culture, and/or the economic values of the York River. Please refer to the two attachments – Preliminary List of Interests and History and Formation of a Study Committee.)*



National
Park Service
U.S. Department
of the Interior

Partnership Rivers News is published by the Partnership Rivers in the Wild & Scenic Rivers Program.

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Margaret Watkins

Program Manager
Charlie Stockman

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Chuck Barscz, NPS
Julia Blatt, Organization for the Assabet River
Paul Kenney, NPS
Liz Lacy, NPS
Bill Sharp, NPS
Judith Spang, Lamprey River Advisory Committee

Photographers
Delaware Department of Transportation
Richard Lord, Lamprey River Advisory Committee
Fred Akers, Great Egg Harbor Watershed Association
Frank Boffoli and Susan Flint, courtesy of Organization for Assabet River
The Nature Conservancy
Marion M. Kyde, PhD.
Don Mysling, CT DEP Inland Fisheries

Designer
Kelly Short, Canterbury Communications

For more information:
www.nps.gov/pwrs

The National Park Service cares for the special places saved by the American people so that all may experience our heritage.

**EXPERIENCE
YOUR AMERICA**

What is a Partnership Wild and Scenic River?

Over the past 20 years, river conservation interests at the local, state, and federal levels have worked collaboratively to use the National Wild and Scenic Rivers Act in an effective, partnership-based approach to national river conservation and designation. Once dubbed "Private Lands Rivers," this growing collaborative of rivers has been recognized by the US Congress as a distinct and locally responsive application of the Wild and Scenic Rivers Act.

Partnership Wild and Scenic Rivers, as they are now referred to, are federally designated components of the National Wild and Scenic Rivers System that share the following:

- No lands are federally owned, and federal ownership and management are not authorized in legislation or recommended in the River Management Plan (see below).
- Administration of the designation and implementation of the Management Plan are accomplished through a broadly participatory "Council" or "Committee" organized on each river specifically for this purpose.
- Land use continues to be governed by local communities and state statutes, as prior to designation.
- On designated rivers the National Park Service is responsible for reviewing federally funded, sponsored or licensed projects to ensure federal consistency in pre-

serving the identified "Outstandingly Remarkable Values" for which the river was designated. This responsibility is coordinated with each river's council or committee. NPS is also authorized to provide technical and financial assistance to the river organizations.

- The River Management Plan is locally developed and implemented through a broadly participatory process. The plan is locally approved and endorsed by relevant state and federal authorities prior to federal designation. The plan forms the basis of the designation and guides post-designation management.
- The costs and responsibilities associated with managing and protecting river resources are shared among all of the partners—local, state, federal, and non-governmental. Landowner participation and volunteerism are essential elements of the partnership.

Outside of this basic, shared framework, Partnership Rivers vary widely in the details of their administration and management, which are based on their wide-ranging physical, biological, and political characteristics.

As new rivers are designated, the model will evolve and adapt. We hope and believe that the basic tenets outlined above can continue to serve as a guide for existing and future Partnership Wild and Scenic Rivers.

—A Message From the Partnership Rivers



Wild & Scenic Rivers—Partnership Program Contact Information

**Comments?
Contact:**

**National Program
Manager:**
Charlie Stockman
Charlie_Stockman@nps.gov
202-354-6907

**Northeast Program
Managers:**

Boston:
Jamie Fosburgh
Jamie_Fosburgh@nps.gov
617-223-5191

Philadelphia:
Chuck Barscz
Charles_Barscz@nps.gov
215-597-6482

Local Contacts

Farmington River
www.FarmingtonRiver.org

Great Egg Harbor River
The Great Egg Harbor Watershed Association
www.greategg.org

Lamprey River
Lamprey River Advisory Committee
www.lampreyriver.org

Lower Delaware River
Delaware River Greenway Partnership
www.state.nj.us/drbc/wild_scenic.htm

Maurice River
Citizens United
www.cumauriceriver.org/pages/maurice.html

Sudbury, Assabet, and Concord Rivers
River Stewardship Council
www.sudbury-Assabet-Concord.org

Wekiwa River
FL-DEP, Wekiwa Springs State Park
www.floridastateparks.org/wekiwasprings

White Clay Creek
White Clay Creek Watershed Association
<http://mercury.ccil.org/~wcwa/>

NPS Contacts

Liz_Lacy@nps.gov
860-379-0282

Paul_Kenney@nps.gov
215-597-5823

Margaret_Watkins@nps.gov
603-226-3240

William_Sharp@nps.gov
215-597-1655

Paul_Kenney@nps.gov
215-597-5823

Lee_Steppacher@nps.gov
617-223-5225

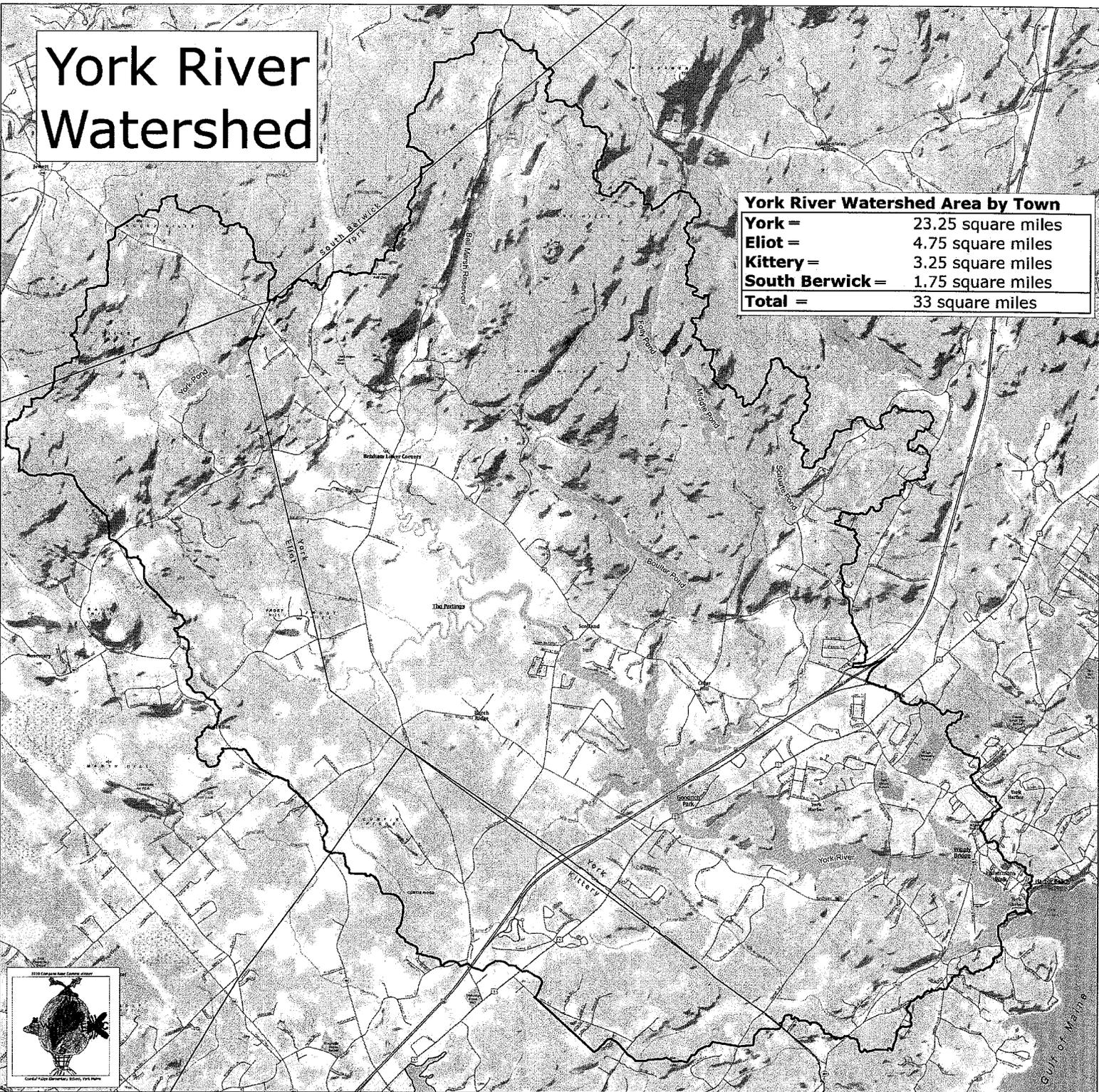
Wallace_Brittain@nps.gov
404-562-3175

Charles_Barscz@nps.gov
215-597-6482

Helping communities preserve and manage their own rivers in the National Wild and Scenic Rivers System

York River Watershed

| | |
|------------------------|--------------------|
| York = | 23.25 square miles |
| Eliot = | 4.75 square miles |
| Kittery = | 3.25 square miles |
| South Berwick = | 1.75 square miles |
| Total = | 33 square miles |



5 Deer Run
York, Maine 03909

Hand delivered

May 6, 2015

Mary Andrews, Chairman
York Board of Selectmen
York Town Hall
York, Maine 03909

Re: Bathhouse Building Committee

Dear Mary:

I am writing on behalf of the Bathhouse Building Committee and at their request.

We have reviewed the survey recently completed by Easterly Surveying. As the Board of Selectmen knows, this survey pointed out an issue with title to the road in front of the current bathhouse. As a result, I believe the Board of Selectmen held an executive session to discuss this issue.

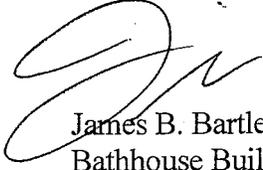
The Bathhouse Building Committee was not part of that session nor do we have information about any outcome or any plans of the Board of Selectmen to address this issue. As a result, members of the Bathhouse Building Committee unanimously have expressed concern about moving forward in our work and spending money on the Design Consultant's work until and unless this issue is resolved.

Accordingly, pursuant to the Charter of our Committee, the Bathhouse Building Committee has asked that I write to the Board of Selectmen seeking guidance. The Committee asks the Board to either authorize or not authorize further activity by the Bathhouse Building Committee and further spending on this project pending the outcome of this issue. I am sure the Board of Selectmen can appreciate the Bathhouse Building Committee's concern and reasons for this request.

I am also asking for a spot on your agenda at the earliest available time so I may update the Board of the status of this project.

We look forward to your response.

Sincerely,

A handwritten signature in black ink, appearing to be 'JB Bartlett', written over the typed name.

James B. Bartlett, Chair
Bathhouse Building Committee.

cc. Tim Ward, Vice Chair

Joe Lipton

Jim Smith

Nelson Giordano

Stu Dawson

Michael Sullivan

Dean Lessard



PUBLIC HEARING NOTICE
Town of York – Board of Selectmen
May 11, 2015
7:00PM
York Public Library

The Town of York Board of Selectmen will hold a Public Hearing on May 11, 2015 regarding New Business License Application for the following:

- Stephen Dunne DBA: Dunne's Ice Cream; Located at 214 Nubble Road (Food Service)
- York Elks #2788; Located at 1704 US Route One (Flea Market)
- Karen McElmurry DBA: Simply Grown Rocky Acres; Located at 73 Webber Road (Food Service)



Notice of Public Hearing
Town of York – Board of Selectmen
Monday, May 11, 2015
7:00 PM
York Public Library

The York Board of Selectmen will conduct a Public Hearing regarding a proposed ordinance amendments to the following ordinances:

1. Collection, Transportation and Disposal of Refuse for Residences (Solid Waste Collection, Recycling and Disposal Ordinance)
2. Commercial Waste Ordinance
3. Mandatory Recycling for Residences and Special Residences (Solid Waste Collection, Recycling and Disposal Ordinance)
4. Operation of Town of York Transfer Station for Brush, Leaves, Grass Clippings, White Goods, and Scrap Metal (Solid Waste Collection, Recycling and Disposal Ordinance)
5. Transfer Station Permit Program Ordinance
6. York Landfill Use (Solid Waste Collection, Recycling and Disposal Ordinance)
7. Restricting Weight Limits on Posted Ways
8. Traffic Safety Ordinance
9. Permit Parking Ordinance
10. Ellis Short Sands Park Ordinance

Printed copies of the text of this amendment are available at Town Clerk's office in Town Hall, and digital copies are available on the Town's Web page (www.yorkmaine.org).



REQUEST FOR ACTION BY BOARD OF SELECTMEN

| | |
|--|--|
| DATE SUBMITTED: May 8, 2015 | <input checked="" type="checkbox"/> ACTION |
| DATE ACTION REQUESTED: May 11, 2015 | <input type="checkbox"/> DISCUSSION ONLY |
| SUBJECT: Business License Applications | |

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: All appropriate departments have given approval; See "Department Approvals" on page two of the application.

RECOMMENDATION: Approve the Business License(s) attached.

PROPOSED MOTION: I move to approve the following licenses:

- *American Legion Post 56 (Food Service, Liquor, Special Amusement and Coin-Operated Amusement) Located at 9 Hannaford Drive*
- *Kiersten Mayes DBA: The Central Restaurant and Bar (Food Service and Liquor) Located at 127 Long Sands Road #7*
- *York Elks 2788 (Flea Market) Located at 1704 US Route One*
- *Rising Tide, LLC DBA: Fun-O-Rama (Coin-Operated Amusement) Located at 7 Beach Street*
- *John and Agnes Biagioni DBA: The Candy Corner, Inc. (Food Service) Located at 14 Railroad Avenue*
- *Chapman Family Realty Trust DBA: Chapman Cottage (Food Service, Liquor, Special Amusement and Bed & Breakfast) Located at 370 York Street*
- *James James, LLC DBA: GiGi's (Food Service, Liquor and Special Amusement) Located at 2 Beach Street*
- *The Goldenrod DBA: The Goldenrod (Food Service) Located at 2 Railroad Avenue*
- *IOTB, LLC DBA: Guac-N-Roll (Food Service, Liquor and Special Amusement) Located at 6 Railroad Avenue*
- *IOTB, LLC DBA: Inn on the Blues (Food Service, Liquor, Special Amusement and Innkeeper) Located at 7 Ocean Avenue*
- *Mojo's BBQ Shacks, LLC DBA: NoLita (Food Service and Liquor) Located at 647 US Route One*
- *Martha Danilowicz DBA: Wicked Good Ice Cream (Food Service) Located at 4 Main Street*

- *York Golf and Tennis Club (Food Service, Liquor and Special Amusement) Located at 62 Organug Road*
- *Sandra Wilson DBA: York Restaurant (Food Service) Located at 1 Railroad Avenue*

All subject to taxes, fees and inspections being current and compliant with the usual noise stipulations.

PREPARED BY: _____

REVIEWED BY: _____

A handwritten signature in black ink, appearing to be 'S. Wilson', written over a horizontal line.

Melissa M. Avery, Assistant to the Town Manager

THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: American Legion Post # 56

Street Address: 9 Hannaford Dr York ME 03909

Business Owner: American Legion #56 Business Manager: Kandace Minihane

Mailing Address: 9 Hannaford Dr Mailing Address: 9 Hannaford Dr

York, ME 03909 York, ME 03909

Phone Number: 207-363-0376 Phone Number: 207-332-7131

E-mail Address: Legion 56@maine.rr.com E-mail Address: Legion56@maine.rr.com

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

Bed and Breakfast License (C/F)

Innkeeper License (C/F)

Number of Rooms: _____

Food and Beverage:

Food Service License (C/F)

Liquor License (F/P)

Bottle Club License (F/P)

Number of Seats: _____

Entertainment:

Special Amusement License (F/P)

Dance Hall License (F/P)

Bowling Alley License (F)

Coin-Operated Amusement License (P)

Bingo, Beano and Games of Chance

Miscellaneous:

Transient Seller's License

Flea Market License

Junkyard, Auto Graveyard/Recycling License

Other: _____

C - Code Enforcement Inspection Required F - Fire Department Inspection Required P - Police Department Inspection Required

Code Enforcement: (207) 363-1002

Village Fire Department: (207) 363-1015

Police Department: (207) 363-1031

Beach Fire Department: (207) 363-1014

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

Provide the following information about any relevant State licenses:

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

Please read the following and sign to complete your application:

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

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

Business Owner: Thomas Veronesi Signature Have you ever been convicted of a Felony? YES / NO

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

FOR OFFICE USE ONLY

| FEES | Amount | Map - Lot: <u>0100 0024-C</u> |
|--------------------------------------|------------------------|--|
| Application and First License (\$60) | <u>60.-</u> | Processed By: <u>mmavery</u> |
| Subsequent Licenses (\$30 each) | <u>-</u> | Received Date: <u>4/21/2015</u> |
| New License Fee (\$50) | <u>50.-</u> | Amount Received: \$ <u>110.-</u> |
| License Amendment (\$25) | <u>-</u> | Check # <u>8317</u> or Cash <input type="checkbox"/> |
| Other: _____ | <u>-</u> | LICENSE #: _____ - _____ |
| TOTAL DUE | \$ <u>110.-</u> | |

| Department Approvals | Date of Approval | Special Conditions (Attached if Necessary) |
|--|-----------------------------|---|
| Code Enforcement <input checked="" type="checkbox"/> N/A | | YES NO |
| Fire <input type="checkbox"/> N/A | <u>4/23/2015 D. Bridges</u> | YES <input checked="" type="radio"/> NO |
| Police <input type="checkbox"/> N/A | <u>4/23/2015 O. Davis</u> | YES <input checked="" type="radio"/> NO |
| Tax Collector <input checked="" type="checkbox"/> N/A | | YES NO |

Board of Selectmen _____ **YES NO**
 Town Manager for the Board of Selectmen _____ Date _____

THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: The Central Restaurant & Bar

Street Address: 127 Long Sands Rd #7

Business Owner: Kiersten Mayes Business Manager: _____

Mailing Address: 10 Snowdin Ridge Mailing Address: _____
YORK, ME 03909

Phone Number: 603-566-8413 Phone Number: _____

E-mail Address: kierstenmayes@gmail.com E-mail Address: _____

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

___ Bed and Breakfast License (C/F)

___ Innkeeper License (C/F)

Number of Rooms: _____

Food and Beverage:

Food Service License (C/F)

Liquor License (F/P)

___ Bottle Club License (F/P)

Number of Seats: 59

Entertainment:

___ Special Amusement License (F/P)

___ Dance Hall License (F/P)

___ Bowling Alley License (F)

___ Coin-Operated Amusement License (P)

___ Bingo, Beano and Games of Chance

Miscellaneous:

___ Transient Seller's License

___ Flea Market License

___ Junkyard, Auto Graveyard/Recycling License

Other: _____

C - Code Enforcement Inspection Required F - Fire Department Inspection Required P - Police Department Inspection Required

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

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

Provide the following information about any relevant State licenses:

| STATE LICENSE INFORMATION | | | |
|---------------------------|----------------|--------------|----------------|
| ID Number(s): | # 7354 | # 17375 | # 1168255 |
| Expiration Date(s): | 7/15/15 | 7/22/15 | N/A |
| Classification(s): | Liquor License | Food License | Retailer cert. |

Please read the following and sign to complete your application:

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

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

Business Owner: *Keller Deepo*
Signature

Have you ever been convicted of a Felony? YES / NO

Business Manager: _____
Signature

Have you ever been convicted of a Felony? YES / NO

(If either person has a Felony conviction, please attach an explanation of the circumstances)

FOR OFFICE USE ONLY

| FEES | Amount | Map - Lot: <u>COAA - 00666</u> |
|--------------------------------------|----------------|---|
| Application and First License (\$60) | <u>60.-</u> | Processed By: <u>mmavery</u> |
| Subsequent Licenses (\$30 each) | <u>30.-</u> | Received Date: <u>4/9/2015</u> |
| New License Fee (\$50) | <u>-</u> | Amount Received: \$ <u>90.-</u> |
| License Amendment (\$25) | <u>-</u> | Check # <u>526</u> or Cash <input type="checkbox"/> |
| Other: _____ | <u>-</u> | LICENSE #: _____ - _____ |
| TOTAL DUE | \$ <u>90.-</u> | |

| Department Approvals | | Date of Approval | Special Conditions (Attached if Necessary) |
|--|------------|--------------------------------|---|
| Code Enforcement | <u>N/A</u> | <u>4/15/2015 L. Hinz</u> | YES <u>NO</u> |
| Fire | <u>N/A</u> | <u>4/13/2015 D. Appar</u> | YES <u>NO</u> |
| Police | <u>N/A</u> | <u>4/14/2015 O. Davis</u> | YES <u>NO</u> |
| Tax Collector | <u>N/A</u> | <u>4/9/2015 M. Szeniaowski</u> | YES <u>NO</u> |
| Board of Selectmen _____ Town Manager for the Board of Selectmen Date | | | YES NO |

THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: York EIKS 2788

Street Address: 1704 US Rt. 1 York, ME

Business Owner: Tom Veronesi, Pres. Business Manager: Richard Jakaitis

Mailing Address: Box 711 York ME Mailing Address: PO Box 23 Moody, ME 04054

Phone Number: 207-361-2788 Phone Number: 603 496 9109

E-mail Address: eiks2788@yahoo.com E-mail Address: richjakaitis@yahoo.com

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

Bed and Breakfast License (C/F)

Innkeeper License (C/F)

Number of Rooms:

Food and Beverage:

Food Service License (C/F)

Liquor License (F/P)

Bottle Club License (F/P)

Number of Seats:

Entertainment:

Special Amusement License (F/P)

Dance Hall License (F/P)

Bowling Alley License (F)

Coin-Operated Amusement License (P)

Bingo, Beano and Games of Chance

Miscellaneous:

Transient Seller's License

Flea Market License

Junkyard, Auto Graveyard/Recycling License

Other:

C - Code Enforcement Inspection Required F - Fire Department Inspection Required P - Police Department Inspection Required

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

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

Provide the following information about any relevant State licenses:

| STATE LICENSE INFORMATION | | | |
|---------------------------|--------------------------|-----------|---------|
| ID Number(s): | 20095 | 3037 | |
| Expiration Date(s): | 4/16 | 6/11/2015 | |
| Classification(s): | Health & Humans Services | Code 1101 | Class 1 |

Please read the following and sign to complete your application:

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

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

Business Owner:

Pete Doe
Signature

Have you ever been convicted of a Felony? YES NO

Business Manager:

Kondak Minihue
Signature

Have you ever been convicted of a Felony? YES NO

(If either person has a Felony conviction, please attach an explanation of the circumstances)

FOR OFFICE USE ONLY

| FEES | | Amount | Map - Lot: 0053 - 0026 |
|--|--------|-------------------------|---|
| Application and First License (\$60) | | 60.- | Processed By: mmavery |
| Subsequent Licenses (\$30 each) | | 90.- | Received Date: 4/22/2015 |
| New License Fee (\$50) | | — | Amount Received: \$ 150.00 |
| License Amendment (\$25) | | — | Check # 3936 or Cash <input type="checkbox"/> |
| Other: _____ | | — | LICENSE #: _____ - _____ |
| TOTAL DUE | | \$ 150.- | |
| Department Approvals | | Date of Approval | Special Conditions (Attached if Necessary) |
| Code Enforcement | __ N/A | 4/28/2015 K. Newell | YES <input type="radio"/> NO <input checked="" type="radio"/> |
| Fire | __ N/A | 4/29/2015 D. Appgar | YES <input type="radio"/> NO <input checked="" type="radio"/> |
| Police | __ N/A | 4/30/2015 C. Davis | YES <input type="radio"/> NO <input checked="" type="radio"/> |
| Tax Collector | __ N/A | 4/22/2015 M. Szejnawski | YES <input type="radio"/> NO <input checked="" type="radio"/> |
| Board of Selectmen _____ Town Manager for the Board of Selectmen _____ Date _____ | | | YES <input type="radio"/> NO <input type="radio"/> |

THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: RISING TIDE LLC DBA Fun-o-Rama
 Street Address: 7 Beach St York Beach MAINE
 Business Owner: ROBERT LABO Business Manager: SAME
 Mailing Address: P.O. Box 306 Mailing Address: YORK BEACH ME 03910
 Phone Number: 603-235-5059 Phone Number: ~
 E-mail Address: RLABO@MAINE.RL E-mail Address: SAME

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

Bed and Breakfast License (C/F)

Innkeeper License (C/F)

Number of Rooms: _____

Food and Beverage:

Food Service License (C/F)

Liquor License (F/P)

