Town of York
186 York Street
York, Maine 03909-1314

Town Manager/ Selectmen (207)363-1000
Town Clerk/ Tax Collector (207)363-1003
Finance/ Treasurer (207)363-1004
Code Enforcement (207)363-1002
Planning (207)363-1007
Assessor (207)363-1005
Police Department (207)363-1031
Dispatch (207)363-2557
York Beach Fire Department (207)363-1014
York Village Fire Department (207)363-1015
Public Works (207)363-1011
Harbor Master (207)363-1000
Senior Center/ General Assistance (207)363-1036
Parks and Recreation (207)363-1040
Fax (207)363-1009 (207)363-1019
www.yorkmaine.org

BOARD OF SELECTMEN'S MEETING AGENDA
6:30/7:00PM MONDAY, APRIL 25, 2016
YORK LIBRARY

6:30PM: Executive Session: Pursuant to M.R.S.A § 405.6.A (Personnel)

Call to Order

Opening Ceremonies

A. **Minutes**
1. April 11, 2016 Meeting Minutes
2. April 20, 2016 Meeting Minutes

B. **Chairman's Report**

C. **Manager's Report**

D. **Awards**
1. Bid Award: Beach Cleaning

E. **Reports**
1. Cliff Walk Committee
2. Public Works Director: KACTS Application for the next phase of work in York Village

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

G. **Public Hearings**
1. New Business Licenses

- Paine Ave Corporation DBA: The Salt Marsh Clam Shack (Food Service, Liquor); located at 2 US Route One
- LITR Corporation DBA: Lobster in the Rough (Food Service, Liquor, Special Amusement); located at 1000 US Route One
- LITR Corporation DBA: Lobster Barn (Food Service); located at 1000 US Route One

H. **Endorsements**

1. Business Licenses:

- Patrick Cragin DBA: Ridge Road Inn (Innkeeper); located at 281 Ridge Road
- Diana Hickey DBA: Windbreaker Restaurant (Food Service); located at 243 Long Beach Avenue
- Maine Ice Cream, LLC DBA: Village Scoop Ice Cream (Food Service); located at 226 York Street
- Jeremy Prescott DBA: The Kettle Boys, Inc. (Food Service); located at 15 Railroad Avenue
- LITR, Corp. DBA: Lobster in the Rough (Food Service, Liquor, Special Amusement); located at 1000 US Route One

I. **Old Business**

1. Discussion and Possible Action: Police Station Building Project
2. Discussion and Possible Action: Selectmen's Policy – Open Space Committee Charter
3. Discussion and Possible Action: Solarize York

J. **New Business**

1. Discussion: Selectmen's Investment Policy
2. Discussion: Selectmen's Fund Balance Policy
3. Discussion and Possible Action: Appointment to Fill a Vacancy on the York Water District Board of Trustees
4. Discussion: Alarm Ordinance for November 2016
5. Discussion: Street Opening & Culvert Ordinance for November 2016
6. Discussion and Possible Action: Selectmen's Policy Manual – Overview of Section 4, Town Buildings and Other Property
7. Discussion and Possible Action: Contingency Request
8. Discussion and Possible Action: Membership of the Sohier Park Committee
9. Discussion and Possible Action - Temporary Housing at 21 Lock Lane
10. Special Events
    a. American Diabetes Association – Tour de Cure
    b. York Harbor Reading Room – July Independence Day Fireworks
    c. American Legion – Memorial Day Parade and Cemetery Ceremony
    d. York Garden Club – Plant Sale
    e. Maine Obsolete Autoleague Car Show

K. **Future Agendas**

L. **Other Business**

M. **Citizens' Forum**

Adjourn

BOARD OF SELECTMEN'S
MEETING MINUTES
6:00/7:00PM MONDAY, APRIL 11, 2016
YORK LIBRARY

6:00PM: Joint Workshop with Budget Committee

Present: Board of Selectmen Chairman Robert E. Palmer, Jr., Todd A. Frederick, Torbert Macdonald, Dawn Sevigny-Watson, Budget Committee Chairman Charley Steedman, Jerry Allen, Larry Graves, Nan Graves, Nelson Giordano, Don Lawton, Jim Smith, Town Manager Stephen H. Burns and members of the press and public.