Bottle Club License (F/P)

Number of Seats: _____

Entertainment:

Special Amusement License (F/P)

Dance Hall License (F/P)

Bowling Alley License (F)

Coin-Operated Amusement License (P)

Bingo, Beano and Games of Chance

Miscellaneous:

Transient Seller's License

Flea Market License

Junkyard, Auto Graveyard/Recycling License

Other: _____

C - Code Enforcement Inspection Required F - Fire Department Inspection Required P - Police Department Inspection Required

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

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

Provide the following information about any relevant State licenses:

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

FED ID 900433209

Please read the following and sign to complete your application:

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

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

Business Owner: [Signature]
Signature

Have you ever been convicted of a Felony? YES / NO

Business Manager: [Signature]
Signature

Have you ever been convicted of a Felony? YES / NO

(If either person has a Felony conviction, please attach an explanation of the circumstances)

FOR OFFICE USE ONLY

| FEES | | Amount | Map - Lot: 0024 - 0045 |
|--------------------------------------|---|---|--|
| Application and First License (\$60) | | 60.00 | Processed By: mmavem |
| Subsequent Licenses (\$30 each) | | 30.00 | Received Date: 4/21/2015 |
| New License Fee (\$50) | | | Amount Received: \$ 60.00 |
| License Amendment (\$25) | | | Check # _____ or Cash <input type="checkbox"/> |
| Other: _____ | | | LICENSE #: _____ - _____ |
| TOTAL DUE | | \$ 60.00 | |
| Department Approvals | | Date of Approval | Special Conditions (Attached if Necessary) |
| Code Enforcement | <input checked="" type="checkbox"/> N/A | | YES NO |
| Fire | <input checked="" type="checkbox"/> N/A | | YES NO |
| Police | <input type="checkbox"/> N/A | 5/7/2015 O. Davis | YES <input checked="" type="radio"/> NO |
| Tax Collector | <input type="checkbox"/> N/A | 5/7/2015 M. Szeniewski | YES <input checked="" type="radio"/> NO |
| Board of Selectmen | | Town Manager for the Board of Selectmen _____ | YES NO |
| | | Date _____ | |

THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: The Candy Corners Inc
 Street Address: 14 Railroad Ave. York Beach, ME 03910
 Business Owner: John + Agnes Biagioni Business Manager: John Biagioni
 Mailing Address: P.O. Box 731 Mailing Address: P.O. Box 731
York Beach, ME 03910 York Beach, ME 03910
 Phone Number: 207 363 6480 Phone Number: 617-803-4920
 E-mail Address: _____ E-mail Address: _____

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

___ Bed and Breakfast License (C/F)

___ Innkeeper License (C/F)

Number of Rooms: _____

Food and Beverage:

Food Service License (C/F)

___ Liquor License (F/P)

___ Bottle Club License (F/P)

Number of Seats: _____

Entertainment:

___ Special Amusement License (F/P)

___ Dance Hall License (F/P)

___ Bowling Alley License (F)

___ Coin-Operated Amusement License (P)

___ Bingo, Beano and Games of Chance

Miscellaneous:

___ Transient Seller's License

___ Flea Market License

___ Junkyard, Auto Graveyard/Recycling License

Other: Candy + Gifts

C - Code Enforcement Inspection Required F - Fire Department Inspection Required P - Police Department Inspection Required

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

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

Provide the following information about any relevant State licenses:

| STATE LICENSE INFORMATION | | | |
|---------------------------|---------------|--|--|
| ID Number(s): | 1-466 | | |
| Expiration Date(s): | Feb. 28, 2016 | | |
| Classification(s): | Candy & Gifts | | |

Please read the following and sign to complete your application:

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

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

Business Owner: John E. Beaf Have you ever been convicted of a Felony? YES / NO
Signature

Business Manager: John E. Beaf Have you ever been convicted of a Felony? YES / NO
Signature

(If either person has a Felony conviction, please attach an explanation of the circumstances)

FOR OFFICE USE ONLY

| FEES | Amount | Map - Lot: <u>0024 - 0018</u> |
|--------------------------------------|----------------|--|
| Application and First License (\$60) | <u>60.-</u> | Processed By: <u>mmavery</u> |
| Subsequent Licenses (\$30 each) | <u>-</u> | Received Date: <u>4/28/2015</u> |
| New License Fee (\$50) | <u>-</u> | Amount Received: \$ <u>60.-</u> |
| License Amendment (\$25) | <u>-</u> | Check # <u>1001</u> or Cash <input type="checkbox"/> |
| Other: _____ | <u>-</u> | LICENSE #: _____ - _____ |
| TOTAL DUE | \$ <u>60.-</u> | |

| Department Approvals | | Date of Approval | Special Conditions (Attached if Necessary) |
|---|---------------|---------------------------------|---|
| Code Enforcement | <u>__</u> N/A | <u>4/30/2015 K. Newell</u> | YES <u>NO</u> |
| Fire | <u>__</u> N/A | | YES NO |
| Police | <u>✓</u> N/A | | YES NO |
| Tax Collector | <u>__</u> N/A | <u>4/29/2015 M. Szeniaowski</u> | YES <u>NO</u> |
| Board of Selectmen _____ <i>Town Manager for the Board of Selectmen</i> _____ <i>Date</i> | | | YES NO |

THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: Chapman Cottage

Street Address: 370 YORK ST., YORK HARBOR, ME 03911

Business Owner: PAUL A. GASNON TRUSTEE Business Manager: PAUL A. GASNON
CHAPMAN FAMILY REALTY TRUST

Mailing Address: PO 573 Mailing Address: PO 573
YORK HARBOR, ME 03911 YORK HARBOR, ME 03911

Phone Number: 207-363-5119 ext. 148 Phone Number: 207-363-5119 XT. 292

E-mail Address: GARY@yorkharborinn.com E-mail Address: PGASNON@yorkharborinn.com

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

Bed and Breakfast License (C/F)

Innkeeper License (C/F)

Number of Rooms: 7

Food and Beverage:

Food Service License (C/F)

Liquor License (F/P)

Bottle Club License (F/P)

Number of Seats: 30

Entertainment:

Special Amusement License (F/P)

Dance Hall License (F/P)

Bowling Alley License (F)

Coin-Operated Amusement License (P)

Bingo, Beano and Games of Chance

Miscellaneous:

Transient Seller's License

Flea Market License

Junkyard, Auto Graveyard/Recycling License

Other: _____

C - Code Enforcement Inspection Required F - Fire Department Inspection Required P - Police Department Inspection Required

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

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

Provide the following information about any relevant State licenses:

| STATE LICENSE INFORMATION | | | |
|---------------------------|---------------------------------|--|---------------------------|
| ID Number(s): | 10064 | Lic # BB-75 / Code 1140 | Code 090 Reg. # 1158265 |
| Expiration Date(s): | 6/19/15 | 8/20/15 | N/A |
| Classification(s): | EATING + LODGING Lic # 09674 | CLASS V, SPIRIT, VINOUS MAINT - B+B | RETAILER |

Please read the following and sign to complete your application:

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

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

Business Owner: Garry Dominguez Signature Have you ever been convicted of a Felony? YES NO

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

FOR OFFICE USE ONLY

| FEES | Amount | Map - Lot: 0057 - 0065 |
|--------------------------------------|-----------------|---|
| Application and First License (\$60) | 60.- | Processed By: mmavery |
| Subsequent Licenses (\$30 each) | 90.- | Received Date: 4/29/2015 |
| New License Fee (\$50) | - | Amount Received: \$ 150.00 |
| License Amendment (\$25) | - | Check # 4144 or Cash <input type="checkbox"/> |
| Other: _____ | - | |
| TOTAL DUE | \$ 150.- | LICENSE #: _____ - _____ |

| Department Approvals | | Date of Approval | Special Conditions (Attached if Necessary) |
|---|--------|---------------------------|---|
| Code Enforcement | __ N/A | 5/1/2015 K. Newell | YES <input type="radio"/> NO <input checked="" type="radio"/> |
| Fire | __ N/A | 4/18/2015 D. Appgar | YES <input type="radio"/> NO <input checked="" type="radio"/> |
| Police | __ N/A | | YES <input type="radio"/> NO <input type="radio"/> |
| Tax Collector | __ N/A | 4/29/2015 M. Szeniakowski | YES <input type="radio"/> NO <input checked="" type="radio"/> |
| Board of Selectmen | _____ | _____ | YES <input type="radio"/> NO <input type="radio"/> |
| Town Manager for the Board of Selectmen | | Date | |

THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: James James, LLC (dba GiGi's)

Street Address: 2 Beach Street, York Beach, ME 03910

Business Owner: James McSharry Business Manager: James Woodhouse

Mailing Address: 1 Middle Street, Ste 1 Mailing Address: Same
Portsmouth, NH 03801

Phone Number: 603-498-6476 Phone Number: 603-957-0888

E-mail Address: jifcafe@yahoo.com E-mail Address: jmwjmw79@gmail.com

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

Bed and Breakfast License (C/F)

Innkeeper License (C/F)

Number of Rooms: _____

Food and Beverage:

Food Service License (C/F)

Liquor License (F/P)

Bottle Club License (F/P)

Number of Seats: 150

Entertainment:

Special Amusement License (F/P)

Dance Hall License (F/P)

Bowling Alley License (F)

Coin-Operated Amusement License (P)

Bingo, Beano and Games of Chance

Miscellaneous:

Transient Seller's License

Flea Market License

Junkyard, Auto Graveyard/Recycling License

Other: _____

C – Code Enforcement Inspection Required F – Fire Department Inspection Required P – Police Department Inspection Required

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

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

Provide the following information about any relevant State licenses:

| STATE LICENSE INFORMATION | | | |
|---------------------------|---------|--|--|
| ID Number(s): | 1162459 | | |
| Expiration Date(s): | 5/22/15 | | |
| Classification(s): | liquor | | |

Please read the following and sign to complete your application:

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

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

Business Owner: _____
Signature

Have you ever been convicted of a Felony? YES / NO

Business Manager: 
Signature

Have you ever been convicted of a Felony? YES / NO

(If either person has a Felony conviction, please attach an explanation of the circumstances)

FOR OFFICE USE ONLY

| FEES | | Amount | Map - Lot: <u>0024 - 0044</u> |
|---|---------------|----------------------------|--|
| Application and First License (\$60) | | <u>60.-</u> | Processed By: <u>mmawerf</u> |
| Subsequent Licenses (\$30 each) | | <u>60.-</u> | Received Date: <u>4/8/2015</u> |
| New License Fee (\$50) | | <u>-</u> | Amount Received: \$ <u>120.00</u> |
| License Amendment (\$25) | | <u>-</u> | Check # <u>1991</u> or Cash <input type="checkbox"/> |
| Other: _____ | | <u>-</u> | LICENSE #: _____ - _____ |
| TOTAL DUE | | \$ <u>120.00</u> | |
| Department Approvals | | Date of Approval | Special Conditions (Attached if Necessary) |
| Code Enforcement | <u>__</u> N/A | <u>4/22/2015 K. Newell</u> | YES <u>NO</u> |
| Fire | <u>__</u> N/A | | YES NO |
| Police | <u>__</u> N/A | <u>4/20/2015 O. Davis</u> | YES <u>NO</u> |
| Tax Collector | <u>__</u> N/A | | YES NO |
| Board of Selectmen _____ Town Manager for the Board of Selectmen _____ | | | YES NO |
| | | | Date _____ |

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: THE GOLDENROD

Street Address: 2 RAILROAD AVE, YORK BEACH, ME 03910

Business Owner: THE GOLDENROD Business Manager: RICHARD E BOSTON

Mailing Address: P.O. Box 1140 Mailing Address: SAME

YORK BEACH, ME 03910

Phone Number: 207.363.2621 Phone Number: _____

E-mail Address: GOLDENROD@THEGOLDENROD.COM E-mail Address: _____

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

Bed and Breakfast License (C/F)

Innkeeper License (C/F)

Number of Rooms: _____

Food and Beverage:

Food Service License (C/F)

Liquor License (F/P)

Bottle Club License (F/P)

Number of Seats: 135

Entertainment:

Special Amusement License (F/P)

Dance Hall License (F/P)

Bowling Alley License (F)

Coin-Operated Amusement License (P)

Bingo, Beano and Games of Chance

Miscellaneous:

Transient Seller's License

Flea Market License

Junkyard, Auto Graveyard/Recycling License

Other: _____

C - Code Enforcement Inspection Required F - Fire Department Inspection Required P - Police Department Inspection Required

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

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

Provide the following information about any relevant State licenses:

| STATE LICENSE INFORMATION | | | |
|---------------------------|----------------|---------|--|
| ID Number(s): | 13808 | 4955 | |
| Expiration Date(s): | 3/31/15 | 6/27/15 | |
| Classification(s): | RETAIL SEAFOOD | DHHS | |

Please read the following and sign to complete your application:

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

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

Business Owner: *[Signature]*
Signature

Have you ever been convicted of a Felony? YES/NO NO

Business Manager: *[Signature]*
Signature

Have you ever been convicted of a Felony? YES/NO NO

(If either person has a Felony conviction, please attach an explanation of the circumstances)

FOR OFFICE USE ONLY

| FEES | | Amount | Map - Lot: 0024 - 0048 |
|---|---|-------------------------|--|
| Application and First License (\$60) | | 60.- | Processed By: <i>[Signature]</i> |
| Subsequent Licenses (\$30 each) | | — | Received Date: 4/14/2015 |
| New License Fee (\$50) | | — | Amount Received: \$ 60.- |
| License Amendment (\$25) | | — | Check # 17571 or Cash <input type="checkbox"/> |
| Other: _____ | | — | LICENSE #: _____ - _____ |
| TOTAL DUE | | \$ 60.- | |
| Department Approvals | | Date of Approval | Special Conditions (Attached if Necessary) |
| Code Enforcement | — N/A | 4/30/2015 K. Newell | YES <input checked="" type="radio"/> NO |
| Fire | — N/A | | YES <input type="radio"/> NO |
| Police | <input checked="" type="checkbox"/> N/A | | YES <input type="radio"/> NO |
| Tax Collector | — N/A | 4/15/2015 M. Szeniawski | YES <input checked="" type="radio"/> NO |
| Board of Selectmen _____ | | _____ | YES <input type="radio"/> NO |
| Town Manager for the Board of Selectmen _____ | | Date _____ | |

THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: GUAC-N-ROLL

Street Address: 6 RAILROAD AVE

Business Owner: JOTB, LLC Business Manager: JOSEPH LIPTON

Mailing Address: PO BOX 700 Mailing Address: PO BOX 700

YORK BEACH, ME 03910 YORK BEACH, ME 03910

Phone Number: 207-361-4822 Phone Number: 207-641-7039

E-mail Address: info@guacnroll.com E-mail Address: JosephLipton@gmail.com

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

- Bed and Breakfast License (C/F)
- Innkeeper License (C/F)

Number of Rooms: _____

Food and Beverage:

- Food Service License (C/F)
- Liquor License (F/P)
- Bottle Club License (F/P)

Number of Seats: _____

Entertainment:

- Special Amusement License (F/P)
- Dance Hall License (F/P)
- Bowling Alley License (F)
- Coin-Operated Amusement License (P)
- Bingo, Beano and Games of Chance

Miscellaneous:

- Transient Seller's License
- Flea Market License
- Junkyard, Auto Graveyard/Recycling License
- Other: _____

C – Code Enforcement Inspection Required F – Fire Department Inspection Required P – Police Department Inspection Required

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

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

Provide the following information about any relevant State licenses:

| STATE LICENSE INFORMATION | | | |
|---------------------------|--------|--|--|
| ID Number(s): | 9487 | | |
| Expiration Date(s): | 6/2/15 | | |
| Classification(s): | XI | | |

Please read the following and sign to complete your application:

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

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

Business Owner: [Signature] Have you ever been convicted of a Felony? YES / NO

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

FOR OFFICE USE ONLY

| FEES | Amount | Map - Lot: 0024 - 0015 |
|--------------------------------------|--------|---|
| Application and First License (\$60) | 60.- | Processed By: mmavery |
| Subsequent Licenses (\$30 each) | 60.- | Received Date: 4/16/2015 |
| New License Fee (\$50) | - | Amount Received: \$ 120.- |
| License Amendment (\$25) | - | Check # 5326 or Cash <input type="checkbox"/> |
| Other: | - | |
| TOTAL DUE \$ 120.- | | LICENSE #: _____ |

| Department Approvals | | Date of Approval | Special Conditions (Attached if Necessary) |
|--|---------------|-------------------------|---|
| Code Enforcement | <u> </u> N/A | 4/30/2015 K. Newell | YES <u>NO</u> |
| Fire | <u> </u> N/A | | YES NO |
| Police | <u> </u> N/A | 4/28/2015 O. Davis | YES <u>NO</u> |
| Tax Collector | <u> </u> N/A | 4/22/2015 M. Szeniawski | YES <u>NO</u> |
| Board of Selectmen _____ Town Manager for the Board of Selectmen _____ Date _____ | | | YES NO |

THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: INN ON THE BLUES

Street Address: 7 OCEAN AVE YORK BEACH ME 03910

Business Owner: JOSEPH LIPTON Business Manager: JOSEPH LIPTON

Mailing Address: PO BOX 700 Mailing Address: PO BOX 700

YORK BEACH ME 03910, YORK BEACH ME 03910

Phone Number: 207-351-3221 Phone Number: 207-641-7039

E-mail Address: info@innontheblues.com E-mail Address: Josephlipton@gmail.com

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

Bed and Breakfast License (C/F)

Innkeeper License (C/F)

Number of Rooms: 5

Food and Beverage:

Food Service License (C/F)

Liquor License (F/P)

Bottle Club License (F/P)

Number of Seats: _____

Entertainment:

Special Amusement License (F/P)

Dance Hall License (F/P)

Bowling Alley License (F)

Coin-Operated Amusement License (P)

Bingo, Beano and Games of Chance

Miscellaneous:

Transient Seller's License

Flea Market License

Junkyard, Auto Graveyard/Recycling License

Other: _____

C - Code Enforcement Inspection Required F - Fire Department Inspection Required P - Police Department Inspection Required

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

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

Provide the following information about any relevant State licenses:

| STATE LICENSE INFORMATION | | | |
|---------------------------|----------|--|--|
| ID Number(s): | 9254 | | |
| Expiration Date(s): | 05/18/15 | | |
| Classification(s): | XI | | |

Please read the following and sign to complete your application:

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

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

Business Owner: _____

Signature

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

Business Manager: _____

Signature

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

(If either person has a Felony conviction, please attach an explanation of the circumstances)

FOR OFFICE USE ONLY

| FEE'S | Amount | Map - Lot: 0024 - 0011 |
|--------------------------------------|-----------------|---|
| Application and First License (\$60) | 60 - | Processed By: mmavery |
| Subsequent Licenses (\$30 each) | 90 - | Received Date: 4/16/2015 |
| New License Fee (\$50) | - | Amount Received: \$ 150.- |
| License Amendment (\$25) | - | Check # 5326 or Cash <input type="checkbox"/> |
| Other: _____ | - | |
| TOTAL DUE | \$ 150.- | LICENSE #: _____ - _____ |

| Department Approvals | | Date of Approval | Special Conditions (Attached if Necessary) |
|---------------------------|--|-------------------------|---|
| Code Enforcement | __ N/A | 4/16/2015 K. Newell | YES (NO) |
| Fire | __ N/A | | YES NO |
| Police | __ N/A | 4/28/2015 O. Davis | YES (NO) |
| Tax Collector | __ N/A | 4/22/2015 M. Szeniewski | YES (NO) |
| Board of Selectmen | _____ | _____ | YES NO |
| | <i>Town Manager for the Board of Selectmen</i> | <i>Date</i> | |

THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: Moj's BBQ Shacks LLC db/a Nolita

Street Address: 647 US Route One - Units 5 and 5A

Business Owner: Aaron Jones Business Manager: Avis Jones

Mailing Address: Same as above Mailing Address: Same as above
95 Brewery Lane Unit 2 95 Brewery Lane, Unit 2
Portsmouth, NH 03801 Portsmouth, NH 03801

Phone Number: 603-765-1537 Phone Number: 207-451-7132

E-mail Address: atjonesy32@yahoo.com E-mail Address: Seacoastorganizer@gmail.com

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

Bed and Breakfast License (C/F)

Innkeeper License (C/F)

Number of Rooms:

Food and Beverage:

Food Service License (C/F)

Liquor License (F/P)

Bottle Club License (F/P)

Number of Seats:

Entertainment:

Special Amusement License (F/P)

Dance Hall License (F/P)

Bowling Alley License (F)

Coin-Operated Amusement License (P)

Bingo, Beano and Games of Chance

Miscellaneous:

Transient Seller's License

Flea Market License

Junkyard, Auto Graveyard/Recycling License

Other:

C - Code Enforcement Inspection Required F - Fire Department Inspection Required P - Police Department Inspection Required

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

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

Provide the following information about any relevant State licenses:

| STATE LICENSE INFORMATION | | | |
|---------------------------|---------------------|--|--|
| ID Number(s): | 9541 | | |
| Expiration Date(s): | 6/3/15 | | |
| Classification(s): | XI - Liquor License | | |

Please read the following and sign to complete your application:

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

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

Business Owner: *Robert Jones*
Signature

Have you ever been convicted of a Felony? YES NO

Business Manager: *Chris Jones*
Signature

Have you ever been convicted of a Felony? YES NO

(If either person has a Felony conviction, please attach an explanation of the circumstances)

FOR OFFICE USE ONLY

| FEES | Amount | Map - Lot: 0091 - 0008-W |
|--------------------------------------|--------|---|
| Application and First License (\$60) | 60.- | Processed By: mmavery |
| Subsequent Licenses (\$30 each) | 30.- | Received Date: 3/30/2015 |
| New License Fee (\$50) | - | Amount Received: \$ 90.00 |
| License Amendment (\$25) | - | Check # 1093 or Cash <input type="checkbox"/> |
| Other: _____ | - | LICENSE #: _____ - _____ |
| TOTAL DUE \$ 90.- | | |

| Department Approvals | | Date of Approval | Special Conditions (Attached if Necessary) |
|--|--------|------------------------|---|
| Code Enforcement | __ N/A | 4/28/2015 K. Newell | YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> |
| Fire | __ N/A | 4/18/2015 D. Apgar | YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> |
| Police | __ N/A | | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Tax Collector | __ N/A | 4/9/2015 M. Steniewski | YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> |
| Board of Selectmen _____ Town Manager for the Board of Selectmen Date | | | YES <input type="checkbox"/> NO <input type="checkbox"/> |

THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: Wicked Good Ice Cream

Street Address: 4 Main St., York Beach, ME 03910

Business Owner: Martha Danilowicz Business Manager: Casey Danilowicz

Mailing Address: P.O. Box 205 Mailing Address: P.O. Box 205

York Beach, ME 03910 York Beach, ME 03910

Phone Number: 207 351-1171 Phone Number: 207 351-1171
508 450-0572

E-mail Address: wickedgoodicecream@yahoo.com E-mail Address: _____

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

Bed and Breakfast License (C/F)

Innkeeper License (C/F)

Number of Rooms: _____

Food and Beverage:

Food Service License (C/F)

Liquor License (F/P)

Bottle Club License (F/P)

Number of Seats: _____

Entertainment:

Special Amusement License (F/P)

Dance Hall License (F/P)

Bowling Alley License (F)

Coin-Operated Amusement License (P)

Bingo, Beano and Games of Chance

Miscellaneous:

Transient Seller's License

Flea Market License

Junkyard, Auto Graveyard/Recycling License

Other: _____

C - Code Enforcement Inspection Required F - Fire Department Inspection Required P - Police Department Inspection Required

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

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

Provide the following information about any relevant State licenses:

| STATE LICENSE INFORMATION | | | |
|---------------------------|-------------------------------------|--|--|
| ID Number(s): | 6441 | | |
| Expiration Date(s): | 10/28/15 | | |
| Classification(s): | Dept. of Health + Human Services | | |

Please read the following and sign to complete your application:

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

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

Business Owner: Martha Donlon Signature Have you ever been convicted of a Felony? YES NO

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

FOR OFFICE USE ONLY

| FEES | | Amount | Map - Lot: 0023 - 0008 |
|--------------------------------------|---------------|--|---|
| Application and First License (\$60) | | 60.00 | Processed By: <u>mmavery</u> |
| Subsequent Licenses (\$30 each) | | | Received Date: <u>3/24/2015</u> |
| New License Fee (\$50) | | | Amount Received: \$ <u>60.00</u> |
| License Amendment (\$25) | | | Check # <u>1271</u> or Cash <input type="checkbox"/> |
| Other: _____ | | | LICENSE #: _____ - _____ |
| TOTAL DUE | | \$ <u>60.00</u> | |
| Department Approvals | | Date of Approval | Special Conditions (Attached if Necessary) |
| Code Enforcement | <u> </u> N/A | <u>4/24/2015 K. Newell</u> | YES <input checked="" type="radio"/> NO <input type="radio"/> |
| Fire | <u> </u> N/A | | YES <input type="radio"/> NO <input type="radio"/> |
| Police | <u> </u> N/A | | YES <input type="radio"/> NO <input type="radio"/> |
| Tax Collector | <u> </u> N/A | <u>3/27/2015 M. Szeniewski</u> | YES <input checked="" type="radio"/> NO <input type="radio"/> |
| Board of Selectmen | | Town Manager for the Board of Selectmen _____ Date _____ | YES <input type="radio"/> NO <input type="radio"/> |

THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: York Golf and Tennis Club

Street Address: 62 Organog Rd York ME 03909

Business Owner: York Golf + Tennis Club Business Manager: Gregg Lindsay

Mailing Address: 62 Organog Rd York ME 03909 Mailing Address: 62 Organog Rd York, ME 03909

Phone Number: (207) 363-0130 Phone Number: (207)-363-0130 ext 1

E-mail Address: _____ E-mail Address: YORKGOLF@MAINE.CC.COM

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

Bed and Breakfast License (C/F)

Innkeeper License (C/F)

Number of Rooms: _____

Food and Beverage:

Food Service License (C/F)

Liquor License (F/P)

Bottle Club License (F/P)

Number of Seats: _____

Entertainment:

Special Amusement License (F/P)

Dance Hall License (F/P)

Bowling Alley License (F)

Coin-Operated Amusement License (P)

Bingo, Beano and Games of Chance

Miscellaneous:

Transient Seller's License

Flea Market License

Junkyard, Auto Graveyard/Recycling License

Other: _____

C - Code Enforcement Inspection Required F - Fire Department Inspection Required P - Police Department Inspection Required

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

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

Provide the following information about any relevant State licenses:

| STATE LICENSE INFORMATION | | | |
|---------------------------|----------|--|--|
| ID Number(s): | 5591 | | |
| Expiration Date(s): | 09/21/15 | | |
| Classification(s): | class 1 | | |

Please read the following and sign to complete your application:

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

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

Business Owner: _____
Signature

Have you ever been convicted of a Felony? YES / NO

Business Manager: _____
Signature

Have you ever been convicted of a Felony? YES / NO

(If either person has a Felony conviction, please attach an explanation of the circumstances)

FOR OFFICE USE ONLY

| FEES | | Amount | Map - Lot: 0061 - 0017 | |
|---|--------|------------------------|---|---|
| Application and First License (\$60) | | 60.- | Processed By: mmavery | |
| Subsequent Licenses (\$30 each) | | 60.- | Received Date: 4/1/2015 | |
| New License Fee (\$50) | | - | Amount Received: \$ 120.00 | |
| License Amendment (\$25) | | - | Check # 3129 or Cash <input type="checkbox"/> | |
| Other: _____ | | - | LICENSE #: _____ - _____ | |
| TOTAL DUE | | \$ 120.- | | |
| Department Approvals | | Date of Approval | | Special Conditions (Attached if Necessary) |
| Code Enforcement | __ N/A | 4/24/2015 K. Newell | | YES NO <input checked="" type="radio"/> |
| Fire | __ N/A | | | YES NO |
| Police | __ N/A | 5/7/2015 O. Davis | | YES <input checked="" type="radio"/> NO |
| Tax Collector | __ N/A | 4/3/2015 M. Szeniawski | | YES <input checked="" type="radio"/> NO |
| Board of Selectmen _____ Town Manager for the Board of Selectmen | | | _____ | Date |
| | | | | YES NO |

THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: York Restaurant (Purple Palace)

Street Address: 1 Railroad Ave.

Business Owner: Seedor Wilson Business Manager: _____

Mailing Address: PO Box 297 Mailing Address: _____

York Beach, Me.

Phone Number: 207-363-3560 Phone Number: Rest 363-4650

E-mail Address: _____ E-mail Address: _____

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

___ Bed and Breakfast License (C/F)

___ Innkeeper License (C/F)

Number of Rooms: _____

Food and Beverage:

Food Service License (C/F)

___ Liquor License (F/P)

___ Bottle Club License (F/P)

Number of Seats: 20

Entertainment:

___ Special Amusement License (F/P)

___ Dance Hall License (F/P)

___ Bowling Alley License (F)

___ Coin-Operated Amusement License (P)

___ Bingo, Beano and Games of Chance

Miscellaneous:

___ Transient Seller's License

___ Flea Market License

___ Junkyard, Auto Graveyard/Recycling License

Other: _____

C - Code Enforcement Inspection Required F - Fire Department Inspection Required P - Police Department Inspection Required

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

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

Provide the following information about any relevant State licenses:

| STATE LICENSE INFORMATION | | | |
|---------------------------|--------|--|--|
| ID Number(s): | 14-063 | | |
| Expiration Date(s): | 2015 | | |
| Classification(s): | | | |

Please read the following and sign to complete your application:

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

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

Business Owner: *Lorena Wilson*
Signature

Have you ever been convicted of a Felony? YES / NO

Business Manager: _____
Signature

Have you ever been convicted of a Felony? YES NO

(If either person has a Felony conviction, please attach an explanation of the circumstances)

FOR OFFICE USE ONLY

| FEES | | Amount | Map - Lot: 0023 - 0036 | |
|---|---|-------------------------|---|---|
| Application and First License (\$60) | | 60.- | Processed By: <i>mmainery</i> | |
| Subsequent Licenses (\$30 each) | | - | Received Date: 3/25/2015 | |
| New License Fee (\$50) | | - | Amount Received: \$ 60.00 | |
| License Amendment (\$25) | | - | Check # 1657 or Cash <input type="checkbox"/> | |
| Other: _____ | | - | LICENSE #: _____ - _____ | |
| TOTAL DUE | | \$ 60.00 | | |
| Department Approvals | | Date of Approval | | Special Conditions (Attached if Necessary) |
| Code Enforcement | __ N/A | 5/1/2015 K. Newell | | YES <input checked="" type="radio"/> NO |
| Fire | __ N/A | | | YES NO |
| Police | <input checked="" type="checkbox"/> N/A | | | YES NO |
| Tax Collector | __ N/A | 3/27/2015 N. Szeniawski | | YES <input checked="" type="radio"/> NO |
| Board of Selectmen _____ Town Manager for the Board of Selectmen | | | _____ Date | YES NO |



REQUEST FOR ACTION BY BOARD OF SELECTMEN

| | |
|--|--|
| DATE SUBMITTED: May 7, 2015 | <input checked="" type="checkbox"/> ACTION |
| DATE ACTION REQUESTED: May 11, 2015 | <input type="checkbox"/> DISCUSSION ONLY |
| SUBJECT: Changes to Penalty Section of Selectmen's Town Ordinances | |

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: The options available to the Board would be to make the proposed changes or do nothing. By making the proposed changes, these 10 ordinances would stay consistent with the other 21 ordinances that we have previously discussed and are being sent to the voters. To do nothing would make the town ordinances inconsistent and would not provide a waiver process for these 10 ordinances.

RECOMMENDATION: Review of the ordinance drafts and agree to the adoption of the 10 ordinances. In reference to the proposed changes to the Ellis Short Sands Ordinances, the Board of Trustees met on 4/15/15 and approved these changes to the Ellis Short Sands Park Ordinance and request that the Board of Selectmen approve the changes and adopt the new ordinance.

PROPOSED MOTION: I move that the board adopt these 10 ordinances at the selectmen's meeting on May 11, 2015.

PREPARED BY:

REVIEWED BY:



Douglas P. Bracy
Chief of Police

Mailing Address:
36 Main Street
York, Maine 03909

Dispatch:
Non-Emergency
(207) 363-4444

Administration:
(207) 363-1031

Facsimile:
(207) 361-6818

www.yorkpolice.org

**Committed
to excellence**

TOWN OF YORK, MAINE

Police Department

Memorandum

To: Town Manager Stephen Burns

Cc: Board of Selectmen

From: Chief Douglas P. Bracy *DPB*

Subject: March 31, 2015

Date: Change to Penalty Sections of Town Ordinances

I would like to thank you and the Board for your efforts in moving forward with the initial round of changes to the fine sections of our Town ordinances that required voter approval earlier this month for the May referendum. Although I know this was a substantial task in light of the number of issues the Board had to deal with at the time, I do believe the benefits of those decisions will be very valuable going forward.

My staff has now completed the second phase of the process to change to the fine sections of our ordinances by reviewing all town ordinances that require a vote of this Board to be enacted. I have reviewed these changes with the Town Manager and will present them at the April 13th, 2015 Board of Selectmen's Meeting.

The process we will use for this group will be actually the same as the way we did the ordinances requiring voter approval. I believe that these changes will streamline the way we are able to move violators through the process without requiring them to appear in court for each violation if they so choose. It will also reduce the burden on the

court system of those violators who simply need the judge to set the fine to take care of it.

Attached to your package are each individual ordinance we are proposing to change showing both the redaction and the new language. I have only included the pages where a change occurs and labeled them as there would be a hundred pages of ordinances in their complete form to review otherwise.

This will complete all of the necessary changes needed to make all of our Town ordinances consistent with the new fine and waiver process. Thank you again for your time and consideration.

1. Collection, Transportation and Disposal of Refuse from Residences (Solid Waste Collection, Recycling and Disposal Ordinance)
2. Commercial Waste Ordinance
3. Mandatory Recycling for Residences & Special Residences (Solid Waste Collection, Recycling and Disposal Ordinance)
4. Operation of Town of York Transfer Station for Brush, Leaves, Grass Clippings, White Goods, and Scrap Metal (Solid Waste Collection, Recycling and Disposal Ordinance)
5. Transfer Station Permit Program Ordinance
6. York Landfill Use (Solid Waste Collection, Recycling and Disposal Ordinance)
7. Restricting Weight Limits on Posted Ways
8. Traffic Safety Ordinance
9. Permit Parking Ordinance
10. Ellis Short Sands Park Ordinance

SECTION 8.0 DISTURBANCE OF REFUSE CONTAINERS AND REFUSE.

No person shall disturb a refuse container or the refuse contained within that has been placed at curbside for collection. This prohibition shall not apply to materials identified in Sections 2.2, 2.3, 2.7 and 2.9 of these Rules and Regulations.

SECTION 9.0 PENALTIES

The Town hauler, members of the York Recycling Committee and the designated Town solid waste official(s) may examine any refuse materials or containers that are placed at curbside for collection to ensure compliance with the Town "Solid Waste Collection, Recycling and Disposal Ordinance" and applicable Rules and Regulations. The designated Town solid waste official(s) shall institute action for violations-: ~~The amount and nature of the penalty for each violation is identified in Section 8.0 of the "Ordinance".~~

Any person, firm or corporation who violate any provision of the Ordinance shall be subject to a fine of \$100.00 for each violation. Each day such a violation is continued is a separate offense.

Section 10 – Waiver / Payment of Fines

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

If the offender chooses not to pay the waiver fine, he/she shall appear in court on the specified date to answer for the ordinance violation. If the offender is found to have committed the offense in court, fines, applicable court fees, attorney's fees, and prosecution costs may apply.

**COLLECTION, TRANSPORTATION AND DISPOSAL
OF REFUSE FROM RESIDENCES
RULES AND REGULATIONS
(Solid Waste Collection, Recycling and Disposal Ordinance)**

Town licensed Commercial Hauler. As further stipulated in the Ordinance, the Town shall not be responsible for such tipping fees if the waste or Refuse is disposed at any location other than a Town designated Disposal Facility of if thP Refuse has been mixed with waste collected from outside the Town.

SECTION 5.0 Mandatory Separation

All Commercial Establishments are required to separate specific materials from the Solid Waste stream for Recycling purposes.

5.1 Materials to Separate. The following materials are subject to mandatory Recycling requirements: corrugated cardboard, newspaper, magazines, catalogs, telephone books and mixed paper including "junk mail" shall be recycled.

Commercial Establishments are encouraged to voluntarily recycle other recyclable materials.

5.2 Requirement to Recycle. Commercial Establishments shall recycle all the items identified in section 5.1 whenever these items are free of contamination. Contamination shall be defined as whenever the handling of the recyclable item places an owner or agent of the owner at a health or safety risk.

5.3 Requirement to Provide Information to Customers. All Commercial Establishments shall provide programs to its customers that are designed to encourage recycling. The Town may require evidence of such programs to assess compliance with this requirement. Examples of programs that are in use at several York businesses include the placement of recycling receptacles for customer use and the publishing of informational brochures.

5.4 Effective Date. Section 5.0 of these Rules and Regulations shall become effective on 7/1/96.

SECTION 6.0 Designated Town Official

The Town Public Works Director is the Town designated official for the management of the Town program to require Commercial Establishments to collect, transport and dispose of solid waste in accordance with the provisions of the Town of York Solid Waste Collection, Recycling and Disposal Ordinance.

SECTION 7.0 Penalties

The Town Public Works Director, the Town designated official for the management of this program, shall institute action for any violations. ~~The amount and nature of the penalty for each violation is identified in Section 8.0 of the Town Solid Waste Collection, Recycling and Disposal Ordinance.~~

Any person, firm or corporation who violate any provision of the Ordinance shall be subject to a fine of \$100.00 for each violation. Each day such a violation is continued is a separate offense.

Section 8 – Waiver / Payment of Fines

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

If the offender chooses not to pay the waiver fine, he/she shall appear in court on the specified date to answer for the ordinance violation. If the offender is found to have committed the offense in court, fines, applicable court fees, attorney's fees, and prosecution costs may apply.

SECTION 8.0 Effective Date

These Rules and Regulations shall become effective as of 12:00 A.M., 4/22/91.

R-COMEST.DOC (DOCS)

Amendment to SOLID WASTE COLLECTION, RECYCLING AND DISPOSAL ORDINANCE RULES & REGS. TO GOVERN THE COLLECTION & DISPOSAL OF SOLID WASTE GENERATED BY COMMERCIAL ESTABLISHMENTS 4/5/96

SECTION 5.0 FEE FOR COLLECTION SERVICE: The Town shall pay all costs incurred by the Town Hauler to collect, transport and market Mandatory Recyclable materials. The only fee the Residence, or the Special Residences which must use recycling container bins, shall pay is the cost to purchase a Town approved recycling container.

SECTION 6.0 DESIGNATED TOWN OFFICIAL: The Town Public Works Director is the Town designated official for the management of the Town Mandatory Residential Curbside Collection Recycling Program for Residences and Special Residences. The Public Works Director may delegate responsibilities involved with the operation and management of this program.

SECTION 7.0 DISTURBANCE OF RECYCLABLE CONTAINERS AND MATERIALS. No person shall disturb Recyclable materials that have been placed at curbside in a recycling container or tote for collection by a Residence or Special Residence.

SECTION 8.0 PENALTIES: The Town Hauler, members of the York Recycling Committee and the designated Town solid waste official(s) may examine any Mandatory Recyclable materials to ensure that the separation and collection of these materials complies with the "Solid Waste Collection, Recycling and Disposal Ordinance" and these rules and regulations. The designated Town solid waste official(s) shall institute action for violations. ~~The amount and nature of the penalty for each violation is identified in Section 8.0 of the "Ordinance".~~

Any person, firm or corporation who violate any provision of the Ordinance shall be subject to a fine of \$100.00 for each violation. Each day such a violation is continued is a separate offense.

Section 9.0 – Waiver / Payment of Fines

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

If the offender chooses not to pay the waiver fine, he/she shall appear in court on the specified date to answer for the ordinance violation. If the offender is found to have committed the offense in court, fines, applicable court fees, attorney's fees, and prosecution costs may apply.

Mandatory Recycling For Residences & Special Residences Rules And Regulations

(SOLID WASTE COLLECTION, RECYCLING AND DISPOSAL ORDINANCE)

Section 10. In a pppropriate Disposal of Brush, Leaves, Grass Clippings, White Goods and Scrap Metal.

The permanent disposal or abandonment of brush, leaves, grass clippings, white goods and scrap metal by any person at a location within the municipal boundaries of the Town of York at a location other than the transfer station shall be unlawful.

Section 11. Penalties.

~~Any person who violates the provisions of these Rules and Regulations shall be subject to penalties described in Article 8.2 of the Solid Waste Collection, Recycling and Disposal Ordinance.~~

Any person, firm or corporation who violate any provision of the Ordinance shall be subject to a fine of \$100.00 for each violation. Each day such a violation is continued is a separate offense.

Section 12 – Waiver / Payment of Fines

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

If the offender chooses not to pay the waiver fine, he/she shall appear in court on the specified date to answer for the ordinance violation. If the offender is found to have committed the offense in court, fines, applicable court fees, attorney's fees, and prosecution costs may apply.

SOLID WASTE COLLECTION
RECYCLING AND DISPOSAL RULES AND
REGULATIONS TO GOVERN
THE OPERATION OF THE TOWN OF YORK TRANSFER STATION
FOR BRUSH, LEAVES, GRASS CLIPPINGS, WHITE GOODS AND SCRAP METAL

6. Authority and Restrictions

- A. The Board of Selectmen is hereby granted authority, after a duly noticed public hearing, to establish detailed operating rules and regulations for the York Transfer Station and Composting Facility.
- B. Only waste generated in the Town of York will be accepted at the Transfer Station and Composting Facility.
- C. Any person wishing to dispose of waste at the York Transfer Station and Composting Facility shall obtain a permit from the Town Clerk's Office during normal business hours.
- D. Any York resident, designated party or taxpayer may obtain a Residential permit at the cost of \$25.00 per vehicle that shall be valid from July 1st to June 30th of each year.
- E. Any commercial business located in York may obtain a Commercial permit at the cost of \$100.00 per vehicle that shall be valid from July 1st to June 30th of each year.
- F. A Resident or Commercial Transfer Station Permit shall not authorize the holder thereof to dispose of waste generated by non York residents or businesses.
- G. No person shall furnish false information to the Town in connection with the issuance of any permit authorized hereunder. Any permit issued based upon false information, or attached to a different vehicle than registered shall be null and void.
- H. No person shall transfer any permit or allow use by any other person. Any permit attempted to be transferred shall be null and void. Upon disposal of a vehicle already permitted, a resident may apply for a permit for the new vehicle for a transfer fee of \$10.00. Permittees must surrender the old permit.
- I. Anyone who violates any provision of this order shall be subject (the owner and/or operator) to a notice of violation issue by a York Police Officer. ~~Violations of any subsection of this order shall result in a fine of \$50.00.~~ Any person who violates this ordinance shall be subject to a civil penalty of \$50.00.

J. Waiver / Payment of Fines

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

Town of York, Maine

If the offender chooses not to pay the waiver fine, he/she shall appear in court on the specified date to answer for the ordinance violation. If the offender is found to have committed the offense in court, fines, applicable court fees, attorney's fees, and prosecution costs may apply.

ADOPTED 02/08/2010

Amended 03/21/2011

SOLID WASTE COLLECTION, RECYCLING AND DISPOSAL ORDINANCE
RULES AND REGULATIONS, AS AMENDED, TO GOVERN THE
USE OF THE YORK LANDFILL
(Closure Regulations)

Intent: The intent of these rules and regulations is to provide for the closure of the town landfill. The State Department of Environmental Protection (DEP) has required the town to cease all disposal operations at its landfill effective March 1 1994. The Selectmen have decided to comply with this DEP requirement and to use other methods for bulky waste, demolition debris, collection and disposal.

Section 1. Landfill Closure

The Town landfill, effective March 1, 1994 shall be closed. No person may use the landfill for the disposal of the following wastes: construction/demolition debris, solid waste, refuse, rubbish, trash, hazardous waste, unacceptable waste, recoverable waste, wet waste, liquid waste, white goods and scrap metal, or any other class of wastes. No wastes of any class shall be accepted at the town landfill after the closure date.

Section 2. Violations and Penalties

~~Any person violating Section 1 of these rules and regulations or the Town of York "Ordinance for the Regulation of Solid Waste Collection, Recycling and Disposal", Sections 7.5, 7.6, or 7.7, York Sanitary Landfill Operations, shall be subject to the Town of York "Ordinance for the Regulation of Solid Waste Collections, Recycling and Disposal," Section 8.2, Penalties.~~

Any person, firm or corporation who violate any provision of the Ordinance shall be subject to a fine of \$100.00 for each violation. Each day such a violation is continued is a separate offense.

Section 9 – Waiver / Payment of Fines

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

If the offender chooses not to pay the waiver fine, he/she shall appear in court on the specified date to answer for the ordinance violation. If the offender is found to have committed the offense in court, fines, applicable court fees, attorney's fees, and prosecution costs may apply.

In determining whether to issue a permit, the municipal officers shall consider the following factors:

- (a) the gross registered weight of the vehicle;
- (b) the current and anticipated condition of the way or bridge;
- (c) the number and frequency of vehicle trips proposed;
- (d) the cost and availability of materials and equipment for repairs;
- (e) the extent of use by other exempt vehicles;
- (f) such other circumstances as may, in their judgment, may be relevant.

The municipal officers may issue permits subject to reasonable conditions, including but not limited to restrictions on the actual load weight and the number or frequency of vehicle trips, which shall be clearly noted on the permit.

Section 6. Administration and Enforcement

This ordinance shall be administered and may be enforced by the municipal officers or their duly authorized designee (such as road commissioner, code enforcement officer or law enforcement officer).

Section 7. Penalties

~~Any violation of this ordinance shall be a civil infraction subject to a fine of not less than \$250.00 nor more than \$1000.00. Each violation shall be deemed a separate offense. In addition to any fine, the Town may seek restitution for the cost of repairs to any damaged way or bridge and reasonable attorney fees and costs.~~

~~Prosecution shall be in the name of the Town and shall be brought in the Maine District Court.~~

Any person who violates this ordinance shall be subject to a civil penalty of \$250.00 for the first offense, \$350.00 for the second offense, and \$500.00 for the third and subsequent offenses. Each violation of this ordinance shall be deemed a separate offense.

Section 8 - Waiver / Payment of Fines

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

If the offender chooses not to pay the waiver fine, he/she shall appear in court on the specified date to answer for the ordinance violation. If the offender is found to have committed the offense in court, fines, applicable court fees, attorney's fees, and prosecution costs may apply.

Section 8. Amendments

This ordinance may be amended by the municipal officers at any properly noticed meeting.

F-1-3

RESTRICTING VEHICLE WEIGHT ON POSTED WAYS

Section 15: Horse Drawn Vehicles

The Board of Selectmen shall establish rules for the regulation of Commercial Horse Drawn Vehicles which shall be appended to and become a part of this Ordinance. (See Schedule G)

Section 16: Violations and Penalties

Any person who violates this ordinance shall be subject to a civil penalty of \$100.00 for the first offense, \$150.00 for the second offense, and \$250.00 for the third and subsequent offenses. Except as provided in Section 17 violations and penalties for parking tickets ("tag").

Section 17 – Waiver / Payment of Fines

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

If the offender chooses not to pay the waiver fine, he/she shall appear in court on the specified date to answer for the ordinance violation. If the offender is found to have committed the offense in court, fines, applicable court fees, attorney's fees, and prosecution costs may apply.

Section 17: Violation and Penalties for Parking Tickets ("Tags")

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

- Meters - The sum of \$25, if paid within 7 10 days of the time when such "tag" was attached to the vehicle or the sum of \$50, if paid more than 7 10 days after the time when such "tag" was attached to the vehicle, but before a Court Summons is issued. (March 26, 2007)
- Overtime - The sum of \$25, if paid within 7 10 days of the time when such "tag" was attached to the vehicle or the sum of \$50, if paid more than 7 10 days after the time when such "tag" was attached to the vehicle, but before a Court Summons is issued.
- Hydrant - The sum of ~~\$50~~ 100, if paid within 7 10 days of the time when such "tag" was attached to the vehicle or the sum of ~~\$100~~ 200, if paid more than 7 10 days after

the time when such “tag” was attached to the vehicle, but before a Court Summons is issued.