Absent: Jonathan O. Speers

7:00PM: Regular Meeting

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

Absent: Jonathan O. Speers

Call to Order

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

Opening Ceremonies

A. Minutes

1. March 28, 2016 Meeting Minutes

Moved by Mr. Macdonald, seconded by Mr. Frederick to approve the March 28, 2016 Meeting Minutes, as amended. Vote 4-0, motion passes.

B. Chairman's Report

C. Manager's Report

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Town Manager Stephen H. Burns stated that he will be bringing to the Board of Selectmen a recommendation to rescind a previously approved temporary housing motion, as it has been discovered that it does not comply with the Zoning Ordinance. Mr. Burns also stated that the Town's third party Information Technology company, Winxnet, will be migrating the Town email system over to Office365 on Friday, April 15th. He also announced that the Planning Board is hearing the Town's application for the new Police Station on Thursday night.

D. Awards

E. Reports

1. Kearsarge House Project/Street and Sidewalk Re-opening Update
2. Bicycle and Pedestrian Committee Update
3. Parks and Recreation Board Update

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

Public Comment: Jim Bartlett
David Chase
Arthur Krycos
Howard Koeppel

G. Public Hearings

H. Endorsements

Business Licenses:

- Global Montello Group Corp. DBA: Mr. Mike's York (Food Service); located at 519 US Route One
- Susan Palamaris DBA: York House of Pizza (Food Service); located at 274 US Route One
- Nancy's Catering, Inc. DBA: Nancy's Catering (Food Service, Liquor, Special Amusement); located at 1151 US Route One
- Stonewall Kitchen, LTD, DBA: Stonewall Kitchen, LLC (Food Service, Liquor); located at 2 Stonewall Lane
- Natalie and Danielle Lawrence-Taylor DBA: Grass Roots (Food Service); located at 1300 US Route One

Back to Agenda

- Jason Johnson DBA: Shore Road Restaurant and Market (Food Service); located at 10 Shore Road

Moved by Mr. Macdonald, seconded by Ms. Sevigny-Watson to approve the following licenses: Global Montello Group Corp. DBA: Mr. Mike's York (Food Service); located at 519 US Route One, Susan Palamaris DBA: York House of Pizza (Food Service); located at 274 US Route One, Nancy's Catering, Inc. DBA: Nancy's Catering (Food Service, Liquor, Special Amusement); located at 1151 US Route One, Stonewall Kitchen, LTD, DBA: Stonewall Kitchen, LLC (Food Service, Liquor); located at 2 Stonewall Lane, Natalie and Danielle Lawrence-Taylor DBA: Grass Roots (Food Service); located at 1300 US Route One, Jason Johnson DBA: Shore Road Restaurant and Market (Food Service); located at 10 Shore Road, all subject to taxes, fees and inspections being current and compliant with the usual noise stipulations. Vote 4-0, motion passes.

I. Old Business

1. Discussion and Possible Action: 8 Gunnison Road

On March 9, 2015, the Board of Selectmen voted to lift the conditions imposed on 8 Gunnison Road by a previous Board of Selectmen in July of 1994. The property owners have since submitted the following to the Code enforcement Officer: Septic evaluation from a licensed inspector, pumping records, building permit application with plans, an updated survey and revised septic design. It is the recommendation of Amber Harrison, Code Enforcement Officer, that the Board of Selectmen grant the property owners reprieve from the March 9, 2015 condition that sewer connection is required for any expansion of the structure.

Moved by Mr. Frederick, seconded by Ms. Sevigny-Watson to remove the requirement for the property at 8 Gunnison Road to connect to sewer prior to any expansion of the building, as recommended by the Code Enforcement Officer in her memo of March 10, 2016. Once sewer is available at 8 Gunnison Road, the homeowner will be required to connect within 90 days. Vote 3-1, Mr. Macdonald against, motion passes.

2. Discussion and Possible Action: Trash and Recycling Options

Moved by Ms. Sevigny-Watson, seconded by Mr. Frederick to approve the Town Manager to finalize a one-year contract extension with Waste Management based on their proposal. Vote 4-0, motion passes.

3. Discussion and Possible Action: Property Disposition Policy

Moved by Mr. Macdonald, seconded by Ms. Sevigny-Watson to get a legal review before adopting the proposed amended Property Acquisition and Disposition Policy. Vote 4-0, motion passes.

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J. New Business

1. Discussion and Possible Action: Multi-Generational Community Center

The Parks and Recreation Board has been intersected in the idea of a multi-generational community center in York for a long time. A multi-generational community center in York was endorsed at the November 14, 2015 York Community Dialogue where it was rated as a priority. The Parks and Recreation board recommends that the Board of Selectmen create a nine person committee representing a variety of stakeholder groups in Town and charged with assessing the Town's need to a multi-generational community center. The purpose of the committee would be to determine the proper scope of such a facility and to assess the level of interest residents have in it.

Moved by Mr. Macdonald, seconded by Mr. Frederick approve the appointment of a diverse representative, nine-member Community Center Committee charged with conducting a multi-generational community center needs assessment. Vote 4-0, motion passes.

2. Discussion and Possible Action: Wheeler Wildlife Refuge

A Special Revenue Fund was established to provide for wildlife habitat restoration in the Wheeler Wildlife Refuge. This is Town-owned land and intertidal land located between Harris Island Road and Route 103 (9 Harris Island road). Previously a company completed habitat restoration work, re-establishing certain types of intertidal pools and making other related changes. That work was never evaluated with respect to its effectiveness; staff at the Wells Reserve has proposed to complete a study to that. Spending of this account down to a zero balance is also consistent with the goals of the Chair of the Budget Committee, which is to utilize such funds for their intended purposes and to get them off the Town's books.

Moved by Mr. Macdonald, seconded by Ms. Sevigny-Watson to use all remaining funds in Special Revenue Account #465, Wheeler Marsh Restoration, to hire Wells National Estuarine Research Reserve for post-restoration studies and assessments of the Wheeler – add provide a copy of report to the Board of Selectmen. Vote 4-0, motion passes.

3. Discussion and Possible Action: Call School Budget Meeting

Moved by Mr. Macdonald, seconded by Ms. Sevigny-Watson to approve the warrant to call the Town of York School Budget Town Meeting on May 10, 2016, at the York High School Robert E. Butler Gymnasium at 6:30PM for the purpose of determining the article set forth in the warrant. Vote 4-0, motion passes.

4. Discussion and Possible Action: Set Polling Hours and Appoint Election Clerks

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Moved by Mr. Macdonald, seconded by Ms. Sevigny-Watson to set the polling hours for the May 21, 2016 FY17 Budget Referendum , special General Referendum and School Budget Validation Referendum as 8:00AM until 8:00PM. Vote 4-0, motion passes.

Moved by Mr. Macdonald, seconded by Ms. Sevigny-Watson to appoint the list Election Clerks for the ensuing two years as nominated by Mary-Anne Szeniawski, town Clerks and Registrar of Voters, and pursuant to Title 21A, Section 503. Vote 4-0, motion passes.

5. Discussion and Possible Action: Sewer Main Extension Assurances

Moved by Mr. Macdonald, seconded by Ms. Sevigny-Watson to provide written assurances to the York Sewer District for the Main Street/Shore Road sewer main extension, as recommended by Dylan Smith, Planning Director. Vote 4-0, motion passes.

6. Discussion and Possible Action: Videos on Town Web Page

The Board of Selectmen collectively agreed that the proposal from CGI Communications was not appropriate for the Town's webpage.

7. Discussion and Possible Action: Special Event Permits

   a. First Parish Church's Village Faire
   b. York Art Association's Art in the Park

Moved by Mr. Macdonald, seconded by Ms. Sevigny-Watson to approve the following Special Event Permit Applications subject to all, if any, conditions given by Department Heads: First Parish Church's Village Faire and the York Art Associations Art in the Park. Vote 4-0, motion passes.

K. Future Agendas

The Selectmen asked that the Town Manager provide them with a list of items they have mentioned in previous meetings under this section of the agenda.

Mr. Frederick inquired as to whether or not there is a Tree Warden for the Town and a Street and Shade Tree Policy.

L. Other Business

Mr. Macdonald said that he heard there was a suspected meeting between Town personnel and the Maine Department of Transportation, regarding an alleged perception of MDOT that money is being spent on beautification in the Village

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Master Plan rather than safety/necessity items and asked that the Town Manager look into the validity of it.

The Board also asked that the Town Manager look into some of the unsafe buildings in town and action previously taken on any of them.

M. Citizens' Forum

Public Comment: None

Adjourn

Moved by Mr. Macdonald, seconded by Ms. Sevigny-Watson to adjourn the meeting at 9:35PM. Without objection, so ordered.