- Handicap - The sum of \$250.
- Permit Parking - The sum of ~~\$40~~ 50, if paid within ~~7~~ 10 days of the time when such “tag” was attached to the vehicle or the sum of ~~\$80~~ 100, if paid more than ~~7~~ 10 days after the time when such “tag” was attached to the vehicle, but before a Court Summons is issued. (April 27, 2004)
- Horse Drawn Vehicles - The sum of \$50, if paid within ~~7~~ 10 days of the time when notice of violation was given or the sum of \$100, if paid more than ~~7~~ 10 days after the time when notice of violation was received, but before a Court Summons is issued
- Other Violations - The sum of \$25, if paid within ~~7~~ 10 days of the time when such “tag” was attached to the vehicle or the sum of \$50, if paid more than ~~7~~ 10 days after the time when such “tag” was attached to the vehicle, but before a Court Summons is issued. (May 20, 2002)

Violation / Penalties

Any person who fails to pay a parking ticket within 30 days of the violation will be subject to separate penalty of FAILURE TO PAY PARKING TICKET offense and may be used as grounds for your driver’s license to be suspended in the State of Maine. The fine attached to this violation is dependent on the total amount owed for unpaid parking tickets and associated late fees.

Waiver / Payment of Fines

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

- C. A Resident Parking Permit shall not authorize the holder thereof to stand or park a motor vehicle in any zone other than specifically designated resident parking zones, nor exempt the operator from the mandates and/or requirements of any traffic rule, regulation or State Law.
- D. No permits shall be issued for any vehicle, which has one or more notices of violation of any parking regulations of the Town of York.
- E. No person shall furnish false information to the Town in connection with obtaining of any permits authorized there under. Any permit issued upon false information or attached to a different vehicle shall be null and void.
- F. No person shall transfer any permit and any permit attempted to be transferred shall be null and void and subject to confiscation by the York Police Department. Upon the disposal of a vehicle already permitted, a resident may apply for a new permit for the new vehicle with no charge. Residents should surrender the old permit.
- G. Whoever violates any provision of this order shall be subject (the owner and/or operator) to a notice of violation issue by a York Police Officer. ~~Any violations of subsections of this order shall result in a fine of \$50.00.~~

Any owner and/or operator who violates this ordinance shall be subject to a civil penalty of \$50.00 for each offense. The sum of \$50.00 is due, if paid within 7 10 days of the time when such parking ticket was attached to the vehicle. The sum of \$100.00 is due, if paid more than 7 10 days after the time when such parking ticket was attached to the vehicle, but before a court summons is issued.

Any person who fails to pay a parking ticket within 30 days of the violation will be subject to separate penalty of FAILURE TO PAY PARKING TICKET offense and may be used as grounds for your driver's license to be suspended in the State of Maine. The fine attached to this violation is dependent on the total amount owed for unpaid parking tickets and associated late fees.

H. – Waiver / Payment of Fines

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

If the offender chooses not to pay the waiver fine, he/she shall appear in court on the specified date to answer for the ordinance violation. If the offender is found to have committed the offense in court, fines, applicable court fees, attorney's fees, and prosecution costs may apply.

- H. Resident permits do not authorize parking in Ellis Park/Short Sands area or in any other area than those designated zones.
- I. Property owners with frontage on Long Beach Ave., Route 1A from Libby's Campground, York Street to Nubble Road are not eligible for a parking permit for Zone 1. Said property owners are eligible for parking permits for Zones 2 - 5. The Town Clerk may grant an exception if the property owner meets all the following three conditions: 1) the property owner owns a single family home in which he resides nine months or more annually; 2) the home has no more than one parking space, and; 3) the property owner can provide written verification from his physician that he has a medical condition which requires him to park in close proximity to his home.
- J. Permit required for disability plated vehicles in Zone 2 (HARBOR BEACH ROAD)
- K. Parking Permits for Disabled Individuals
 - 1. Residents as defined in section 4.E., which can demonstrate, to the satisfaction of the Town Clerk, that they have a disability that prevents them from driving may obtain a parking permit that can be used on a family members' or caregiver's car.

- N. Commercial Vehicles: Commercial vehicles and equipment are prohibited except where required for maintenance and service of the Park
- O. The use of Frisbees and the playing of other games that which may endanger other persons are prohibited from May 1 through October 15 of each year.

Section 4 AREA IV GRASSED AREAS, BOARDWALK and WALKWAYS -
The following restrictions and conditions shall apply to
Area IV of the Park:

- A. Pedestrians shall have exclusive right of way within these areas.
- B. Motor vehicles, motor scooters and/or skateboards are prohibited. Bicycles are not allowed within the gazebo or pavilion.
- C. Powered aircraft, including toys and models, shall not be operated in these areas.
- D. Playing of games such as hard or softball, football, volleyball, soccer, lacrosse, golf iron horseshoes or any other games that may endanger persons are prohibited from May 1 through October 15 of each year.
- E. Dogs, cats, horses and/or any other domesticated animals are prohibited except that dogs restrained by a hand leash may be allowed.

Section 5 Damaging, vandalizing and/or defacing within the confines of the Park is considered a criminal offense.

Section 6 ~~Any person who shall violate any of the provisions of these ordinances, and any person who aids, abets and/or assists therein shall, upon conviction thereof, be subject to a fine of not less than one hundred dollars (\$100.00) nor more than five hundred dollars (\$500.00) plus associated costs for each offense or violation.~~

Violations/Penalties

Any person who violates this ordinance shall be subject to civil penalty of \$100.00 for the first offense, \$150.00 for the

second offense, and \$250.00 for the third and subsequent offenses.

Section 7 – Waiver / Payment of Fines

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

If the offender chooses not to pay the waiver fine, he/she shall appear in court on the specified date to answer for the ordinance violation. If the offender is found to have committed the offense in court, fines, applicable court fees, attorney's fees, and prosecution costs may apply.

Section 7 These ordinances shall be in full effect upon approval by the Ellis Short Sands Park Trustees and adoption by the York Board of Selectmen. All preexisting ordinances, parts of ordinances or regulations are hereby superseded.

Section 8 Amendment Procedure: Any amendment of these ordinances shall be made as follows:

- A. Because of the legal authority of the Ellis Short Sands Park Trustees, the first step for any proposed amendment is approval by the Trustees. Upon voting to approve a proposed amendment, the Trustees shall forward the proposed amendment to the Board of Selectmen for adoption as a town ordinance.
- B. Upon receipt, the Board of Selectmen shall conduct a public hearing on the Trustees' proposed amendment.
- C. Following the public hearing, the Board of Selectmen shall vote to either adopt or reject the



REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: May 7, 2015

ACTION

DATE ACTION REQUESTED: May 11, 2015

DISCUSSION ONLY

SUBJECT: Fund Balance Policy

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Please see attached.

RECOMMENDATION: none at this time

PROPOSED MOTION: none at this time

PREPARED BY: Stephen H. Burns

REVIEWED BY: 



MEMO

TO: Board of Selectmen
FROM: Stephen H. Burns, Town Manager
DATE: May 7, 2015
RE: Fund Balance Policy

I have been asked to work with the Board to create a new fund balance policy. I anticipate this will take several meetings and additional research, but I am confident we can have a workable policy in place prior to the start of work on the FY17 operating budget next October.

Existing Policy

The Board of Selectmen adopted the *Selectmen's Policy on Fund Balance* in 2003, and amended it in 2011. A copy of this Policy is attached. Because the Policy references a specific charter provision, Article II Section 6.B, I have included that as well.

The Board amended this policy back in 2011. The original policy stated the fund balance shouldn't be less than 12% of the combined Town and School operating budgets. The revision called for the fund balance to fall between 8 – 12% of the combined operating budgets.

About Fund Balance

Fund balance is a balance of surplus assets that affords a degree of flexibility and stability to the Town government. A sufficiently high fund balance allows for cash flow throughout the fiscal year such that the Town never needs to borrow in anticipation of tax revenues (tax anticipation notes, or TANs) or bond revenues (bond anticipation notes, or BANs). The fund balance is a sort of savings account that can help the Town recover after an emergency or unexpected problem. This could mean repairing damaged roads, buildings and utilities, or it could mean coping with the loss of a substantial portion of the Town's property tax base. The fund balance can also be utilized to help off-set large expenditures. A strong fund balance contributes to positive bond ratings. In short, the fund balance is an important part of the Town's financial health and ensures a degree of flexibility in responding to an uncertain future.

I wish it was this simple, but it's not. There are 5 types of fund balance, and really only two are relevant to the Selectmen's Policy in question. The 5 types are:

- **Non-spendable Fund Balance.** Think in terms of properties on which the Town has foreclosed, the principal of a revolving loan fund, and pre-paid expenses. At the end of FY14 the Town had \$3/4M in this category.
- **Restricted Fund Balance.** These are funds that are externally limited to their use. There are school funds that fall within this category, but the Town has none.
- **Committed Fund Balance.** These are funds set aside for self-imposed reasons – such as an emergency reserve. York has none of these.
- **Assigned Fund Balance.** These are funds designated for a particular use and therefore not generally available for other purposes. In FY14 the Town has over \$2.3M in this category.
- **Unassigned Fund Balance.** These are funds that don't fall under the other 4 categories. This is where the flexibility comes into play because these are simply excess funds that can be used for any legitimate public purpose. This is the category on which the Board's policy should be focused.

Town, School, or Both?

Establishment and maintenance of the fund balance is primarily a Town responsibility, not a School responsibility. Schools are limited in their ability to have a fund balance, but municipalities are not. The role of the fund balance, however, is relevant to both the Town and the School and therefore both must be considered. As I believe has happened in the past, there may be a need to take Town fund balance and utilize it to help address school needs. In reality, we're in this together.

Amount

In the existing policy there is a recommendation about the aggregate fund balance – because the 5 types listed above were not considered at that time. This was appropriate given the standards of the day. It is no longer the correct approach based in current accounting standards. We should now be establishing policies by type of fund balance, and only two types are actually relevant.

First, the primary policy should address **unassigned fund balance**. Our auditors have recommend a significant increase in the unassigned fund balance for the Town. They have recommended the Town maintain a balance equal to one to two months of operating budget expenditures, or 8% to 17% of the combined Town and School operating budgets. At the end of FY14 the unassigned fund balance was under 5%, and it had dropped from the FY13 level. The minimum recommended by the *Government Finance Officers Association* is to have a fund balance equal to two months of operating expenses (17%). Some communities with

excellent bond ratings have 3 months of operating expenses (25%) plus the amount of the annual debt service payments. Regardless of the amount or range eventually set in the policy, the take-away message is that we need to be pushing the unassigned fund balance up.

Second, there could be an addition to the policy that calls for **committed fund balance**. I think it would make sense to have an emergency reserve fund. Our options for response to storm damage in particular will be greatly enhanced with such a fund.

Replenishment

While it is highly desirable for a number of reasons to have a large fund balance, there will likely come a time when a portion of the balance is needed for some public purpose, be it repairs after a large storm, off-setting a portion of the cost of a large expense, or any other reason. When this occurs and the fund balance falls below the minimum recommended amount, there could be a pre-set plan for replenishing the fund balance back to the desired amount. I'm not sure I'd want to pre-determine the manner in which the balance would be restored in all cases (for example, it will be paid back in 3 equal installments in the subsequent 3 fiscal years), but I think it would be prudent to have a provision in the policy that requires the Board to adopt a plan in advance of any withdrawal. The Board should have the flexibility to deal with such matters based on its assessment of circumstances at the time of need.

Moving Forward...

If the Board is comfortable with this material, we will have two more steps to take. First, we will need to draft a revised policy that addresses the issues outlined here. Second, we need to develop a plan of action to get the fund balance(s) within the target range(s). I suggest we work on these in sequence, drafting the policy first, and then figuring out how we will target achievement of the policy goals second.

Attachments

In addition to the Policy as referenced above, I have also attached the following:

- The auditors' presentation slides, which focus heavily on fund balance;
- copies of 5 pages that describe in technical detail the types of fund balances; and
- a summary sheet about recommended fund balance levels by the GFOA.

Selectmen's Policy on Fund Balance

The Board of Selectmen shall maintain a fund balance between 8%-12% of the gross Town and School Budgets.

As required by Article II, Section 6.B. of the Charter, the Board of Selectmen shall annually determine how much and for what purposes any excess fund balance shall be used. Their recommendation shall be submitted to the Budget Committee with the Town Managers annual Budget.

Section 5: SUBMISSION OF SCHOOL BUDGET AND MESSAGE

- A. At least one hundred and twenty (120) days prior to the beginning of the municipal fiscal year, the Superintendent of Schools and the School Committee shall submit to the Budget Committee, through the Town Manager, a complete, line-item budget containing the estimated receipts and expenditures of the School Department for the upcoming municipal fiscal year.
- B. The School budget shall contain a complete financial plan for all school funds and activities for the upcoming school fiscal year and except as required by law or this Charter shall be in such form, as the Budget Committee shall require.
- C. The school budget shall indicate in separate sections:
 - 1. Proposed operating expenditures for the upcoming school fiscal year, detailed by offices, departments, and agencies in terms of their respective work programs, and the methods of financing such expenditure.
 - 2. Proposed capital expenditures for the upcoming school fiscal year, including items to be financed by bond issues, detailed by offices, departments, and agencies in terms of their respective work programs, and the methods of financing such expenditure; and the total of proposed expenditures shall not exceed the amount of estimated income.

Section 6: SUBMISSION OF MUNICIPAL BUDGET AND MESSAGE

- A. At least one hundred and twenty (120) days prior to the beginning of the municipal fiscal year, the Town Manager shall submit to the Budget Committee a complete line-item budget containing the estimated receipts and expenditures for all municipal departments, excluding the School Department, for the upcoming municipal fiscal year, meeting the requirements of Section 7 of this article. This budget shall be known as the municipal budget. Along with the municipal budget, the Town Manager shall also submit an accompanying message meeting the requirements of Section 8 of this article.
- B. The Municipal Budget as submitted shall include the Selectmen's plan for the use of the Municipal Fund Balance. This plan shall contain a detailed description of the Selectmen's proposed use of the fund balance and shall take into consideration the need to maintain enough of a fund balance to

operate the Town without the need to borrow in anticipation of taxes. The Budget Committee may not increase the amount appropriated from fund balance nor may they allocate it for purposes not specifically approved by the Selectmen.

Section 7: MUNICIPAL BUDGET

- A. The municipal budget shall provide a complete financial plan of all Town funds and activities for the upcoming municipal fiscal year exclusive of the School Department and which, except as required by law or this Charter, shall be in such form as the Budget Committee shall require. In organizing the municipal budget, the Town Manager shall utilize the most feasible combination of expenditure classification by fund, organizational unit, program, purpose or activity, and object. The municipal budget shall indicate in separate sections:
1. Proposed operating expenditures for the upcoming municipal fiscal year, detailed by offices, departments, and agencies in terms of their respective work programs, and the methods of financing such expenditure.
 2. Proposed capital expenditures for the upcoming municipal fiscal year, detailed by offices, departments, and agencies when practicable, and the proposed methods of financing each such expenditure; except that the total of proposed expenditures shall not exceed the amount of estimated income.

Section 8: MUNICIPAL AND SCHOOL BUDGET MESSAGE

- A. The municipal and school budget messages shall explain the respective budget both in fiscal terms and in terms of the work programs. These budget messages shall outline the proposed financial policies of the respective departments for the upcoming municipal fiscal year, describe the important features of the budget request, indicate any major changes from the current municipal fiscal year in financial policies, expenditures and revenues, together with the reasons for such changes, summarize the Town's debt position and include such other material as the Town Manager and School Committee deem desirable.

Section 9: CAPITAL PROGRAM

- A. The Town Manager shall prepare and submit to the Selectmen a five-year capital program, including school construction projects, to be voted on at the annual Budget Referendum.

Question 9: What are the components of "fund balance"?

Financial statements for governmental funds report up to five components of fund balance:

- **NONSPENDABLE FUND BALANCE**
- **RESTRICTED FUND BALANCE**
- **COMMITTED FUND BALANCE** - we don't have this
- **ASSIGNED FUND BALANCE**
- **UNASSIGNED FUND BALANCE**

Because circumstances differ among governments, not every government or every governmental fund will present all of these components.

pg 445
OF
RFD
SLIDES

pg
51 of FTS'S

Question 10: What is "nonspendable fund balance"?

Fund balance is only an *approximate* measure of liquidity. One reason is that some of the assets reported in governmental funds may be *inherently nonspendable* from the vantage point of the current period:

- Assets that will never convert to cash (e.g., prepaid items and inventories of supplies);
- Assets that will not convert to cash soon enough to affect the current period (e.g., the long-term portion of loans receivable and non-financial assets held for resale, such as foreclosure properties);¹⁴ and
- Resources that must be maintained intact pursuant to legal or contractual requirements (e.g., the principal of an endowment or the capital of a revolving loan fund).

Accountants signal this practical constraint on spending by labeling the relevant portion of fund balance as *nonspendable fund balance*.

| Components of fund balance |
|---|
| <p>Nonspendable fund balance (inherently nonspendable)</p> <ul style="list-style-type: none"> • Portion of net resources that cannot be spent because of their form • Portion of net resources that cannot be spent because they must be maintained intact |
| Restricted fund balance |
| Committed fund balance |
| Assigned fund balance |
| Unassigned fund balance |

Question 11: What is “restricted fund balance”?

Accountants use the term *restricted fund balance* to describe the portion of fund balance that reflects resources that are subject to *externally enforceable* legal restrictions. Such restrictions typically are imposed by parties altogether outside the government:

- Creditors (e.g., through debt covenants);
- Grantors;
- Contributors; and
- Other governments (e.g., through laws and regulations).

Restrictions also can arise when the authorization to raise revenues is conditioned upon the revenue being used for a particular purpose (e.g., gasoline taxes restricted to use for road repair and construction), pursuant to **ENABLING LEGISLATION**. Likewise, a government’s own constitution or charter also may impose legal restrictions on the use of resources reported in a governmental fund.¹⁵

It was noted earlier that the long-term portion of loans receivable, as well as nonfinancial assets held for resale (e.g., foreclosure properties), *normally* would be included as part of nonspendable fund balance. However, if the amounts eventually collected are subject to an externally enforceable restriction on how they can be spent, they would be reported instead as part of restricted fund balance.

Resources accumulated pursuant to **STABILIZATION ARRANGEMENTS** (e.g., *rainy day funds* or *contingency funds*) sometimes are reported in this category.¹⁶

| Components of fund balance |
|--|
| Nonspendable fund balance (inherently nonspendable) <ul style="list-style-type: none">• Portion of net resources that cannot be spent because of their form• Portion of net resources that cannot be spent because they must be maintained intact |
| Restricted fund balance (externally enforceable limitations on use) <ul style="list-style-type: none">• Limitations imposed by creditors, grantors, contributors, or laws and regulations of other governments• Limitations imposed by law through constitutional provisions or enabling legislation |
| Committed fund balance |
| Assigned fund balance |
| Unassigned fund balance |

Question 12: What is "committed fund balance"?

Accountants use the term *committed fund balance* to describe the portion of fund balance that represents resources whose use is constrained by limitations that the government imposes upon itself at its highest level of decision making (normally the governing body) and that remain binding unless removed in the same manner.¹⁷ The underlying action that imposed the limitation would need to occur no later than the close of the reporting period.¹⁸

As noted earlier, the long-term portion of loans receivable, as well as nonfinancial assets held for resale *normally* would be included as part of nonspendable fund balance. However, if the amounts eventually collected are subject to the type of limitation just described, they would be reported instead as part of committed fund balance.

Resources accumulated pursuant to stabilization arrangements sometimes are reported in this category.¹⁹

| Components of fund balance |
|--|
| <p>Nonspendable fund balance (inherently nonspendable)</p> <ul style="list-style-type: none"> • Portion of net resources that cannot be spent because of their form • Portion of net resources that cannot be spent because they must be maintained intact |
| <p>Restricted fund balance (externally enforceable limitations on use)</p> <ul style="list-style-type: none"> • Limitations imposed by creditors, grantors, contributors, or laws and regulations of other governments • Limitations imposed by law through constitutional provisions or enabling legislation |
| <p>Committed fund balance (self-imposed limitations set in place prior to the end of the period)</p> <ul style="list-style-type: none"> • Limitation imposed at highest level of decision making that requires formal action at the same level to remove |
| <p>Assigned fund balance</p> |
| <p>Unassigned fund balance</p> |

If we had a policy that said
 will maintain \$500,000 of Fund balance
 for Emergency storm management
 It would be "committed"

Question 13: What is “assigned fund balance”?

Accountants use the term *assigned fund balance* to describe the portion of fund balance that reflects a government’s *intended* use of resources. Such intent would have to be established at either the highest level of decision making, or by a body (e.g., finance committee) or an official designated for that purpose.²⁰ As explained later, amounts in excess of nonspendable, restricted, and committed fund balance in funds other than the general fund automatically would be reported as *assigned fund balance*.

There are two essential differences between *committed fund balance* and *assigned fund balance*. First, *committed fund balance* requires action by the highest level of decision-making authority, whereas assigned fund balance allows that authority to be delegated to some other body or official. Second, formal action is necessary to impose, remove, or modify a constraint reflected in *committed fund balance*, whereas less formality is necessary in the case of assigned fund balance.

Logically speaking, a government cannot *assign* resources that it does not have; therefore, the amount reported as *assigned fund balance* could never exceed total fund balance less its nonspendable, restricted, and committed components.²¹ Also, in the case of the general fund, the purpose of the assignment would need to be narrower than the purpose of the fund itself.

Once again, as already noted, the long-term portion of loans receivable, as well as nonfinancial assets held for resale *normally* would be included as part of nonspendable fund balance. However, if the amounts eventually collected are subject to the type of limitation just described, they would be reported instead as part of assigned fund balance.

It is the assigned fund balance category too that is used to reflect the appropriation of a portion of existing fund balance to eliminate a projected deficit in the subsequent year’s budget.²²

Note that resources accumulated pursuant to stabilization arrangements are *never* properly reported in this category.

| Components of fund balance |
|---|
| <p>Nonspendable fund balance (inherently nonspendable)</p> <ul style="list-style-type: none"> • Portion of net resources that cannot be spent because of their form • Portion of net resources that cannot be spent because they must be maintained intact |
| <p>Restricted fund balance (externally enforceable limitations on use)</p> <ul style="list-style-type: none"> • Limitations imposed by creditors, grantors, contributors, or laws and regulations of other governments • Limitations imposed by law through constitutional provisions or enabling legislation |
| <p>Committed fund balance (self-imposed limitations set in place prior to the end of the period)</p> <ul style="list-style-type: none"> • Limitation imposed at highest level of decision making that requires formal action at the same level to remove |
| <p>Assigned fund balance (limitation resulting from intended use)</p> <ul style="list-style-type: none"> • Intended use established by highest level of decision making • Intended use established by body designated for that purpose • Intended use established by official designated for that purpose |
| <p>Unassigned fund balance</p> |

Question 14: What is “unassigned fund balance”?

The general fund, as the principal operating fund of the government, often will have net resources in excess of what can properly be classified in one of the four categories already described. If so, that surplus is presented as *unassigned fund balance*.

If resources were not at least assigned, they could not properly be reported in a fund other than the general fund to begin with. Therefore, only the general fund can report a positive amount of *unassigned fund balance*. Conversely, any governmental fund in a deficit position could report a negative amount of *unassigned fund balance*.

| Components of fund balance |
|--|
| <p>Nonspendable fund balance (inherently nonspendable)</p> <ul style="list-style-type: none">• Portion of net resources that cannot be spent because of their form• Portion of net resources that cannot be spent because they must be maintained intact |
| <p>Restricted fund balance (externally enforceable limitations on use)</p> <ul style="list-style-type: none">• Limitations imposed by creditors, grantors, contributors, or laws and regulations of other governments• Limitations imposed by law through constitutional provisions or enabling legislation |
| <p>Committed fund balance (self-imposed limitations set in place prior to the end of the period)</p> <ul style="list-style-type: none">• Limitation imposed at highest level of decision making that requires formal action at the same level to remove |
| <p>Assigned fund balance (limitation resulting from intended use)</p> <ul style="list-style-type: none">• Intended use established by highest level of decision making• Intended use established by body designated for that purpose• Intended use established by official designated for that purpose |
| <p>Unassigned fund balance (residual net resources)</p> <ul style="list-style-type: none">• Total fund balance in the general fund in excess of <i>nonspendable, restricted, committed, and assigned</i> fund balance (i.e., surplus)• Excess of <i>nonspendable, restricted, and committed</i> fund balance over total fund balance (i.e., deficit) |

The Right Level of Reserves?