Respectfully Submitted,

Melissa M. Avery
Assistant to the Town Manager

DRAFT

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BOARD OF SELECTMEN'S
MEETING AGENDA
4:30PM WEDNESDAY, APRIL 20, 2016
YORK LIBRARY

Present: Chairman Robert E. Palmer, Jr., Torbert Macdonald, Dawn Sevigny-Watson, and Town Manager Stephen H. Burns.

Absent: Jonathan O. Speers, and Todd A. Frederick.

Call to Order

Chairman Robert E. Palmer, Jr. called the meeting to order at 5:00PM.

A. Public Hearings

1. New Business License: Sand Dollar B & G

Moved by Ms. Sevigny-Watson, seconded by Mr. Macdonald to open the public hearing. Without objection, so ordered.

Public Comment: None

Moved by Ms. Sevigny-Watson, seconded by Mr. Macdonald to close the public hearing. Without objection, so ordered.

B. Endorsements

Business Licenses:

- *The Goldenrod Inc. DBA: Sand Dollar B & G (Food Service, Liquor, Special Amusement); located at 2 Beach Street Unit 7*

Moved by Mr. Macdonald, seconded by Ms. Sevigny-Watson to approve the following license: The Goldenrod, Inc. DBA: Sand Dollar B & G for Food Service, Liquor and Special Amusement, located at 2 Beach Street Unit 7. Vote 3-0, motion passes.

Adjourn

Back to Agenda

Moved by Mr. Macdonald, seconded by Ms. Sevigny-Watson to adjourn the meeting at 5:05PM. Without objection, so ordered.

Respectfully Submitted,

Melissa M. Avery
Assistant to the Town Manager

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REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: April 20, 2016	☒ ACTION
DATE ACTION REQUESTED: April 25, 2016	☐ DISCUSSION ONLY
SUBJECT: Award beach cleaning contract	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:

The Town went out to bid for beach cleaning services in late February with a due date of March 18th. We received two bids; D.A. Trueman Trucking in the amount of $16,992 and Moulton Grading and Site Work in the amount of $38,400. It was determined that D.A. Trueman Trucking's bid was incomplete because the required submission sheet for equipment and project strategy was not completed.

This left only one bid and after discussing with the Town Manager we decided to re-bid the project. The project was advertised extensively and the specifications and invitation to bid were direct mailed to over 30 contractors in York and the Greater Seacoast area. I also met with the original bidders to insure they had a good understanding of the specifications. I reviewed the submissions that were due with the bid and verified that they were clear on the Towns expectations. The end result was that the Town received two bids from the same contractors that had previously submitted.

D.A. Trueman Trucking submitted a bid of $18,000. While the required submission sheet was completed this time, the project strategy is different than that specified by the Town. The Town identifies a process that requires the use of multiple pieces of equipment each day; a weed rake, a sanitizer (Barber Surf Rake) and a sand cultivator. Mr. Trueman's assertion is that the Barber Surf Rake can do it all and there is no need for the other equipment. He does not intend to switch the equipment or clean the beach the way the Town has specified. Additionally he stated that he doesn't have enough time to switch the equipment because he needs to get to Short Sands to do that beach also.

The Board should note that Mr. Trueman's contract in previous years was $17,000. The new beach cleaning specifications approved by the Board of Selectmen earlier this year, more than double the amount of work to be performed at the beaches each day. Realizing that, the Selectmen authorized increasing the beach cleaning budget from $18,000 to $40,000 annually.

Moulton Grading and Site Work submitted a bid of $38,400. Their project strategy meets all aspects of the Town's specifications. They are using two tractors, have two equipment operators and are performing all three functions as specified every day. Their bid is complete, well thought out and thorough. While Moulton's bid is significantly more than Trueman's, it is in line with what we expected based on the additional work required in the contract. At this date I believe the only option available to the Board is to award the contract to one of the two bidders.

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RECOMMENDATION: I recommend the Board of Selectmen award the bid for beach cleaning services at York Harbor and Long Sands Beaches for the 2016, 2017 and 2018 seasons to Moulton Grading and Site Work of Cape Neddick, Maine in the amount of $38,400 per year.

PROPOSED MOTION: I move to award the bid for beach cleaning services at York Harbor and Long Sands Beaches for the 2016, 2017 and 2018 seasons to Moulton Grading and Site Work of Cape Neddick, Maine in the amount of $38,400 per year.