- What does GFOA recommend?
 - As a baseline for the general fund:
 - 16% of regular operating revenues
 - 2 months of regular operating expenditures
- S&P's views on available reserves
 - Low: Below 0%
 - Adequate: 1%-4%
 - Good: 4%-8%
 - Strong: 8%-15%
 - Very strong: Above 15%



REQUEST FOR ACTION BY BOARD OF SELECTMEN

| | |
|---|--|
| DATE SUBMITTED: May 8, 2015 | <input checked="" type="checkbox"/> ACTION |
| DATE ACTION REQUESTED: May 11, 2015 | <input type="checkbox"/> DISCUSSION ONLY |
| SUBJECT: Maynard Application - Findings | |

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: On April 13th the Board took action on the Maynard application to construct a new pier and float on the York River. I notified the owners' representative within the required 10-day deadline. Now the Board needs to approve findings that document the relevant facts of the case, building the record in case of legal challenge. A draft is attached.

RECOMMENDATION: I recommend the Board approve, with or without modification, the attached Findings relating to the Maynard application.

PROPOSED MOTION: I move to approve the Findings of Fact, Conclusions of Law, and Decision regarding the application by Steven and Pamela Maynard.

PREPARED BY: Stephen H. Burns

REVIEWED BY: 

Findings of Fact and Decision

Board of Selectmen York, Maine

Regarding an application by Steve and Pamela Maynard Tax Map 57/Lot 49 12 Barrell Lane Extension

Findings of Fact

1. The address for the application is 12 Barrell Lane Extension.
2. The property is owned by Steve and Pamela Maynard, who are the applicants in this matter.
3. Use of the property is a single family residence.
4. At the time of application to the Town there is no pier or float at this address.
5. In September 2013 the Maynards submitted an application for a new pier and float that would extend into the York River in York Harbor.
6. The Harbor Ordinance in effect at the time of application submittal was the version dated May 22, 2010.
7. The Town of York Harbor Board denied the application in October 2013.
8. Following the Harbor Board's denial, the Maynards filed an appeal in York County Superior Court after this denial, but by agreement with the Town action on that appeal is on hold pending the outcome of the current process.
9. Following the Harbor Board's denial, the application was submitted to the Board of Selectmen for a decision pursuant to Title 38 M.R.S. Section 1022.
10. The Board of Selectmen conducted a site visit on December 6, 2013.
11. The Board of Selectmen voted on December 16, 2013, to remand the application to the Harbor Board for further evaluation.
12. The Harbor Board met half a dozen times in 2014 about this remanded application, and this included site visits in varying conditions with respect to weather and tides.
13. The Harbor Board voted on December 3, 2014, to again deny the application because it found, "the proposed new structure will impede navigation and endanger vessels."
14. The Board of Selectmen received input about this application at their meeting of February 23, 2015, but because the public hearing was not properly advertised a subsequent meeting was necessary for the public hearing and deliberation. Input was received from Sandra Guay, Esq., and Zak Harding on behalf of the applicant. Input was received from

David Webber, Chair of the Harbor Board and Joe Hogan, Assistant Harbor Master, regarding past actions of the Harbor Board and Harbor Master's office with regard to the Maynard application. Public input was received from Joey Donnelly, who spoke as an abutter.

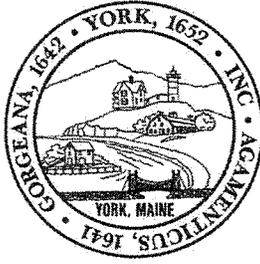
15. The Board of Selectmen conducted a second site visit at 1:00 PM on April 13, 2015. Low tide was at 12:57 PM on this date.
16. The Board of Selectmen conducted a public hearing on April 13, 2015. Input was received from Sandra Guay, Esq., and Zak Harding on behalf of the applicant. Input was received from David Webber, Chair of the Harbor Board, Joe Hogan, Assistant Harbor Master, and David Hutchinson, Harbor Mater, regarding past actions of the Harbor Board and Harbor Master's office with regard to the Maynard application. There was no input from the public this evening.
17. At the suggestion of Sandra Guay, the Board agreed that all testimony received at the February 23rd meeting would be considered a part of the public record relating to this public hearing.
18. The matter was before the Board of Selectmen per the requirement of Title 38 M.R.S. §1022. The Board read into the record the following: "If, following such examination and hearing of all parties interested, the officers decide that such erection or extension would not be an obstruction to navigation or injury to the rights of others, and determine to allow the same, they shall issue a license under their hands to the applicant, authorizing the applicant to make such an erection or extension, and to maintain the same within the limits mentioned in such license."
19. The Board considered the information learned during their site visit, weighed the testimony received, and concluded the proposed location for a new pier and float would not comply with the statutory standard. Members specifically referenced the credible testimony as to the hazards to navigation and observed conditions in the River that supported that testimony. Members discussed the unique conditions in this particular stretch of the York River, where the waterway bottlenecks and currents are faster than normal, and where winds are significant. In close proximity to the Maynard property are moorings for 3 commercial boats, raising issues of safe passage and adequate turning radii in the vicinity of the proposed Maynard float. Directly across the River from the Maynard property is Town Dock #1, and this part of the River is very busy. The Board was told that the Maynards could receive a mooring in a nearby location in the York River with little delay. The Board also indicated they placed credibility in the expert testimony provided by the Harbor Master, the Assistant Harbor Master, and by the Chair of the Harbor Board, and in the most recent decision of the Harbor Board which also denied the application.

Decisions

1. At its meeting of April 13, 2015, the Board of Selectmen voted unanimously to deny the application of Steven and Pamela Maynard for a new pier and float at the property located at 12 Barrell Lane Extension. Written notice of this decision was mailed by the Town Manager to the Maynards on April 17, 2015.

Date

Mary Andrews, Chair, Board of Selectmen



REQUEST FOR ACTION BY BOARD OF SELECTMEN

| | |
|--|--|
| DATE SUBMITTED: May 7, 2015 | <input checked="" type="checkbox"/> ACTION |
| DATE ACTION REQUESTED: May 11, 2015 | <input type="checkbox"/> DISCUSSION ONLY |
| SUBJECT: Timing of Referendum-Related Requests | |

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: The Board has discussed this matter on several occasions - on March 9th, at the joint meeting with the Planning Board on March 26th, and most recently on April 13th. The intent is to help everyone better understand the timeframe of preparing for referenda, and to reduce the tendency for last minute external requests made to the Board. I have made amendments based on direction from the Board at our most recent meeting and am hoping to have this finalized at this time. A revised copy is attached.

RECOMMENDATION: I recommend the Board adopt the proposed new Selectmen's Policy.

PROPOSED MOTION: I move to adopt the proposed Selectmen's Policy entitled, "Timing of Referendum-Related Requests."

PREPARED BY: Stephen H. Burns

REVIEWED BY: _____

DRAFT Selectmen's Policy

Timing of Referendum-Related Requests

All municipal matters put to the voters at a General (November) or Special General (May) referendum are put on the ballot by the Board of Selectmen (the Board). Good practice calls for ample opportunity for public consideration and input, and ample time for Board discussion and deliberation. With these objectives in mind, all requests to place matters on a referendum ballot shall be submitted to the Board in accordance with the following:

1. External requests shall be submitted to the Board a minimum of 6 months prior to the anticipated date of voting. A lead time of a year or more is not unreasonable for larger, more complex or more controversial proposals.
2. All topics shall first be discussed by the Board at a meeting in advance of a public hearing. There does not need to be a completed draft or document as long as the subject matter is well presented to the Board. The purpose of this requirement is twofold: to ensure familiarity of the Board with the topic at hand; and to give the Board the opportunity to have policy input prior to the hearing. If the matter involves a lengthy or complex document, the Board may require the opportunity to workshop a complete draft before deciding whether to bring the matter forward for a hearing.
3. The Board shall decide what to send forward for one or more public hearings. Nothing gets a public hearing without an affirmative vote of the Board. However, to ensure protection of minority rights, any ordinance brought forth by any member of the Board shall be forwarded to one or more public hearings.
4. Every proposal that would enact, amend or repeal an ordinance shall have 2 public hearings by the Board of Selectmen prior to submittal to the Town Clerk for inclusion on a ballot. This is in addition to the discussion meetings referenced above. Further, if such code proposals are forwarded by another Town board, committee or commission, that body shall conduct at least one hearing of its own prior to forwarding the proposal to the Board.
5. Because there may be unusual circumstances that would justify exceptions to this rule, there are two acceptable ways to vary the scheduling and procedures.
 - a. The Board may vote to vary from compliance with the standards of this Policy if it finds this is necessary to best serve the public interest; or
 - b. The Chair may authorize variations from compliance with the standards of this Policy. When this happens, the Chair shall notify all other members of the Board prior to the next meeting of the Board.
6. To help community officials and the public schedule their work and make requests in accordance with this schedule, the Board should adopt and publish a timeline for the next 3 future referenda. As these are easy to prepare in advance, adoption of timelines should occur at the annual meeting.

DRAFT: May 7, 2015



REQUEST FOR ACTION BY BOARD OF SELECTMEN

| | |
|-------------------------------------|--|
| DATE SUBMITTED: May 8, 2015 | <input checked="" type="checkbox"/> ACTION |
| DATE ACTION REQUESTED: May 11, 2015 | <input type="checkbox"/> DISCUSSION ONLY |
| SUBJECT: Special Budget Referendum | |

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: The Board of Selectmen has successfully negotiated a purchase and sale agreement to acquire the American Legion property at 9 Hannaford Drive in York. A copy of the executed purchase and sale agreement is attached. The purchase price is \$1.2M. The proposal is to convert the building to become the Town's new police station, and to utilize existing funds to pay for the purchase and retrofit. No new money will be requested.

There are conditions in the purchase and sale agreement that need to be met, the most significant of which is the release of deed restrictions that limit the use of this property. Such deed restrictions must be lifted to the extent that all municipal uses are allowed.

To fund this purchase the Board of Selectmen must request a Special Budget Referendum. Per Town of York Home Rule Charter, Article II, Section 20(4), the Board must refer this matter to the Budget Committee. The Budget Committee must conduct a public hearing within 10 days (May 21) and it must decide whether or not to authorize the Special Budget Referendum. If the Budget Committee votes to authorize the Referendum, that Referendum must be held no soon than 40 days (June 30) not later than 70 days (July 30) from the date of the Budget Committee's vote.

We have reserved the York High School gymnasium on two dates: Saturday, July 11th; and Tuesday, July 21st. The Board of Selectmen must decide whether it wants the event to fall on a weekday (traditionally a Tuesday) or a weekend.

To pay for this project, it is my recommendation that the voters be asked to transfer a portion of the funds from the Police Station bond to be used for the purchase of this property, and for design and construction to renovate it for use as the Town's new Police Station. My intention is to leave adequate funds in the existing bond to pay for any necessary site work to clean up and stabilize the site in the Beach, resolve remaining issues there, and to complete the road from Ridge Road to Route One. For order of magnitude understanding, there is just over \$4.8M in the existing bond, and I believe we would want to use about \$3.9M for the purchase and retrofitting of the Legion building and site. This would leave just over \$900,000 for work on the connector road and the site, in addition to the almost \$1.5M in the other connector road bond. A sheet that shows the current balance in each of the existing bonds as

of May 7th is attached. I will review these number in more detail on Monday to ensure we have a realistic split.

Regarding due diligence, there are a number of matters that the Board will be addressing:

- obtain a real estate appraisal
- obtain an updated wetlands delineation
- obtain a Tier 1 environmental assessment
- have the CEO check the building and site for code compliance
- hire a project manager to inspect the property, and to specify other inspections deemed necessary

RECOMMENDATION: I have 3 recommendations:

- 1) I recommend the Board request a Special Budget Referendum, to be held at the York High School gymnasium on either Saturday, July 11th or Tuesday, July 21st.
- 2) I recommend the Town Manager be directed to put out an RFQ for a project manager to be brought on board as soon as possible.
- 3) I recommend the Board authorize the expenditure of funds from the Contingency account to pay out-of-pocket costs, not to exceed \$10,000, for the due diligence tasks identified above.

PROPOSED MOTION: I recommend 3 motions:

- 1) I move to request a Special Budget Referendum, to be held at the York High School gymnasium on _____. The Town Manager shall notify the Budget Committee immediately as it must conduct a public hearing on this matter no later than May 21st.
- 2) I move to direct the Town Manager to put out an RFQ for a project manager to be hired by the Board as soon as possible to manage the process for the Town.
- 3) I move to authorize the expenditure not to exceed \$10,000 in total from the Contingency Account to be utilized for the due diligence tasks identified by in the Town Manager's Request for Action.

PREPARED BY: Stephen H. Burns

REVIEWED BY: _____



AGREEMENT FOR THE PURCHASE AND SALE OF COMMERCIAL REAL ESTATE

This AGREEMENT is made and entered into this 8 day of MAY, 2015 (the "Effective Date"), by and between THE INHABITANTS OF THE TOWN OF YORK, a body corporate and politic, having a mailing address of 186 York Street, York, Maine 03909, or its assigns (the "Buyer"), and AMERICAN LEGION, RAMSDELL - ROGER POST #56, a Maine non-profit corporation with a mailing address of P.O. Box 35, York Beach, Maine 03909 (the "Seller").

WITNESSETH AS FOLLOWS:

1. Purchase and Sale: Seller agrees to sell and Buyer agrees to buy, on the terms and conditions set forth herein, certain real estate, together with the buildings and improvements situated thereon, at 9 Hannaford Drive, York, Maine 03909 (the "Premises"), together with all appurtenant rights, easements, and all right, title, and interest of Seller in and to all streets, alleys, strips and rights-of-way over or abutting the Premises. The Premises is more particularly described in certain deeds (together the "Source Deed") being (1) deed dated December 22, 2005 and recorded in the York County Registry of Deeds in Book 14730, Pages 522 through 527 and (2) confirmatory deed dated November 11, 2009 and recorded in said Registry of Deeds in Book 15760, Pages 951 through 952, which deeds are incorporated by reference herein. The description of the Premises in said Source Deed is understood to be general in nature and both parties agree that the description in the deed of conveyance contemplated herein shall be subject to Buyer's approval.
2. Purchase Price: Deposit: The total purchase price for the Premises shall be One Million Two Hundred Thousand Dollars (\$1,200,000.00) (the "Purchase Price"), payable by Buyer to Seller as follows:
 - (a) Within three (3) business days of the Effective Date, Buyer shall deliver an earnest money deposit of Twelve Thousand Dollars (\$12,000.00) (the "Earnest Money Deposit") to RE/MAX REALTY ONE, as Escrow Agent, to be held in a noninterest-bearing account and applied to the Purchase Price at closing;
 - (b) The sum of One Million One Hundred Eighty-eight Thousand Dollars (\$1,188,000.00), as adjusted for all prorations, closing costs, and adjustments referenced herein, shall be paid by Buyer to Seller at closing by wire transfer, bank check, or closing agent's check upon delivery of the Deed.
3. Title: The Deed, conveying the Premises in fee simple with good, marketable, and insurable title, shall be delivered to Buyer at closing. Title shall be free and clear of all liens and encumbrances, except covenants, conditions, easements and restrictions which, in Buyer's opinion, do not materially or adversely affect the Premises or Buyer's intended use. If Seller is unable to convey title in accordance with the provisions of this paragraph, then Seller shall have thirty (30) calendar days from the time Seller is notified of the defect, unless otherwise agreed in writing by both Buyer and Seller, to cure the defect. Seller hereby agrees to make good-faith and best efforts to remedy any title defect during such period. If, at the later of the closing date set forth herein or the expiration of the thirty (30) day cure period, Seller is unable to remedy the title, Buyer may at its option (i) close the transaction and accept the Deed notwithstanding any defects, or (ii) cancel and terminate the Agreement, in which case the Earnest Money Deposit shall be promptly returned to Buyer, this Agreement shall be null and void, and both parties shall be relieved of any further obligations hereunder.
4. Closing: The closing shall take place at the offices of Bernstein Shur, 100 Middle Street, Portland, Maine 04101, on OR BEFORE 8-14-15 2015, at 11:00 a.m. or such other place as the Buyer may direct, or, if the Buyer and the Seller shall mutually agree in advance and in writing, at another time. The

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Buyer may extend the closing date for two (2) successive periods of thirty (30) days each if advantageous to Buyer to achieve the Conditions Precedent in paragraph 10 herein. Seller further agrees to execute and deliver to Buyer at closing such affidavits and certificates as are reasonably necessary for Buyer's acquisition of the Premises, including, without limitation, a Certificate of Non-Foreign Status, a Maine Real Estate Withholding Form (if applicable), a title insurance "Seller's Affidavit" regarding mechanic's liens and persons in possession with indemnity, an affidavit regarding underground storage tanks, evidence of Seller's legal existence, good standing and authority to convey the Premises, and other documents reasonably required by Buyer's title insurer. Seller shall execute and deliver to Buyer at closing, against payment of the Purchase Price, a Warranty Deed to the Premises in accordance with the Short Form Deeds Act, 33 M.R.S.A. §§ 761 et seq., (the "Deed").

5. **Risk of Loss; Damage; Insurance:** Prior to closing, all risk of loss or damage to the Premises shall be borne solely by Seller. Seller agrees to maintain full replacement value insurance against fire and other extended casualty risks until closing. In the event that, prior to closing, the Premises are destroyed or damaged by fire or other casualty, Buyer shall have the option, to be exercised within thirty (30) days of the occurrence of such fire or other casualty and with written notice to Seller, to cancel and terminate this Agreement. Upon such cancellation and termination, the Earnest Money Deposit shall be promptly returned to Buyer and neither party shall have any further obligations hereunder. If Buyer does not elect to cancel and terminate this Agreement within thirty (30) days of the occurrence of any such fire or other casualty, Buyer agrees to accept the Premises in its then current condition together with an assignment of all insurance proceeds relating thereto.

6. **Inspection:** Seller agrees that Buyer may enter onto the Premises, at reasonable times designated by Seller, within sixty (60) days following the Effective Date (the "Inspection Period") in order to conduct inspections of the Premises, perform due diligence, confirm code compliance by Buyer's Code Enforcement Officer, and do any other such things as Buyer may deem necessary to its acquisition of the Premises, in its discretion. Seller shall provide Buyer with copies of any information in its possession from third parties about the Premises or its condition, including, without limitation, the Seller's title insurance policy, any surveys, any engineering/structural studies, and any environmental studies. Inspections may also include surveys, environmental assessments, engineering studies, and wetlands and/or soils studies. Buyer also reserves the right to view the Premises within forty-eight (48) hours prior to closing. If any inspection is not satisfactory to Buyer in its sole discretion, Buyer shall have the right, within the Inspection Period, to notify Seller of this fact and terminate this Agreement, in which case the Earnest Money Deposit shall be promptly returned to Buyer and both parties shall be relieved of any further obligations hereunder.

7. **Possession:** The Premises shall be delivered to the Buyer at the time of the closing free and clear of all tenancies or occupancies by any other person or entity.

8. **Representations and Warranties:** Seller represents and warrants to Buyer, which representations and warranties shall be true and correct throughout the term of this Agreement unless otherwise indicated, each of the following:

(a) Seller has the power and authority to enter into, deliver and perform this Agreement; to execute and deliver all documents required hereby; to convey all of its right, title and interest in and to the Premises; and to otherwise take all steps necessary to the performance of the duties and obligations of Seller hereunder;

(b) To the best of Seller's knowledge, the Premises are in full compliance with all applicable laws, ordinances, rules and regulations;

(c) There are no pending or threatened liens, claims, rights of purchase, or encumbrances against the Premises;

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(d) Seller is not a party to any litigation or threatened litigation, and Seller knows of no litigation or threatened litigation would in any way create a lien on the Premises or jeopardize Seller's right and authority to convey the Premises, or any portion thereof, or interest therein, to Buyer;

(e) All outstanding bills and/or accounts payable concerning the Premises are either paid or will be paid prior to or at the time of closing;

(f) Seller has not entered into any agreement with any person, entity, state, county, or local governmental authority or agency relating to the Premises which is not of public record;

(g) There is adequate and unobstructed access for ingress and egress in perpetuity from the Premises to public roads, streets, highways, in front of or adjoining all or any part of the Premises;

(h) There are no outstanding agreements of sale, options, or other rights of third parties to acquire an ownership interest in the Premises;

(i) There are no existing tenant leases which affect the Premises;

(j) All utilities, including but not limited to sewer, water, gas, telephone and electricity, are of sufficient capacity to adequately and properly service the Premises;

(k) To the best of Seller's knowledge, the Premises are free of any environmental and other hazards, including without limitation pollutants, contaminants, underground storage tanks, radon, asbestos, lead-based paint, waste oil, petroleum, or any other pathological, radioactive, dangerous, or toxic substances, materials or wastes;

(l) There are no outstanding claims, losses or demands against Seller by any tenant or other person respecting Seller's ownership, use and/or occupancy of the Premises;

(m) To the best of Seller's knowledge, there are no structural or mechanical defects in the Premises, including without limitation, in the plumbing, heating, roofing, electrical, drainage and air-conditioning systems and all of said items are in good order and repair and adequate to serve the Premises.

9. Default; Remedies: In the event that Seller fails to close hereunder for a reason other than the default of Buyer, Seller shall return the Earnest Money Deposit to Buyer, it being understood, however, that Buyer's acceptance thereof shall not constitute a waiver of any legal or equitable remedy available to Buyer. In the event that Buyer fails to close hereunder for a reason other than the default of Seller, Seller shall retain the Earnest Money Deposit as full and complete liquidated damages in lieu of any other legal or equitable remedy, and neither party shall be under any further obligation hereunder.

10. Conditions Precedent to Buyer's Obligation to Close: The following are Conditions Precedent to Buyer's obligation to close this transaction. Buyer and only Buyer may waive any or all of these Conditions Precedent. In the event that all Conditions Precedent are not fulfilled as of the date of the closing, Buyer may elect not to close this transaction, whereupon Buyer shall have the right to terminate this Agreement and obtain a prompt refund of the Earnest Money Deposit and both parties shall be relieved of any further obligations hereunder.

(a) The representations and warranties of Seller contained herein shall be true and correct as of the date of closing and shall be certified as such by Seller at closing.

(b) The Premises are in the same or better condition at the time of closing as they are in as of the date of this Agreement, normal wear and tear excepted.

(c) Buyer shall have obtained a Title Commitment at closing that is satisfactory to Buyer.

(d) Seller shall effect the removal of the deed restrictions contained in the Source Deed as necessary to allow any and all municipal uses as determined in Buyer's sole discretion.

(e) Buyer shall obtain a real estate appraisal.

(f) Buyer shall receive voter approval of this Agreement.

9 SEE ATTACHED Addendum A and ~~Kick out clause~~

5-7-2015
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11. Brokerage: Buyer and Seller acknowledge that they have been advised of the following relationships: (a) Buyer's broker of record: BILL CONDA; (b) Seller's broker

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of record: Bill Conda. Seller shall be responsible for the payment of all fees and commissions due any real estate brokers with respect to this transaction. Seller hereby agrees to indemnify and hold Buyer harmless from any and all claims made by real estate brokers with respect to this transaction. The foregoing indemnity shall include all legal fees and costs incurred by Buyer in defense against any such claim.

12. Adjustments; Prorations; Closing Costs: Real estate taxes, assessments, rentals and utilities shall be prorated as of the closing. The Maine real estate transfer tax shall be paid for by Seller and Buyer in accordance with 36 M.R.S.A. § 4641-A. The recording fee for the deed of conveyance will be paid by Buyer. A portion of the purchase price shall be withheld at the closing by Buyer if required by 36 M.R.S.A. § 5250-A.

13. Offer and Acceptance: This Agreement when submitted to Seller shall constitute an offer which may be accepted by Seller by Seller's signature on this Agreement and notice to Buyer of Seller's acceptance on or before the date of May 8, 2015 or it will expire by its terms. If this Agreement is fully executed by the parties, and the parties do not complete the Effective Date blank on the first page, the Effective Date of this Agreement shall be the date of the last signature of the parties.

14. General Provisions: This Agreement may be executed in duplicate originals and is to be construed under the laws of Maine. Time is of the essence of this Agreement. This Agreement constitutes the entire agreement between Seller and Buyer and there are no agreements, understandings, warranties or representations between Buyer and Seller except as set forth herein. This Agreement is binding upon and inures to the benefit of the parties hereto, their respective heirs, successors and assigns, and may be cancelled, modified, or amended only by a writing executed by the parties hereto or their legal representatives. All notices, demands and other communications hereunder shall be in writing and shall be deemed to have been duly given on the date of service if served personally on the party to whom notice is to be given or on the date of mailing. If post mailed, all notices are to be sent by overnight courier with tracking or first class mail, postage prepaid, certified, return receipt requested, addressed as first written above. If e-mailed, notices shall be deemed to have been given upon confirmed receipt by the addressee. Either party may change its address for purposes of this paragraph by giving the other party notice of the new address in the manner described herein. All representations and warranties made by Seller herein shall survive the closing of this transaction. If any provision of this Agreement is determined to be invalid or unenforceable, it shall not affect the validity and enforcement of the remaining provisions hereof.

IN WITNESS WHEREOF, Seller and Buyer have executed this Agreement as of the date first above written.

Pete Wada
Witness

SELLER: AMERICAN LEGION, RAMSDELL -
ROGER POST #56

By Colin Greene
Name:
Its:

Paula Fog
Witness

BUYER: THE TOWN OF YORK

By Stephen H. Burns
Stephen H. Burns
Its Town Manager, duly authorized

Addendum B to Agreement

Addendum to contract dated April 24, 2015

between American Legion Ramsdell , Roger Post #56 (hereinafter "Seller")

and Town Of York Inhabitants (hereinafter "Buyer")

property 9 Hannaford Drive, York , Me 03909

It is agreed by all parties that the following items will be the property of the Legion to enable them to start in a new location.

Items:

1. Remove the bar at the legions expense.
2. Remove Bar coolers at the legions expense.
3. Chairs (all)
4. Tables (all)
5. Glassware
6. Plates
7. Silverware/utensils
8. Cookware
9. Washer/Dryers
10. Fridge & Freezers out in the back.
11. Desks
12. Computers
13. TV's
14. Shelves
15. All seasonal lawn equipment
16. Granite Bench
17. Personalized Bricks in Walkway (veterans) and to be replace with regular bricks.

Parties acknowledge Agency's advice to seek legal, tax and other professional advice as necessary in connection with sale/purchase of property.


Buyer 5/7/2015
Town Of York Inhabitants Date


Seller
American Legion Ramsdell Date

Buyer _____ Date _____

Seller _____ Date _____
Roger Post #56



TOWN OF YORK
 186 YORK STREET
 YORK, MAINE 03909-1314
 207-363-1004

KENNEBUNK SAVINGS BANK

52-7450
 2112

No. **079453**

EXPENSE
 10770

| |
|--------------------|
| DATE |
| 05/07/2015 |
| CHECK AMOUNT |
| \$12,000.00 |

PAY ***Twelve Thousand and 00/100*** Dollars

TO **Remax Realty One**
 THE **439 U.S. Route One**
 ORDER **York, ME 03909**
 OF

Wendy C Anderson
 VOID AFTER 90 DAYS

⑈079453⑈ ⑆211274502⑆ 66 395051⑈

| | | | | | |
|--------|------------------|---------|------------|----------------|--------------|
| 3903 | Remax Realty One | 10770 | 05/07/2015 | | 79453 |
| Vendor | Vendor Name | Voucher | Date | Account Number | Check Number |

| Account | Description | Amount |
|---------------|-------------|-------------|
| 100.0113.5210 | Contingency | \$12,000.00 |
| | | \$12,000.00 |

TOTAL: \$12,000.00

Police Station and Connector Road Projects

Allocation of Project Costs

May 7, 2015

| <u>Vendor</u> | <u>Total Cost</u> | <u>Police Station</u> | <u>Connector Road</u> |
|-------------------------------|-----------------------|-----------------------|-----------------------|
| Allied Engineering | \$4,908.75 | \$4,908.75 | \$0.00 |
| Anderson-Livingston | \$4,787.50 | \$4,787.50 | \$0.00 |
| Attar Engineering | \$27,457.80 | \$22,246.14 | \$5,211.66 |
| Ballou & Bedell | \$7,533.56 | \$7,533.56 | \$0.00 |
| BH2M | \$20,740.00 | \$20,565.00 | \$175.00 |
| Civil Consultants | \$1,522.50 | \$1,522.50 | \$0.00 |
| Central Maine Power | \$3,250.00 | \$0.00 | \$3,250.00 |
| CLD, Inc. | \$1,609.43 | \$1,609.43 | \$0.00 |
| E.J. Prescott | \$371.00 | \$371.00 | \$0.00 |
| Gorrill-Palmer | \$24,650.69 | \$4,197.83 | \$20,452.86 |
| Jensen, Baird, Gardner, Henry | -\$1,200.00 | \$0.00 | -\$1,200.00 |
| Mobile Mini | \$893.40 | \$893.40 | \$0.00 |
| Owen Haskell | \$850.00 | \$850.00 | \$0.00 |
| PC Construction | \$1,194,840.00 | \$1,162,124.80 | \$32,715.20 |
| Ransom Consulting | \$32,272.00 | \$32,104.00 | \$168.00 |
| S.W. Cole | \$13,644.62 | \$11,444.62 | \$2,200.00 |
| SMRT | \$650,167.29 | \$558,859.28 | \$91,308.01 |
| Stantec | \$35,177.16 | \$27,142.33 | \$8,034.83 |
| Treasurer, Maine | \$12,144.00 | \$12,144.00 | \$0.00 |
| York Land Trust | \$5,000.00 | \$5,000.00 | \$0.00 |
| York Sewer District | \$56,774.22 | \$56,774.22 | \$0.00 |
| York Water District | \$164,874.45 | \$164,874.45 | \$0.00 |
| | <u>\$2,262,268.37</u> | <u>\$2,099,952.81</u> | <u>\$162,315.56</u> |

Based on an 81% (Police Station Project) and 19% (Connector Road) cost allocation
if expenditures were not specifically dedicated to one or the other.

| | |
|---------------------------------|--------------------------------------|
| 4326 Refunds | (\$46,751.28) |
| 4702 Interest Income | (\$41,041.95) |
| 4800 Transfers In (Town Dock) | (\$350,000.00) |
| 4800 Transfers In (Develop-Fee: | (\$19,862.75) |
| 4950 Bond Proceeds | (\$8,087,421.00) |
| 8001 Contracts | <u>\$2,262,268.37</u> |
| | (\$6,282,808.61) Net Building & Road |
| Police Station Balance | \$4,808,118.93 |
| Connector Road Balance | \$1,474,689.68 |



REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: May 7, 2015

ACTION

DATE ACTION REQUESTED: May 11, 2015

DISCUSSION ONLY

SUBJECT: Discussion and Possible Action: Application for Maine Coastal Program Grant in Partnership with Wells Reserve and York Golf and Tennis

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: The Wells Reserve (Reserve) and York Golf and Tennis Club (Club) are seeking the BOS' support for submission of a grant request to the Maine Coastal Program (MCP) for Municipal and Regional Projects in Maine's Coastal Zone. The grant application is due on May 14th and requires a municipal partner.

The estimated \$120,000 project will replace two failing culverts that empty into the York River (see attached maps), restoring the daily flow of salt water to the impoundments and growth of salt marsh vegetation. The project will also include monitoring the habitat restoration effort and an education/outreach component. The Reserve proposes to prepare and submit the \$50,000 MCP grant application and to be responsible for all accounting and reporting on the project. The required match for the MCP grant will be provided by the Club (\$50,000), the Reserve, and the Laudholm Trust. No monetary contribution is needed from the Town. The Reserve has submitted another grant application to the National Fish and Wildlife Federation (see attached) for financial support of this project and is continuing to solicit funds from other partners as well.

The Club leases the property from the York Country Club. The two clubs held a joint meeting on the proposed project this past week and signed a joint agreement in support of the salt marsh restoration project (see attached).

RECOMMENDATION: I recommend that the BOS agree to be a municipal partner for the salt marsh restoration project.

PROPOSED MOTION: I move that the Town of York agree to be a municipal partner with the Wells Reserve and York Golf and Tennis Club's \$50,000 grant application to the Maine Coastal Program for salt marsh restoration at the York Country Club's property on 62 Organug Road. It is understood that the Wells Reserve and the York Golf and Tennis Club will prepare, submit, and manage the grant application and provide any required match for the grant.

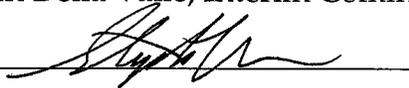
FISCAL IMPACT: None

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

PREPARED BY: Beth Della Valle, Interim Community Development Director

REVIEWED BY:

A handwritten signature in black ink, appearing to be "Beth Della Valle", written over a horizontal line.



Google

Imagery Date: 10/9/2014 43°08'26.39" N 70°39'54.86" W elev. 147

Data SIO, NOAA, U.S. Navy, NGA, GEBCO
© 2015 Google

2000



Project Area



Location of restoration structures



Five Star & Urban Waters Restoration Program Full Proposal Project Narrative

Instructions: Save this document on your computer and complete the narrative in the format provided. *Do not change the formatting (Times New Roman 11pt font, ¼ inch margin).* The final narrative should not exceed six (6) pages. Do not delete the text provided below. Upload completed document as a PDF or MS Word file into the on-line application as instructed. Bulleted lists may be used.

I. PROJECT CONTEXT

1. Specify the total acres the project will restore and identify the target watershed and focal species/habitat.

Describe the project's connection to the watershed and explain the need for the project. Show total magnitude/relative impact of the project (acres restored, # people engaged, etc). Identify the watershed and any targeted species, explain how the project complements or implements existing national, state or regional watershed management plans or species conservation plans and identify key threats to targeted species and watershed overall.

The Salt Marsh Creation in the York River (Maine) project will create 5.5 acres of salt marsh and intertidal habitat by restoring tidal flow to two freshwater impoundments. The return of tidal flow after over a century will improve the water quality and create critical habitat while engaging new partners in a long term watershed protection effort. Tidal flow will be restored by the replacement of small (18 inch) outflow culverts at high elevation with larger ones (60 inch) at a lower elevation at the outlets to both impoundments (one impoundment flows into the other and then the river). If funding cannot be found, the 18 inch culverts will be replaced with the same size and the opportunity will be lost for the foreseeable future.

This project is another step in a community driven effort to protect the York River. Last December the York River watershed was approved by Congress to receive study funds under the National Parks Service's Wild and Scenic River Program. This effort was strongly endorsed by all four communities within the 33 square mile watershed. The National Parks Services "Wild and Scenic River Reconnaissance Survey of the York River" report (2014) concluded, "that the York River exhibits free-flowing character and noteworthy natural, cultural and recreational resource values likely to meet eligibility criteria for inclusion in the National Wild and Scenic Rivers System (System). In addition, the presence of very strong community and interest group support for a Wild and Scenic River Study, together with a demonstrated track record of natural and cultural resource protection, supports key elements of suitability for inclusion in the System, and provides a strong indication that a Wild and Scenic River Study would be appropriate and productive. "

The river is the center piece in a 15 year long 10 member regional conservation collaboration (Mt Agamenticus to the Sea Conservation Initiative) that has to date protected 13,246 acres in a 48,000 acre focus area with a goal of 19,000 acres protected by 2032. This coalition completed one of the first in the nation "working waterfront" easements on the river in 2003.

The Maine's Natural Areas Program recognized the river in its designation of Focus Areas of Statewide Ecological Significance. The document states that the York River includes a "tidal marsh estuary ecosystem that includes the intertidal bays and one of the largest unprotected spartina saltmarshes is a rare community in the state. The extensive York River Estuary is one of the Gulf of Maine's least disturbed marsh-estuarine ecosystems and may be the most ecologically diverse coastal drainage for its size in the Gulf of Maine." It goes on to state that "This area of Maine has the greatest diversity of threatened and endangered species of any Maine region. The exceptional biodiversity is supported by the presence of both salt and freshwater habitats. The estuary provides valuable roosting and feeding area within the mapped tidal wading bird and waterfowl habitat. The marshes also provide habitat for the rare saltmarsh sharp-tailed sparrow. Overall, the river area provides extensive habitat and a migration corridor within the Atlantic flyway for birds."

The Wells Reserve through extensive field work has recorded 28 fish species in the river including marine, anadromous, catadromous, estuarine and freshwater species. The restoration site received a "severe" (highest)

rating in the "York River Non-point Pollution Survey and Watershed Management Plan" (2004) citing erosion, sediment, and nutrient issues. While the York River is currently healthy and supports a diverse population of fish species, it is also listed as a Priority Coastal Watershed by the Maine Department of Environmental Protection (DEP), a designation given by the Maine DEP for watersheds it deems at the greatest risk for degradation from non-point source pollution. Principal threats include land use change and loss of riparian buffers.

- 2. State the number of community members directly engaged or impacted. Describe community characteristics of the project area and identify any underserved or high-need communities. Please use poverty statistics, school lunch data or demographic records to articulate high-need or underserved communities.**

The landowner, the York Country Club, needed to replace a failing culvert connection from the impoundments to the York River. As a result of community awareness, members in the Club and the engineering firm contacted the Wells Reserve to see if there could be added benefits to this project. The Club has agreed to replacing the impoundments with salt marsh habitat and maintaining that landscape. There are over 650 "members" of the Club and many of those members include families. While not meeting the "underserved" or "high-need" criteria some of these members have been strong supporters of environmental protection of the watershed and many other members have the capacity to make significant contributions. This project will provide a connection for information and personnel involvement in additional areas of watershed protection. The results of their past support benefit both residents of southern Maine and visitors through clean water, wildlife, and recreational (boating, swimming, fishing, hiking, and wildlife watching) that is available to all. The continued and increased involvement of this segment of the community is essential if long term conservation, Wild and Scenic, water quality, and habitat goals are to be reached.

Through the Wells Reserve's Coastal Training and Stewardship programs along with the project partners it is anticipated that over a thousand people will be directly reached in some way (attend workshops, presentations, tours, read materials directed specifically to them). The residents of the four watershed communities are a key audience as the effort to qualify this river for National Parks Services' Wild and Scenic program moves forward.

Maine, as a state, ranks 34th out of the 50 states with an average per capita income of 38,299 (2011)

- 3. Will your project involve a USFWS-designated National Wildlife Refuge or Migratory Bird Treaty Area? See Funding Availability in RFP and answer only if applicable.**

While the restoration site is not within a USFWS boundary, the Rachel Carson Wildlife Refuge has several divisions stretching from Kittery to Cape Elizabeth along the southern Maine coastline including Brave Boat Harbor just to the south of the York River and the upper tidal reaches of the York River approximately 3 miles upriver from the site. The Rachel Carson Wildlife Refuge is an active participant and member of the Mt Agamenticus to the Sea Conservation Initiative.

- 4. If your project is located in one of the corporate-sponsored urban areas requesting a community service opportunity, describe the type of day-long community service event you propose to host for up to 50 employees of our corporate sponsor and your partnership's capacity to carry out this event. Include event location, specific activities and approximate date. See Funding Availability in RFP and answer only if applicable.**

Not applicable.

II. CONSERVATION AND OUTREACH ACTIVITIES

- 5. For each conservation metric, identify and briefly describe the major restoration activity that your partnership will undertake.** *For each metric, list major restoration activities and describe how each will meaningfully advance the conservation goals of the project and improve the health of the watershed.*

The 5.5 acres of salt marsh and intertidal habitat will be created by the replacement of small diameter high elevation culverts with structures that will accommodate at least 50% of the available tidal range plus anticipated stormwater. This will replace the existing landscape of impounded freshwater ponds with salt marsh. It is anticipated that the tidal area will re-vegetate naturally and will be evaluated after two growing seasons. If needed salt marsh plants will be planted using community volunteers.

- 6. For each outreach/educational and conservation metric, briefly describe each corresponding, major educational/outreach activity that your partnership will undertake.** *For each metric, list major outreach/educational activities and describe how each will meaningfully advance the educational and conservation goals of the project and benefit the targeted communities.*

The Wells Reserve, through both its Stewardship and Coastal Training programs will create programs that make use of the restoration site. These programs will include site visits as part of restoration field tours (by land and water) targeting planning offices, engineering firms, and environmental consultants. In addition the Reserve will do public presentation to audiences organized by other partners such as Mt Agamenticus to the Sea Conservation Coalition, York Rivers, York Country Club, Laudholm Trust, and through its own public lecture series. The Reserve also presents at numerous conferences both regionally and nationally and will seek opportunities (Maine Water conference, Maine Land Trust conference, New England Estuarine Research Society, National Estuarine Research Reserve system) to present using this project as an example of what can be done through partnerships.

In 2014 the Wells Reserve with community partners created and organized 15 workshops that attracted 1054 participants for a total of 7,888 contact hours. All programs were evaluated in writing by participants for results and feedback using a standardized approach developed by the National Estuarine Research Reserve system. These same methods will be used to evaluate outreach efforts for this project. The above figures do not include informal presentations and speaking engagements that occur at least twice monthly.

The Laudholm Trust is a "friends" group of the Wells Reserve with a membership of 2550. Through its staff it handles public outreach and community relations.

The York Rivers Association has been around for more than two decades as an effective voice for the protection of the York River particularly in town zoning and water quality issues. They took the lead on the successful effort to study the York River for possible inclusion in the National Park Service's Wild and Scenic program.

- 7. What are your long-term educational and conservation outcomes for this project and how will you measure progress?** *Include your conservation target species, habitats and/or any threats to these species and habitats you will address. Explain how this project will contribute to these long-term outcomes and how you will disseminate results and apply lessons learned to future efforts.*

The long term conservation outcome is a restored and thriving salt marsh that improves water quality and provides functional habitat for both terrestrial and marine species. Progress will be measured through the degree of tidal flow restored (water height, temperature, salinity measurements using YSI data sondes), a

photographic record of vegetation changes from fixed location points around the site and the collection of antidotal observations of fish, bird, and mammal use and occupation by Wells Reserve and Club staff.

The long term educational outcome is to use this project to reach a number of audiences and expand the knowledge and awareness of the value of watersheds, salt marshes, restoration, and the York River in particular. The partners have a multi-decade experience and involvement in this watershed. The Mt Agamenticus to the Sea Conservation Initiative is embarking on a 3 year land conservation campaign with a \$12 million goal. The York Country Club is seen as a key resource to success as its members have the ability to contribute support and the Club owns just under a mile of river frontage. There have been initial discussions about granting a conservation easement on the entire property.

There is also increasing interest in restoration of wetlands locally as awareness of benefits spread particularly in light of climate change predictions of sea level rise and storm intensity here in the Northeast. Communities are looking to build in resiliency where ever opportunities present themselves. This site will be an example as a public/private partnership that will improve water quality entering the river, reduce stormwater flooding, and provide a path for salt marsh expansion and migration.

Progress in outreach efforts will be measured by the number of people directly reached, diversity of positions (landowners, planners, restoration specialists, regulators, etc.) attending, and direct written feedback. Indirect information will be collected through antidotal remarks and connections made through the Mt Agamenticus to the Sea campaign, press releases, newspaper articles, and web outreach.

III. MATCHING CONTRIBUTIONS & CAPACITY BUILDING

8. Complete the table to describe how all partners are involved in the project. The project must have at least 5 diverse partners contributing a variety of expertise to the project. All partner contributions should include a dollar value equivalent and each should correspond exactly to the "matching contributions" section of your Easygrants proposal while expanding on partner roles. Add rows as needed.

| | Partner (organization / individual) | Qualifications (project-related skills/expertise) | Contribution(s) (goods or service being provided) | Value of Contribution(s) (dollar equivalent) |
|-----------------|---|---|---|--|
| <i>Example:</i> | <i>John Smith</i> | <i>Naturalist</i> | <i>Provide details on appropriate native species to be planted in project area</i> | <i>\$500</i> |
| 1 | York Golf and Tennis Club | Property owner | Cash contribution toward project | \$58,575 |
| 2 | Wells Reserve | Training / education | Organize trainings and educational events centered around the restoration project | \$1,800 |
| 3 | Civil Consultants | Engineering/ Design | Engineering and design | \$1,800 |
| 4 | Laudholm Trust | Outreach/ marketing | Produce and distribute press releases and spread accomplishments to 2,000 members | \$1000 |
| 5 | York Rivers Association and MtA2C | Outreach | Use their network of community contacts to distribute information and event notices | \$450 |
| Total: | | | | \$63,835 |

9. Describe how the project partnership will build capacity for expanding community stewardship in the area. *Discuss the relationships (new and existing) that you and your partners have with each other and the target audiences, and how this will influence future community stewardship efforts.*

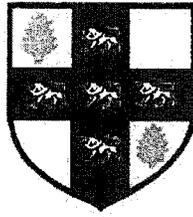
This project will bring closer together multiple partnerships and connections that have been building for years around protecting both the human and natural resources of the York River that are now poised for a major conservation push. The Wells Reserve, Laudholm Trust and the York Rivers Association have partnered for over 20 years to document the habitat and species richness of this river system. These three groups worked together to fund and carry out a multi-year monitoring of the Wheeler Marsh restoration site at the river mouth. The Mt Agamenticus to the Sea Coalition (10 partners) has been working for the past 15 years to increase the amount of permanently protected lands. The four watershed communities jointly supported the successful four year effort to qualify the watershed for the National Parks Services Wild and Scenic Program. This project will make the York Country Club and Civil Consultants an active partner in protecting this watershed for the first time. The Country Club owns over 200 acres of river front property. Civil Consultants is a popular engineering firms with landowners seeking to develop their land all over southern Maine. A successful partnership here could recreate new opportunities.

10. Explain your plan for monitoring project achievements beyond the project period (3 years or more). *Include brief details as to how your partnership will ensure the sustainability of the project's results.*

The York Golf and Tennis Club Grounds Superintendant will visually monitor the site on a regular basis (weekly) from Spring through Fall. Several participants in the Mt Agamenticus to the Sea Initiative and the York Rivers Association are also members of the Club and have already taken an early interest.

The photo points established during the first three years of monitoring will continue to be used at two year intervals at peak vegetation (August).

The Wells Reserve will remain the depository for the data and has the skills necessary to evaluate the success of the project and its condition over time within its Stewardship and Research Departments. If conditions warrant, additional water quality (YSI data sondes) can be deployed.



YORK GOLF AND TENNIS CLUB

62 ORGANUG ROAD
YORK, ME 03909-1307
TEL. 207-363-0130
FAX 207-363-0132

May 5, 2015

To whom it may concern,

The York Country Club and the York Golf and Tennis Club have come into agreement with the Spring 2015 Salt Marsh Restoration Project on this 5th of May, 2015.

York Country Club

Hal Stanwood, President

Dated: 5/5/15

York Golf and Tennis Club

Douglas Hawkins, President

Dated: 5.5.15



REQUEST FOR ACTION BY BOARD OF SELECTMEN

| | |
|--|--|
| DATE SUBMITTED: May 7, 2015 | <input checked="" type="checkbox"/> ACTION |
| DATE ACTION REQUESTED: May 11, 2015 | <input type="checkbox"/> DISCUSSION ONLY |
| SUBJECT: Discussion and Possible Action: Request Contingency Funds to Hire a Consultant to Work with the Energy Efficiency Steering Committee on LED Street Lighting | |

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: In February 2015, the York Energy Steering Committee (ESC) met with the BOS to discuss replacing the Town's streetlights with LED fixtures. This switch in technology is projected to significantly reduce the expense and energy usage by between 60-80%. At that time, the ESC noted that what initially appeared to be a simple project was proving to be far more complicated. As it learned about the details and choices that need to be made to move this project forward, the ESC recommended hiring an independent energy consultant to help the Town identify the best approaches to implement this project. Some of the decisions include:

- financing, management, procurement, and networking options;
- determining specifications and designs;
- preparing requests for proposals;
- selecting vendors to supply, install, and maintain the new lights; and
- overseeing engineering, construction, performance, and closeout of contracts for the project, among others.