FISCAL IMPACT: $38,400 annually or $115,200 for three years

DEPARTMENT LINE ITEM ACCOUNT: Public Building, Grounds and Beaches - Contracts

BALANCE IN LINE ITEM IF APPROVED:

PREPARED BY: _____ REVIEWED BY: _____

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MEMO

TO: **Board of Selectmen**

FROM: **Stephen H. Burns, Town Manager** SHB

DATE: **April 21, 2016**

RE: **Beach Cleaning Contract**

I believe it is appropriate to add to Mike Sullivan's Request for Action in this matter.

First, in the interest of disclosure, Moulton Grading and Site Work is a business owned by David Moulton, who is an employee of the Town. Though he is the owner of the company, he is not the person who will be doing the work on the beaches.

Second, I believe we have received only one valid bid. This was the case in both the first and second rounds of advertising. D.A.Trueman Trucking does not propose to comply with Town specification and is therefore invalid. Per the Board's Purchasing Policy, it is the Manager's decision whether or not to bring the one bid forward for Board consideration.

Third, there are other options not identified by Mike on his Request for Action. In addition to the recommendation to award the bid to Moulton Grading and Site Work, here are other options:

- The Board could decide to manage the beaches in the same manner as happened in the past.
- The Board could direct the Parks & Recreation Department to utilize a contractor (either of these two) to clean the beaches in the same manner as past years and try to figure out how the additional funds ($22,000+/-) could be used to supplement efforts.

Neither of these options implements the new cleaning and sanitizing strategy the Board has recently adopted, and therefore neither is desirable in my opinion. Either of these options could be pursued for a single season rather than 3 years. In the future, if this bid is not awarded for a three-year period, I will consider developing in-house capacity to clean and sanitize the beaches in a manner approved by the Board. This would include capital investment in equipment and hiring of additional temporary summer help.

Recommendation

I believe Mike has made a solid attempt to modernize the Town's approach to beach management, and to solicit outside interest in this contract. I value Mike's knowledge and experience in this area, and I support his recommendation to hire Moulton Grading and Site Work.

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Town of York, Maine
Parks and Recreation Department
Beach Cleaning Services

Quotation Form

Name of company submitting proposal: D.A Thurman Trucking

Address: 19 Clark Rd
York ME

Telephone: 451.0205

Name of company representative authorized to submit proposal:

Title: Doug Thurman

Signature: D.A Thur

Date: 4/2/16

Total annual amount per year:

$ 18.000
(Price in numerals)

$ Eighteen thousand dollars
(Price in words)

Total for three year contract:

$ 54000 –
(Price in numerals)

$ fifty four thousand for 3 yrs
(Price in words)

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Town of York, Maine
Parks and Recreation Department
Beach Cleaning Services

Equipment

Please provide a list of equipment (owned or leased) that will be used to perform the work specified in this RFP. Include the year, make and model when applicable.

2014 Kubota Tractor with Front Loader (model M100 GX)
Barber Surf Rake and
3 York Rakes (18FT, 1 10FT, 12FT)

Project Strategy

Please describe your strategy or plan for providing the beach cleaning services on a daily basis. The Town is interested in how you plan to approach the project so please be as specific as possible.

Example: (Do you plan to use One tractor and switch from the rake to the sanitizer each day or will you use multiple pieces of equipment? Will you have more than one equipment operator each day?)

Will use a Barber Surf rake daily - will remove seaweed, groom the beach, and Sanitize Beach - One operator. - Remove trash and fill in holes.
Can not remove seaweed from beach (D.E.P. Reg.) but I will pile it on South end of beach or where Rec Dept head tells me to put it.

Please submit this form with the quotation form

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Town of York, Maine
Parks and Recreation Department
Beach Cleaning Services

Quotation Form

Name of company submitting proposal: Moulton Grading + Site Work

Address: 4 Moulton Farm Ln.
Cape Neddick, Me

Telephone: (207) 451-7110

Name of company representative authorized to submit proposal: David Moulton

Title: Owner

Signature: David S. Moulton

Date: April 13, 2016

Total annual amount per year:

$ 38,400.00
(Price in numerals)

$ Thirty eight thousand four hundred
(Price in words)
dollars

Total for three year contract:

$ 115,200.00
(Price in numerals)

$ One hundred fifteen thousand
(Price in words)
two hunded dollars

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Equipment

2002 New Holland TC45
45hp 4 wd tractor with front loader
This tractor will be equipped with a quick attach front grapple /rake for moving and dispersing accumulated seaweed. It will also operate either the Barber Surf rake or the York rake.