The time is right – the Public Utility Commission will shortly finalize regulations that will allow Maine municipalities to purchase, operate, and maintain LED street light systems. While new to Maine, LED technology is not new to New England and the rest of the US. LEDs have been used since the early 1960s, but initially were very expensive and not very energy efficient. Efficiency and costs have improved dramatically over the last few years and combined with their extraordinarily long life (100,000 hours), which greatly reduces maintenance costs, many towns now find the technology very attractive.

At least 16 towns in Maine have installed or are planning to install LED street light systems. Auburn, Augusta, Brunswick, Cape Elizabeth, Lewiston, Portland, and Rockland have all installed LED street lights in some portion of their municipalities. Bath, Belfast, Falmouth, Richmond, South Portland, Topsham, and Windham are among the communities that are planning to do so. Towns in other parts of New England have had authority to convert to LED systems for far longer. There are approximately 30 towns in Massachusetts alone that have or are in the process of converting to LEDs, including Arlington, Boston, the entire Cape (14 communities), Easthampton, Easton, Fairhaven, Fitchburg, Lincoln, Lowell, Natick, Randolph, Somerville, Sutton, Watertown, and Westwood, among others. Manchester, NH is also in the process of switching its system to LEDs. Beyond New England, the City of Los Angeles has

installed 140,000 street lights. Washington D.C. has also installed LED street lights and San Francisco is in the process of planning to replace its street lights.

The technology is there; the regulations will be in place shortly; and the Town has an opportunity to provide an energy efficient, cost effective system to serve the Town well into the 21st century.

The Town Manager is seeking \$20,000 of contingency funds from the FY2015 operating budget to hire an energy consultant, identified through a request for proposal, to help the Town prepare a plan to make a transition to LED street lights. The consultant would guide the Town through the process of identifying options and decision making associated with replacing the current street lights with a more cost and energy efficient system of LEDs.

The BOS has three options – to authorize use of \$20,000 of contingency to hire an energy consultant to guide the Town through the options and decision making necessary to prepare a plan to transition to LED street lights, to delay pursuing the LED option at this time, or to choose not to pursue the LED street lighting option.

If the BOS authorizes the use of contingency funds to hire an energy consultant, the Town stands to save considerable operating dollars to operate its street lighting system on an annual and ongoing basis. The Town's FY 2016 operating budget includes \$145,000 for street lights. Based on a projected savings of 60-80% if LEDs street lights are installed, York will save between \$87,000 and \$116,000 in FY 2016 alone. Projected out over the anticipated lifetime of the LEDs, the savings are considerable, which is why it makes sense for the Town to invest these funds upfront in hiring an energy consultant to guide the Town in this effort.

The Town could also choose to delay pursuing the LED street light option. Though nearing completion, the PUC has not finalized rulemaking. Technological improvements are continuing to be made to offer additional 'intelligent' beyond those currently available and/or at reduced cost (i.e., internal adjustability to respond to complaints or special conditions, timed dimming/turn off on a fixed schedule, remote operations, sensors to measure and report energy used, to guide emergency response crews, to detect activity and adjust light levels, etc. Prices may also continue to decline with time.

The Town could also choose not to pursue the LED street light option because of questions or concerns about the technology.

RECOMMENDATION: Authorize use of \$20,000 of contingency funds from the FY 2015 operating budget to hire an energy consultant to guide the Town's efforts to replace its current street light system with LEDs.

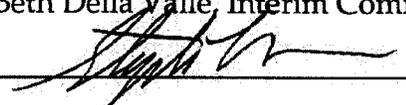
PROPOSED MOTION: I move to authorize use of \$20,000 of contingency funds from the FY 2015 operating budget to hire an energy consultant to guide the Town's efforts to replace its current street light system with LEDs.

FISCAL IMPACT: \$20,000

DEPARTMENT LINE ITEM ACCOUNT: 100.0113.5210

BALANCE IN LINE ITEM IF APPROVED: \$102,000

PREPARED BY: Beth Della Valle, Interim Community Development Director

REVIEWED BY:  _____



REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: April 26, 2015

ACTION

DATE ACTION REQUESTED: May 11, 2015

DISCUSSION ONLY

SUBJECT: Graduate School

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Back on March 9th I provided a memo to the Board which explained my reasons for applying to the University of North Dakota for a Graduate Certificate in Public Administration (copy attached). I am pleased to report that I have now been accepted into this program, and I have another month to respond to this offer. This is a 4-course online offering that is comparable in cost to that offered by USM, but it offers the added advantage that these 4 courses can be transferred directly to a Masters of Public Administration should I choose to continue with my education. The UND program is accredited and affordable, and is focused on municipal management. The courses are 100% online using Adobe Connect, which is designed to accommodate online meetings and classes. I will be required to attend one 3-hour evening class once each week – fine except for Monday nights.

Required courses for the Graduate Certificate include 4 of the following 5 offerings: Foundations of Public Administration; Administrative Ethics in the Public Sector; Public Personnel Administration; Public Budgeting and Financial Administration; and Administrative Law.

In the financial section below I have indicated the cost of 2 courses per year. This assumes the voters pass the budget. My expectation is that I will cover all the out-of-pocket costs other than tuition – fees, books, etc. – that that I will be reimbursed for the cost of tuition upon delivery of a satisfactory grade report.

Regarding other options, there are many online graduate certificate and MPA programs available. I definitely would prefer the online option because it will be efficient with my time. I can return with information about other programs if that is of interest to the Board. I do need to let UND know my decision on or before June 13th.

RECOMMENDATION: I recommend the Board approve the selection of University of North Dakota School of Graduate Studies for my continuing education in public administration, per Section 9(d) of my employment contract.

PROPOSED MOTION: I move to approve the selection of University of North Dakota School of Graduate Studies for the Town Manager to pursue continuing education in public administration, per Section 9(d) of his employment contract.

FISCAL IMPACT: \$2,500 in FY16

DEPARTMENT LINE ITEM ACCOUNT: \$2,500 in FY16

BALANCE IN LINE ITEM IF APPROVED: \$0 in FY16

PREPARED BY:  _____

REVIEWED BY: _____

MEMO

TO: Board of Selectmen
FROM: Stephen H. Burns, Town Manager
DATE: March 9, 2015
RE: Graduate School



SHB

In my contract, under the section on Conferences, Training and Education, is a paragraph that reads as follows:

The MANAGER will be expected to pursue continuing education in the field of municipal management. The TOWN agrees to reimburse the MANAGER for up to two (2) graduate school courses per fiscal year, contingent upon funding and agreement between the TOWN and MANAGER on the degree program and higher education institution.

This is the time of year we need to work out the details of this arrangement if I am to start my course work next summer or fall.

Budget. To begin with I have included \$2,500 in the Town Manager's Department FY16 budget for academic reimbursement. I chose this amount in consultation with Liam Gallagher with the expectation that it would cover 2 courses at most public universities. As long as the budget passes in May then we have addressed this part of the matter.

Online Option. Now comes the broad topic of degree program and the institution. There are two basic options for attending graduate school – in person and online. I have never taken an online college course before so this would be a new experience for me, but I like the concept in terms of being efficient with my time and for offering a wider array of school choices. I am hesitant in terms of the loss of direct human interaction with faculty and other students, but I trust the schools have created online learning platforms that are fully functional. Honestly, I'm surprised by the number of schools offering master's degrees that are 100% online. I'm sure the experience would be very different from my time in college 30 years ago, but I'm sure in a positive way. This all said, I am leaning towards the online option.

Certificate and/or Degree. There are two basic options for online graduate work in public administration. Some schools offer a 3-course or 4-course online graduate certificate program, and many schools offer an online master's degree program comprised of 10 to 12 courses. I would like to start with a graduate certificate, then re-evaluate with the Board

following completion to see if continuing for the degree is mutually beneficial. I want to be sure that both options remain open.

Search Process. I have found some good resources to help find suitable programs. One is an accreditation organization called the Network of Schools of Public Policy, Affairs and Administration (naspaa.org), which maintains a list of programs which it has accredited. I also found a list of the most affordable online MPA programs (geteducated.com). Using these lists as a starting point I sorted through a number of programs to review their content. Some are focused on municipal management, but many are clearly focused elsewhere – non-profit management, international issues, and so forth.

University of North Dakota. The one program to which I kept circling back during the course of my research is the University of North Dakota. Here are the highlights:

- The online MPA program is accredited.
- The online MPA program ranks 8th on the list of most affordable online MPA programs.
- The school offers a 4-course Graduate Certificate in public administration.
- The certificate courses can be directly applied towards an MPA at the school if the student choose to pursue that afterwards.
- All online students pay the same tuition as in-state residents – approximately \$420 per credit hour (which is close to USM's in-state cost of \$380/credit hour).
- No time at campus is required.

The one part of the puzzle I still need to look into is that each course has a 3-hour live session one evening each week. Monday night meetings, or Tuesday/Thursday night meetings during budget season, would require some accommodation. This said, I propose to apply for admission to the UND graduate certificate program if this is agreeable to the Board.



Master of Public Administration (MPA)

"UND's online MPA program has been simply outstanding. Although I am a California resident, I formed relationships with fellow students in Grand Forks and across the country. My professors were very accessible and I spoke with them regularly... Classes were delivered in a format that was conducive to discussion and I got to participate just as much, if not more than students present in the classroom in Grand Forks... I am very happy with my choice. I highly recommend the program."

—Jonathan Schmitt, MPA, May 2011. Review posted on GetEducated.com.

FAST FACTS

- 35 Credits
- 2+ Years to Complete
- Online: "Live" Web Classes Held 1 Evening Per Week
- Accreditation: National Association of Schools of Public Affairs and Administration (NASPAA)
- In-State Tuition Regardless of Residency
- Ranked #3 on GetEducated.com's list of "Best Buys in Online MPAs"

ABOUT THE DEGREE

The online Master of Public Administration prepares you for administrative roles in all levels of the governmental, non-profit, healthcare, and social sectors. You will develop the management and analytical skills necessary to be a successful public administrator, including:

- ethics
- leadership
- fiscal management
- public policy
- governmental institutions
- management theories
- research methods
- human resource development

As a graduate, you will have flexibility to work in a variety of career fields and policy areas and will possess concrete skills that will benefit your profession, including how to:

- understand the public policy-making process.
- use critical thinking and analysis to aid in decision-making.
- communicate at high levels in written and oral correspondence.
- develop qualities and characteristics necessary to assume positions of leadership.
- understand and adapt to changing political, economic, and social environments.
- recognize the importance of integrity and dedication in carrying out the public trust.

NOTE: A Health Administration Track is available for those interested in health-related careers. See *Degree Requirements* for details.

DEGREE REQUIREMENTS = 35 CREDITS

Required Core Courses = 14 Credits

- Pols 500 – Research Methods (3 cr)
- Pols 501 – Political & Public Policy Analysis (3 cr)
- Pols 531 – Seminar: Public Administration (3 cr)
- Pols 580 – Administrative Internship (3 cr)*
- Pols 997 – Independent Study (2 cr)

*Can be waived if you have at least 1 year of administrative experience. If waived, you must complete another 3-credit course.

Additional Core Courses = 12 Credits in either the General Track OR Health Administration Track:

General (Non-Health) Track

- Complete 6 credits from the following:
- Pols 503 – Government & Business (3 cr)
 - Pols 508 – Legislative & Executive Processes (3 cr)
 - Pols 532 – Public Policy (3 cr)
 - Pols 533 – Administrative Ethics in the Public Sector (3 cr)

and

- Complete 6 credits from the following:
- Pols 502 – Seminar: Problems in State & Local Government (3 cr)
 - Pols 536 – Public Personnel Administration (3 cr)
 - Pols 538 – Public Budgeting & Financial Management (3 cr)
 - Pols 539 – Administrative Law (3 cr)

Health Administration Track

- Econ 575 – Health Economics (3 cr)
- Pols 551 – Health Organization & Administration (3 cr)
- Pols 552 – Health Policy (3 cr)
- Pols 593 – Problems: Legal & Ethical Issues in Health Care (3 cr)

Electives = 9 Credits

- Entr 580 – Seminar in Social Entrepreneurship (3 cr)
- Pols 561 – Creation & Management of Social Enterprises (3 cr)
- Pols 562 – Political Advocacy & Social Entrepreneurship (3 cr)
- Pols 591 – Readings in Political Science & Public Administration (1-3 cr)
- Soc 568 – Sociology of Social Entrepreneurship (3 cr)

Additional electives may be selected from the General and Health Administration Tracks listed above.

More

Master of Public Administration (MPA)

HOW ONLINE DEGREES WORK

The entire MPA program is offered online; you are **not** required to come to campus at any time.

As an **online student in "live" Web classes**, you will:

- participate in class sessions that are conducted "live" over the Internet. Typically, online classes are held 1 evening per week for 3 hours.
- interact with your instructors and other students using Web-conferencing technology.
- see your instructors' materials as though you were sitting in a classroom on the UND campus.

In this manner, the class lectures, discussion, and collaboration are conducted in a very similar fashion to traditional on-campus classes.

WHO SHOULD APPLY?

Regardless of where you live, you may earn your Master of Public Administration degree from the University of North Dakota. The **part-time, online program** is designed for working professionals who are unable to attend a full-time, on-campus program.

The program emphasizes the development of managers in public, non-profit, health administration or other related fields. Students come from a wide variety of backgrounds and work at every level of government, as well as in the non-profit or private sector.

Admission Requirements

- A baccalaureate or higher degree from a regionally accredited institution.
- Completion of the Graduate Record Examination (GRE) or the Graduate Management Admission Test (GMAT).
- An overall GPA of 2.75 in an undergraduate degree program or a GPA of 3.00 in the last 2 years of undergraduate coursework.
- Minimum competence* in public administration policy, administrative sciences, and methodology. This competence is normally demonstrated by at least 1 course in each of the following 5 fields:
 - Political Science
 - Accounting
 - Economics
 - Management
 - Statistics
- 20 semester credits of undergraduate work in the social sciences, business administration, or related fields.

*You may be admitted on a qualified basis if you have yet to complete one or more of the competency courses. You will have the opportunity to fulfill these requirements through special exams or additional coursework. Please see our website for details.

Application Process

- Carefully review the UND School of Graduate Studies website (graduateschool.UND.edu) for complete details.
- Create a MyGradSpace account in order to complete the online application form. You will be prompted for additional requirements as necessary, including a non-refundable application fee, a statement of goals and objectives, and letters of recommendation.
- Provide your official transcripts from all previously attended colleges and universities (including UND).
- Submit your admission test scores through the Educational Testing Service or GMAT.

NOTE: All non-native speakers of English are required to submit their scores from the Test of English as a Foreign Language (TOEFL) or equivalent. See the UND School of Graduate Studies website for details.

TUITION & FINANCIAL AID

Regardless of your residency status, you will be charged the **in-state, resident tuition rate** for this online program. Additional course and/or program fees may apply. For current tuition information, please visit our website.



Financial Aid & Tuition Assistance

As a degree-seeking student taking semester-based online courses, you may qualify for financial aid. The Free Application for Federal Student Aid (FAFSA) is the only application UND requires to determine your eligibility for financial aid.

UND accepts employer, military, and veteran tuition assistance.

APPLICATION DEADLINES

UND accepts applications on an ongoing basis, or until the program is full. In general, you should submit your application and all required documents for full admission *at least 1 month* prior to the semester you plan to begin:

- Fall Semester: Apply by August 1
- Spring Semester: Apply by December 1
- Summer Semester: Apply by May 1

Get Started Today!

UND UNIVERSITY OF
NORTH DAKOTA
ONLINE & DISTANCE EDUCATION

1.800.CALL.UND | 701.777.3000
UND.edu/businessonline

Chat online with us to get immediate answers to your questions! Live Chat

Current as of: 3-15-13
Information is subject to change without notice.



REQUEST FOR ACTION BY BOARD OF SELECTMEN

| | |
|---|--|
| DATE SUBMITTED: May 8, 2015 | <input checked="" type="checkbox"/> ACTION |
| DATE ACTION REQUESTED: May 11, 2015 | <input type="checkbox"/> DISCUSSION ONLY |
| SUBJECT: Property Redemption – Tax Map 0040-0061-0162; 7 Pacific Eaton West | |

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:

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

RECOMMENDATION: Approve the Property Redemption Request from Wendy Carlisle for 7 Pacific Eaton West.

PROPOSED MOTION: I moved to approve the property redemption of Tax Map 0040-0061-0162, located at 7 Eaton Pacific West, as requested, subject to the condition that all taxes, interest and administrative costs are paid in full by no later than July 10, 2015 with cash or certified bank check.

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

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

REVIEWED BY: _____



TO: Board of Selectmen
FROM: Melissa M. Avery, Assistant to the Town Manager
DATE: May 8, 2015
RE: Tax Foreclosure Redemption: Map 0040-Lot 0061-0162; 7 Eaton Pacific West

Wendy Carlisle, former property owners of property identified as Tax Map 0040, Lot 0061-0162, located at 7 Eaton Pacific West in York, Maine, requests to redeem this property for which the Town has a tax lien for Fiscal Years 2009, 2010 and 2011. The Town foreclosed on this property as of January 18, 2011 for non-payment of the FY2009 tax lien.

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

Condition #1 – Wendy Carlisle shall pay in full, to the Town of York, all past year(s) and current years taxes, interest, administrative and lien costs, which total **\$1,363.52** by no later than **July 10, 2015**.

| | |
|----------------------------|-----------------|
| FY2009 TAXES AND INTEREST | \$212.94 |
| FY2010 TAXES AND INTEREST | \$187.89 |
| FY2011 TAXES AND INTEREST | \$196.69 |
| FY12-15 TAXES AND INTEREST | \$566.00 |
| ADMINISTRATIVE/LIEN COSTS | <u>\$200.00</u> |
| | \$1,363.52 |

- Fiscal Year 2016 Tax Bill will be supplemented upon redemption

Parcel Information

| <u>Map-Lot</u> | <u>Size of Lot</u> | <u>Assessed Value</u> | <u>Party Requesting Redemption</u> |
|----------------|--------------------|-----------------------|------------------------------------|
| 0040-0061-0162 | 0 Acres | \$14,200 | Wendy Carlisle |

APRIL 17,
2015

I ~~AM~~ ^{AM} WRITING TO ASK FOR THE
RETURN OF MY PROPERTY AT #28
PROSPECT ST. YORK, ME.
THE DUE TAX OF 1964 IS TO
BE PAID.

I THANK YOU.

SINCERELY,

Thomas K. Downing
HEATH K. STEEN

173 RICKY
NELSON RD.
STRAFERD, NH
03884

423 1/2 BROAD ST
PORTSMOUTH
NH

0025-0052

28 Prospect Street

.41 81891000

Melissa M. Avery

From: Mary-Anne Szeniaewski
Sent: Wednesday, April 22, 2015 8:42 AM
To: Melissa M. Avery
Subject: RE: Redemption: 28 Prospect Street

Total of fiscal, 13, 14 and 15 through July 10, 2015 is \$5,682.90. Fiscal year 16 is unknown and will be supplemented upon redemption. I will bring you up a print out on the account.

Mary-Anne

From: Melissa M. Avery
Sent: Tuesday, April 21, 2015 4:22 PM
To: Amber Harrison; Richard C. Mace; Mary-Anne Szeniaewski
Cc: Wendy Anderson
Subject: Redemption: 28 Prospect Street

Attached is the Redemption Request for 28 Prospect Street (0025-0052). May I have the taxes and interest though July 10?

Thank you!
Missy

Melissa M. Avery
Assistant to the Town Manager

Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 | Fax: (207) 363-1019

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Summary

Detail

Notes

Payment Plan

Access

- Tax Map # 0025 0052
- Linked to Tax Map # 0025 0052

- DOWNING THOMASINA K
- Linked to DOWNING THOMASINA K

- Parcels Linked to Tax Map # 0025 0052

Filters

Year

Sub System

Active A/R

Hide zero balance

Late Charges

As of Date

Display

Keep Setting

Daily Interest Amount \$0.98

| Year id | Sub System | Bill Number | Billed | Interest | Fee | Adjustment | Paid | Balance Due | Late Charges | Total Due | 1st Due | 2nd |
|---------|-------------------|-------------|-------------|------------|---------|------------|-------------|-------------|--------------|------------|------------|-----|
| 2015 | Real Property Tax | RE2726 | \$1,780.48 | | | | | \$1,780.48 | \$76.49 | \$1,856.97 | \$890.24 | \$8 |
| 2014 | Tax Title | RE2712 | \$1,791.31 | | | | | \$1,791.31 | \$111.32 | \$1,902.63 | \$1,791.31 | |
| 2013 | Tax Title | RE2715 | \$1,696.99 | | \$9.48 | | | \$1,706.47 | \$216.83 | \$1,923.30 | \$1,706.47 | |
| 2012 | Real Property Tax | RE2739 | \$1,633.45 | \$47.30 | | | \$1,680.75 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| 2011 | Tax Title | RE2739 | \$1,896.39 | \$97.56 | | | \$1,993.95 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| 2010 | Tax Title | TT121824 | \$1,665.38 | \$399.51 | \$8.59 | | \$2,073.48 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| 2009 | Tax Title | TT110907 | \$1,680.08 | \$434.88 | \$8.54 | | \$2,123.50 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| 2008 | Tax Title | TT99657 | \$1,647.54 | \$422.58 | | | \$2,070.12 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| | | | \$20,084.18 | \$2,932.52 | \$60.81 | (\$47.02) | \$17,752.23 | \$5,278.26 | \$404.64 | \$5,682.90 | \$4,388.02 | \$8 |

Refresh

Search



REQUEST FOR ACTION BY BOARD OF SELECTMEN

| | |
|--|--|
| DATE SUBMITTED: May 8, 2015 | <input checked="" type="checkbox"/> ACTION |
| DATE ACTION REQUESTED: May 11, 2015 | <input type="checkbox"/> DISCUSSION ONLY |
| SUBJECT: Property Redemption – Tax Map 0025-0052; 28 Prospect Street | |

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:

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

The owner requested an additional 14 days be added to the standard 60-day due date, as they anticipate their funds to be available right at the 60-day mark and don't want to chance being late.

RECOMMENDATION: Approve the Property Redemption Request from Thomasina Downing for 28 Prospect Street.

PROPOSED MOTION: I moved to approve the property redemption of Tax Map 0025-0052, located at 28 Prospect Street, as requested, subject to the condition that all taxes, interest and administrative costs are paid in full by no later than July 24, 2015 with cash or certified bank check.

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

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

REVIEWED BY: _____




TO: Board of Selectmen
FROM: Melissa M. Avery, Assistant to the Town Manager
DATE: May 8, 2015
RE: Tax Foreclosure Redemption: Map 0025-Lot 0052; 28 Prospect Street

Thomasina Downing, former property owners of property identified as Tax Map 0025, Lot 0052, located at 28 Prospect Street in York, Maine, requests to redeem this property for which the Town has a tax lien for Fiscal Years 2013, 2014 and 2015. The Town foreclosed on this property as of January 22, 2015 for non-payment of the FY2013 tax lien.

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

Condition #1 – Thomasina Downing shall pay in full, to the Town of York, all past year(s) and current years taxes, interest, administrative and lien costs, which total **\$5,882.90** by no later than **July 24, 2015**.

| | |
|---------------------------|------------------|
| FY2013 TAXES AND INTEREST | \$1,923.30 |
| FY2014 TAXES AND INTEREST | \$1,902.63 |
| FY2015 TAXES AND INTEREST | \$1,856.97 |
| ADMINISTRATIVE/LIEN COSTS | <u>\$ 200.00</u> |
| | \$5,882.90 |

- Fiscal Year 2016 Tax Bill will be supplemented upon redemption

Parcel Information

| <u>Map-Lot</u> | <u>Size of Lot</u> | <u>Assessed Value</u> | <u>Party Requesting Redemption</u> |
|----------------|--------------------|-----------------------|------------------------------------|
| 0025-0052 | .41 Acres | \$189,600 | Thomasina Downing |

To whom it my concern:

I have a trailer at Camp Eaton that I have inadvertently not paid taxes on. I have moved and somehow the change of address was not reported. I would like to take care of this situation and pay all taxes and fines as soon as possible.

The trailer was located on Pacific 7, Camp Eaton, Wendy Carlisle, owner.

My new address and phone number are:

Wendy Carlisle
78 Sawmill Pond Rd.
Fitchburg, MA 01420
978-764-8775

| <u>Assessed Value</u> | <u>Tax</u> |
|-----------------------|------------|
| 2011 - 12,000 | 112.20 |
| 2012 - 14,800 | 147.41 |
| 2013 - 14,500 | 151.24 |
| 2014 - 14,500 | 155.18 |

Thank you for all of your help with this situation,



Wendy Carlisle

Melissa M. Avery

From: Mary-Anne Szeniewski
Sent: Wednesday, April 22, 2015 8:48 AM
To: Melissa M. Avery
Subject: RE: Property Redemption: 7 Eaton Pacific West

Fiscal year 09, 10, and 11 total \$597.52 through July 10th. Fiscal year 12, 13, 14, and 15 total \$566.00. Combination through July 10, \$1,163.52. I'll bring you up the printouts on these also.

Mary-Anne

From: Melissa M. Avery
Sent: Tuesday, April 21, 2015 4:32 PM
To: Amber Harrison; Richard C. Mace; Mary-Anne Szeniewski
Cc: Wendy Anderson
Subject: Property Redemption: 7 Eaton Pacific West

Attached is the Redemption Request for 7 Eaton Pacific West (0040-0061-0162). May I have the taxes and interest through July 10, 2015.

Thank you!
Missy

Melissa M. Avery
Assistant to the Town Manager

Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 | Fax: (207) 363-1019

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Summary

Detail

Notes

Payment Plan

Access

- Tax Map # 0040 0061 0162
- Linked to Tax Map # 0040 0061 0162
- Parcels Linked to Tax Map # 0040 0061 0162

- YORK TOWN OF
- Linked to YORK TOWN OF

Filters

Year

Sub System

Active A/R

Hide zero balance

Late Charges

As of Date

Display

Keep Setting

Daily Interest Amount \$0.08

| Year id | Sub System | Bill Number | Billed | Interest | Fee | Paid | Balance Due | Late Charges | Total Due | Up To 1st Due | Bar Code |
|---------|------------|-------------|----------|----------|---------|----------|-------------|--------------|-----------|---------------|----------|
| 2011 | Tax Title | RE1431 | \$159.54 | | \$8.75 | | \$168.29 | \$28.40 | \$196.69 | \$196.69 | 171890 |
| 2010 | Tax Title | TT128244 | \$96.10 | \$39.34 | \$8.59 | | \$144.03 | \$43.86 | \$187.89 | \$187.89 | 47238 |
| 2009 | Tax Title | TT117340 | \$94.99 | \$46.86 | \$8.54 | | \$150.39 | \$62.55 | \$212.94 | \$212.94 | 43782 |
| 2006 | Tax Title | TT82823 | \$54.14 | \$32.10 | | \$86.24 | \$0.00 | \$0.00 | \$0.00 | | 36621 |
| 2005 | Tax Title | TT61299 | \$56.00 | \$29.60 | \$12.64 | \$98.24 | \$0.00 | \$0.00 | \$0.00 | | 35208 |
| 2003 | Tax Title | TT61297 | \$73.80 | \$45.64 | | \$119.44 | \$0.00 | \$0.00 | \$0.00 | | 31901 |
| 2002 | Tax Title | TT61296 | \$112.10 | \$57.65 | | \$169.75 | \$0.00 | \$0.00 | \$0.00 | | 29670 |

| | | | | | | | | | | | |
|--|--|--|----------|----------|---------|----------|----------|----------|----------|--|--|
| | | | \$646.67 | \$251.19 | \$38.52 | \$473.67 | \$462.71 | \$134.81 | \$597.52 | | |
|--|--|--|----------|----------|---------|----------|----------|----------|----------|--|--|

Refresh

Search



REQUEST FOR ACTION BY BOARD OF SELECTMEN

| | |
|--|--|
| DATE SUBMITTED: May 8, 2015 | <input checked="" type="checkbox"/> ACTION |
| DATE ACTION REQUESTED: May 11, 2015 | <input type="checkbox"/> DISCUSSION ONLY |
| SUBJECT: Special Event Permit Applications | |

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

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

1. VLD Fitness – Zumba with Marianela: June 14, 2015
2. Josias River Farm – Weddings: May 30, June 6, June 13, June 20, July 18, August 8, August 15, August 22, September 12, September 19, October 3, October 10

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

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

- VLD Fitness – Zumba with Marianela: June 14, 2015
- Josias River Farm – Weddings: May 30, June 6, June 13, June 20, July 18, August 8, August 15, August 22, September 12, September 19, October 3, and October 10

FISCAL IMPACT: N/A

DEPARTMENT LINE ITEM ACCOUNT: N/A

BALANCE IN LINE ITEM IF APPROVED: N/A

PREPARED BY: _____ REVIEWED BY: 

Melissa M. Avery, Assistant to the Town Manager



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: 4/21/15

Name of Event: Zumba with Marianela

Type of Event: Zumba Class

Organization Name: VLD Fitness Phone #: (603) 812-6690

Organization Address: 15 Iron Horse Drive #D116 City Bedford State NH Zip: 03110

Applicant Name: Marianela Ramirez Phone #: (603) 812-6690

Applicant Address: 15 Iron Horse Drive City: Bedford State: NH Zip: 03110

Contact Name for Day of Event: Marianela Ramirez Contact Phone # (603) 812-6690

Date of Event: May 17, 2015 Day of Week: Sunday

Starting Time: 5:15 @ 3:30 PM Ending Time: 4:30 PM

Assembly Area: Long Sands Beach

Dispersal Area: Long Sands Beach

Event Route: N/A

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed)
80

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

N/A

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

Supervised by Marianela Ramirez and her staff.

Purpose of the Event: Charity Fundraiser

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

Signature of Applicant: _____

For Town Use Only

Reviewed by:

| <u>Department</u> | <u>Initials</u> | |
|-------------------|-------------------|-------------------|
| Police Department | <u>Szeniawski</u> | <u>04-21-2015</u> |
| Public Works | <u>Lessard</u> | <u>05-06-2015</u> |
| Parks/Recreation | <u>Sullivan</u> | <u>04-21-2015</u> |
| Village Fire | <u>Apgar</u> | <u>04-21-2015</u> |
| York Beach Fire | <u>Bridges</u> | <u>05-06-2015</u> |
| Code Enforcement | <u>Harrison</u> | <u>05-06-2015</u> |
| York Ambulance | <u>Tucker</u> | <u>N/A</u> |
| Water District | <u>Neumann</u> | <u>04-21-2015</u> |
| Sewer District | <u>Haskell</u> | <u>04-21-2015</u> |

Special Conditions:

Town Manager

Date

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

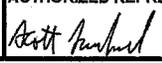
| | |
|--|---|
| PRODUCER K&K Insurance Group, Inc. 1712 Magnavox Way Fort Wayne IN 46804 | CONTACT NAME: Mass Merchandising Underwriting |
| | PHONE: 1-800-506-4856 FAX: (A/C, No): 1-260-459-5590 E-MAIL ADDRESS: info@fitnessinsurance-kk.com |
| INSURER(S) AFFORDING COVERAGE | |
| INSURER A: Nationwide Mutual Insurance Company | NAIC # 23787 |
| INSURED | |
| Marianela Ramirez DBA: viveladance llc 15 iron horse drive, Apartment D116 Bedford, NH 03110 A Member of the Sports, Leisure & Entertainment RPG | |
| INSURER B: | |
| INSURER C: | |
| INSURER D: | |
| INSURER E: | |
| INSURER F: | |

COVERAGES **CERTIFICATE NUMBER:** W00622489 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YY) | POLICY EXP (MM/DD/YY) | LIMITS | |
|----------|--|-----------|----------|--------------------|----------------------------|------------------------|---|-------------|
| A X | COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN: AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER | X | | 6BRPG0000005527100 | 08/27/2014 12:01 AM EDT | 08/27/2015 12:01 AM | EACH OCCURRENCE | \$1,000,000 |
| | | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$300,000 |
| | | | | | | | MED EXP (Any one person) | \$5,000 |
| | | | | | | | PERSONAL & ADV INJURY | \$1,000,000 |
| | | | | | | | GENERAL AGGREGATE | \$5,000,000 |
| | | | | | | | PRODUCTS-COMP/OP AGG | \$1,000,000 |
| | | | | | | | PROFESSIONAL LIABILITY | \$1,000,000 |
| | | | | | | | LEGAL LIAB TO PARTICIPANTS | \$1,000,000 |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS Not provided while in Hawaii | | | | | | COMBINED SINGLE LIMIT (Ea Accident) | |
| | | | | | | | BODILY INJURY (Per person) | |
| | | | | | | | BODILY INJURY (Per accident) | |
| | | | | | | | PROPERTY DAMAGE (Per accident) | |
| | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION | | | | | | EACH OCCURRENCE | |
| | | | | | | | AGGREGATE | |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETORSHIP/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | | N/A | | | PER STATUTE | OTHER |
| | | | | | | | E.L. EACH ACCIDENT | |
| | | | | | | | E.L. DISEASE - EA EMPLOYEE | |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | |
| | MEDICAL PAYMENTS FOR PARTICIPANTS | | | | | | PRIMARY MEDICAL | |
| | | | | | | | EXCESS MEDICAL | |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Non-certified Instructor of: Aerobics, Aquatic exercise, Ballroom, Belly dancing, Cardio kickboxing, Children's fitness programs, Country western, Cultural/ethnic, Exercise, Fitness bootcamp, Flamenco, GYROTONIC (R), Hip Hop, Latin, Modern, Personal training, Pilates, Salsa, Strength, Swing, Tango, Tap, ZUMBA (R)
 The certificate holder is added as an additional insured, but only for liability caused, in whole or in part, by the acts or omissions of the named insured.

| | |
|--|---|
| CERTIFICATE HOLDER Town of York 186 York Street York, ME 03909 (Owner/Lessor of Premises) | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  |
|--|---|



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: 4/27/15

Name of Event: WEDDING RECEPTION SULLIVAN / HENRY

Type of Event: WEDDING

Organization Name: JOSIAS RIVER FARM Phone #: 207 361-2771

Organization Address: 171 LOGGING RD City: CAPE NEDDICK State: ME Zip: 03902

Applicant Name: RICHARD SCHMID Phone #: 361-2771, 337-0490

Applicant Address: 171 LOGGING RD City: CAPE NEDDICK State: ME Zip: 03902

Contact Name for Day of Event: RICHARD SCHMID Contact Phone #: 337-0490

Date of Event: 5/30/15 Day of Week: SATURDAY

Starting Time: 2:00 Ending Time: 11:00

Assembly Area: JOSIAS RIVER FARM

Dispersal Area: SAME

Event Route: _____

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

130

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

ONE DJ

Describe how group is organized and supervised to insure order: ON SITE

SUPERVISED BY PARENTS OF BRIDE & GROOM, OWNERS

Purpose of the Event: RECEPTION & CEREMONY

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

Signature of Applicant: Richard L. Schmid



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: 4/27/15

Name of Event: FITZPATRICK WEDDING

Type of Event: CEREMONY AND RECEPTION

Organization Name: JOSIAS RIVER FARM Phone #: 361-2771

Organization Address: 171 LOGGING RD City: CAPE NEDDICK State: ME Zip: 03902

Applicant Name: RICHARD SCHMID Phone #: 361-2771

Applicant Address: 171 LOGGING RD City: CAPE NEDDICK State: ME Zip: 03902

Contact Name for Day of Event: RICHARD SCHMID Contact Phone #: 337-0490

Date of Event: 6/6/15 Day of Week: SATURDAY

Starting Time: 3 PM Ending Time: 11 PM

Assembly Area: ON SITE

Dispersal Area: ON SITE

Event Route: ON PREMISES

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed)
120

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

1 DJ

Describe how group is organized and supervised to insure order: THE BLACK TIE COMPANY WEDDING PLANNERS AND OWNERS (JRF)

Purpose of the Event: WEDDING

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

Signature of Applicant: Richard L. Schmid



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: 4/27/15

Name of Event: DEARBORN / PINGREE WEDDING

Type of Event: CEREMONY AND RECEPTION

Organization Name: JOSIAS RIVER FARM Phone #: 361-2771

Organization Address: 171 LOGGING RD City: CAPE NEDDICK State: ME Zip: 03902

Applicant Name: RICHARD SCHMID Phone #: 361-2771

Applicant Address: 171 LOGGING RD City: CAPE NEDDICK State: ME Zip: 03902

Contact Name for Day of Event: RICHARD SCHMID Contact Phone # 337-0490

Date of Event: JUNE 13, 2015 Day of Week: SATURDAY

Starting Time: 3 PM Ending Time: 11 PM

Assembly Area: ON SITE

Dispersal Area: ON SITE

Event Route: ON PREMISIS

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed)
130

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

1 DJ

Describe how group is organized and supervised to insure order: PARENTS OF BRIDE AND GROOM, OWNERS OF PROPERTY

Purpose of the Event: WEDDING

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

Signature of Applicant: Richard L. Schmid



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: 4/27/15

Name of Event: WESTLAKE WEDDING

Type of Event: CEREMONY AND RECEPTION

Organization Name: JOSIAS RIVER FARM Phone #: 361-2771

Organization Address: 171 LOGGING RD City: CAPE NEDDICK State: ME Zip: 03902

Applicant Name: RICHARD SCHMID Phone #: 361-2771

Applicant Address: 171 LOGGING RD City: CAPE NEDDICK State: ME Zip: 03902

Contact Name for Day of Event: RICHARD SCHMID Contact Phone #: 337-0490

Date of Event: 6/20/15 Day of Week: SATURDAY

Starting Time: 2 PM Ending Time: 11 PM

Assembly Area: ON SITE

Dispersal Area: ON SITE

Event Route: ON SITE

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed)
120

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

1 DJ

Describe how group is organized and supervised to insure order: OWNERS OF JRF AND PARENTS OF BRIDE AND GROOM

Purpose of the Event: WEDDING

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

Signature of Applicant: Richard L. Schmid



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: 4/27/15

Name of Event: HERRIN WEDDING

Type of Event: CEREMONY AND RECEPTION

Organization Name: JOSIAS RIVER FARM Phone #: 361-2771

Organization Address: 171 LOGGING RD City: CAPE NEDDICK State: ME Zip: 03902

Applicant Name: RICHARD SCHMID Phone #: 337-0490

Applicant Address: 171 LOGGING RD City: CAPE NEDDICK State: ME Zip: 03902

Contact Name for Day of Event: RICHARD SCHMID Contact Phone #: 337-0490

Date of Event: 7/18/15 Day of Week: SATURDAY

Starting Time: 2 PM Ending Time: 11 PM

Assembly Area: ON SITE

Dispersal Area: ON SITE

Event Route: ON SITE

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed)
130

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

1 BAND OR DJ

Describe how group is organized and supervised to insure order: OWNERS OF JRF AND PARENTS OF BRIDE AND GROOM

Purpose of the Event: WEDDING

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

Signature of Applicant: Richard Schmid



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: 4/27/15

Name of Event: Carter/Conroy Wedding

Type of Event: Ceremony/Reception

Organization Name: Josias River Farm Phone #: 361-2771

Organization Address: 171 Logging Rd City: Cape Neddick State: ME Zip: 03902

Applicant Name: Richard Schmid Phone #: 207 337-0490

Applicant Address: 171 Logging Rd City: Cape Neddick State: ME Zip: 03902

Contact Name for Day of Event: Richard Schmid Contact Phone #: 337-0490

Date of Event: 8/8/15 Day of Week: Saturday

Starting Time: 2:00 p.m. Ending Time: 11 p.m.

Assembly Area: on site

Dispersal Area: on site

Event Route: on site

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed)
150

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

1 Band or DJ

Describe how group is organized and supervised to insure order: owners of JRF and parents of Bride & Groom

Purpose of the Event: Wedding

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

Signature of Applicant: Richard A. Schmid



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: 4/27/15

Name of Event: Schuler/Rod Wedding

Type of Event: Ceremony & Reception

Organization Name: Josias River Farm Phone #: 361-2771

Organization Address: 171 Logging Rd City: Neddick^{cape} State: ME Zip: 03902

Applicant Name: Richard Schmid Phone #: 207 337 0490

Applicant Address: 171 Logging Rd City: Neddick^{cape} State: ME Zip: 03902

Contact Name for Day of Event: Richard Schmid Contact Phone # 337-0490

Date of Event: 8/15/15 Day of Week: Saturday

Starting Time: 2:00 p.m. Ending Time: 11:00 p.m.

Assembly Area: on site

Dispersal Area: on site

Event Route: on site

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed)
100

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

1 band or DJ

Describe how group is organized and supervised to insure order: OWNERS of JRF

and parents of Bride & Groom

Purpose of the Event: Wedding

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

Signature of Applicant: Richard L. Schmid



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: 4/27/15

Name of Event: Rodrigues/Aideuis Wedding

Type of Event: Wedding & Reception

Organization Name: Josias River Farm Phone #: 361-2771

Organization Address: 171 Logging Rd City: Neddick State: ME Zip: 03902

Applicant Name: Richard Schmid Phone #: 337-0490

Applicant Address: 171 Logging Rd City: Neddick State: ME Zip: 03902

Contact Name for Day of Event: Richard Schmid Contact Phone # 337-0490

Date of Event: 8/22/15 Day of Week: Saturday

Starting Time: 2:00 p.m. Ending Time: 11:00 p.m.

Assembly Area: on site

Dispersal Area: on site

Event Route: on site

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed)
175

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

1 Band or DJ

Describe how group is organized and supervised to insure order: Owners of Josias River Farm and parents of Bride & Groom

Purpose of the Event: Wedding

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

Signature of Applicant: Richard L. Schmid



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: 4/27/15

Name of Event: Sirret/Ford Wedding

Type of Event: Ceremony & Reception

Organization Name: Josias River Farm Phone #: 361-2771

Organization Address: 171 Logging Rd City: Neddick State: ME Zip: 03902

Applicant Name: Richard Schmid Phone #: 337-0490

Applicant Address: 171 Logging Rd. City: Neddick State: ME Zip: 03902

Contact Name for Day of Event: Richard Schmid Contact Phone # 337-0490

Date of Event: 9/12/15 Day of Week: Saturday

Starting Time: 2:00 p.m. Ending Time: 11:00 p.m.

Assembly Area: on site

Dispersal Area: on site

Event Route: on site

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed)
100

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

1 band or DJ

Describe how group is organized and supervised to insure order: Owners of JRF
and parents of Bride & Groom

Purpose of the Event: Wedding

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

Signature of Applicant: Richard A. Schmid



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: 4/27/15

Name of Event: Nugent/Demerdjian

Type of Event: Ceremony & Reception

Organization Name: Josias River Farm Phone #: 361-2771

Organization Address: 171 Logging Rd City: Cape Neddick State: ME Zip: 03902

Applicant Name: Richard Schmid Phone #: 337-0490

Applicant Address: 171 Logging Rd City: Cape Neddick State: ME Zip: 03902

Contact Name for Day of Event: Richard Schmid Contact Phone #: 337-0490

Date of Event: 9/19/2015 Day of Week: Saturday

Starting Time: 2:00 p.m. Ending Time: 11:00 p.m.

Assembly Area: on site

Dispersal Area: on site

Event Route: on site

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed)
130

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

1 band or DJ

Describe how group is organized and supervised to insure order: owners of JRF and parents of wedding couple

Purpose of the Event: Wedding

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

Signature of Applicant: Richard D. Schmid



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: 4/27/15

Name of Event: Williams/Grove Wedding

Type of Event: Ceremony & Reception

Organization Name: Josias River Farm Phone #: 361-2771

Organization Address: 171 Logging Rd. City: Cape Neddick State: ME Zip: 03902

Applicant Name: Richard Schmid Phone #: 337-0490

Applicant Address: 171 Logging Rd City: Cape Neddick State: ME Zip: 03902

Contact Name for Day of Event: Richard Schmid Contact Phone # 337-0490

Date of Event: 10/3/15 Day of Week: Saturday

Starting Time: 2:00 p.m. Ending Time: 11:00 p.m.

Assembly Area: on site

Dispersal Area: on site

Event Route: on site

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed)
110

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

1 band ~~or~~ or DJ

Describe how group is organized and supervised to insure order: OWNERS of JRF
and parents of Wedding Couple

Purpose of the Event: Wedding

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

Signature of Applicant: Richard A. Schmid



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: 4/27/15

Name of Event: Mack/Lorandean Wedding

Type of Event: Ceremony & Reception

Organization Name: Josias River Farm Phone #: 361-2771

Organization Address: 171 Logging Rd City: Neddick State: ME Zip: 03902

Applicant Name: Richard Schmid Phone #: 337-0490

Applicant Address: 171 Logging Rd City: Neddick State: ME Zip: 03902

Contact Name for Day of Event: Richard Schmid Contact Phone # 337-0490

Date of Event: 10/10/15 Day of Week: Saturday

Starting Time: 2:00 p.m. Ending Time: 11:00 p.m.

Assembly Area: on site

Dispersal Area: on site

Event Route: on site

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

130

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

1 band or DJ

Describe how group is organized and supervised to insure order: ~~OWNER~~ OWNERS of

JRF and parents of wedding couple

Purpose of the Event: Wedding

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

Signature of Applicant: Richard L. Schmid

Melissa M. Avery

From: Dean Lessard
Sent: Thursday, May 7, 2015 5:56 PM
To: Melissa M. Avery; Amber Harrison; Don Neumann; tim haskell; David K. Bridges; David Apgar; Charles J. Szeniaowski; Michael J. Sullivan; Chris McAllister
Subject: RE: Special Event Permit: Josias River Farm Weddings

Hi Missy

The proposed special event permit location is adjacent to the intersection of Logging Rd and Clay hill Rd. This particular intersection lacks sufficient intersection sight distance and in my opinion is dangerous. The thought of increased traffic at this intersection after celebrations like these makes me extremely uncomfortable. I would recommend requiring some sort of control (Police) of this intersection for a short time before and after the function. At this time the MTA has the Clay Hill Road overpass closed to traffic which will help this intersection for their May event.

Dean

Dean A. Lessard, P.E. | *Director of Public Works*

Town of York, Maine

186 York Street | York, Maine 03909

Phone: (207) 363-1010, Ext. 6201

Fax: (207) 363-1012

E-Mail: dlessard@yorkmaine.org

Online: www.yorkmaine.org

Follow us!

Facebook: www.facebook.com/YorkMainePublicWorks

From: Melissa M. Avery

Sent: Monday, April 27, 2015 3:58 PM

To: Amber Harrison; Don Neumann; tim haskell; David K. Bridges; David Apgar; Charles J. Szeniaowski; Dean Lessard; Michael J. Sullivan; Chris McAllister

Subject: Special Event Permit: Josias River Farm Weddings

Afternoon!

Attached are the Special Event Permit Applications from Richard Schmid at Josias River Farm on Logging Road for weddings on the following dates:

May 30

June 6, 13, 20

July 18

August 8, 15, 22

September 12, 19

October 3, 10

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

Let me know if you need any other information,

For Town Use Only

Reviewed by:

| <u>Department</u> | <u>Initials</u> | |
|-------------------|-------------------|-------------------|
| Police Department | <u>Szeniawski</u> | <u>04-21-2015</u> |
| Public Works | <u>Lessard</u> | <u>05-06-2015</u> |
| Parks/Recreation | <u>Sullivan</u> | <u>04-21-2015</u> |
| Village Fire | <u>Apgar</u> | <u>04-21-2015</u> |
| York Beach Fire | <u>Bridges</u> | <u>05-06-2015</u> |
| Code Enforcement | <u>Harrison</u> | <u>05-06-2015</u> |
| York Ambulance | <u>Tucker</u> | <u>N/A</u> |
| Water District | <u>Neumann</u> | <u>04-21-2015</u> |
| Sewer District | <u>Haskell</u> | <u>04-21-2015</u> |

Special Conditions:

Public Works Department: This particular intersection lack sufficient intersection sight distance and in my opinion is dangerous. I would recommend some sort of traffic control (Police) of this intersection for a short time before and after the function.

Any Questions? Call Dean Lessard (207)363-1010

Town Manager

Date