1961 Allis Chalmers D19
70hp Diesel tractor
This is an older unit that has been fully restored and is in excellent working condition. This tractor will be used for either mechanical raking or with the Barber Surf rake depending on conditions on the beach.

The contractor is currently in negotiation with H. Barber and Sons of Naugatuck CT for the purchase of a model 600 HD Barber Surf rake. This is a 1996 unit which has been factory refurbished and comes with a new machine warranty.

The contractor is in negotiation for the purchase of a large field cultivator type rake to be used for mechanical seaweed raking. This is an 18' wide heavy duty unit that will provide rapid coverage over a large area and can handle heavier amounts of seaweed. This unit will also perform the deep raking function of the "Chicago rake" for the dry sand area.

2000 GMC 4 wd pick up truck for hauling trash.

2011 Ford 4wd pickup truck for support and hauling the equipment trailer.

18' heavy duty equipment trailer.

Construction wheel loader and dump truck services will be arranged with Pine Hill Excavation if required.

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Project Strategy

The contractor has an agreement with Rocky Acres Boat Yard to park the beach cleaning equipment at their Webber Rd. facility. This will allow rapid access to both Long Beach and Harbor Beach and eliminate the need to trailer equipment to and from the beach each day. Two tractors will work simultaneously each day. One will be equipped with the seaweed rake and the other will tow the Barber Surf rake. The seaweed rake will be used to prep the dry sand area at Long Beach, then continue on and rake the remainder of the service area. The second tractor will clean the dry area with the Barber Surf rake after which the "Chicago Rake" method of deep sanitizing will be done with the seaweed rake. The tractor with the seaweed rake will then go to Harbor Beach. The tractor with the Barber Surf rake will return to the Webber Rd. site and collected debris will be unloaded into the truck for disposal.

Seaweed will be raked well outside the service areas as the tide allows. Every effort will be made to disburse it as much as possible. Seaweed will not be stockpiled against the seawall or in outfalls. Tides will be monitored for optimum cleaning times and the beach will be checked prior to cleaning to ensure the proper equipment is dispatched.

This operation will be adjusted as necessary to meet or surpass the requirements of this proposal. The contractor will be in communication with and welcome any and all input from the Town in regard to the beach cleaning operation.

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Insurance

Moulton Grading and Sitework carries a 1,000,000.00 liability policy that covers beach cleaning operations. Workman's compensation insurance has been approved and will be carried for applicable employees.

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Town of York, Maine
Request for Proposals

Beach Cleaning Services

The Town of York, Maine (the "Town") is seeking proposals from interested and qualified independent contractors (the "Contractor") to provide beach cleaning services at Long Sands Beach and York Harbor Beach.

The Town will receive sealed proposals until 10:00 AM, April 19th, 2016, Town Managers Office, 186 York Street, York, Maine 03909. There will be a mandatory pre-bid meeting scheduled for Friday, April 15th at 10:00 AM at the bathhouse on Long Sands Beach.

The Town's contact person for this RFP is:

Michael Sullivan, Director of Parks and Recreation
186 York Street
York, Maine 03909
Telephone: 207-363-1040
Email: msullivan@yorkmaine.org

RFP documents may be obtained at the Town of York, Parks and Recreation Department Office, 200 US Route 1, York, Maine, Monday through Friday between 8:30 AM to 4:30 PM.

The Town reserves the right to reject proposals with or without cause and for any reason, to waive any irregularities or informalities, and to solicit and re-advertise for other proposals. Incomplete or non-responsive proposals may be rejected by the Town as non-responsive. The Town reserves the right to reject any proposal for any reason, including, but without limitation, if the proposer fails to submit any required documentation, if the proposer is in arrears or in default upon any debt or contract to the Town or has failed to perform faithfully any previous contract with the Town or with other governmental jurisdictions. All information required by this RFP must be supplied to constitute a proposal.

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Beach Cleaning Services
Town of York, Maine (RFP)

Part I – STATEMENT OF WORK

A. OBJECTIVE

The Town of York, Maine is a seaside community with a permanent population of about 14,000 that increases to about 45,000 during the summer season. The Town's beaches have great recreational value and are important to its economy. The Town is seeking to hire a qualified contractor to provide Beach Cleaning Services at Long Sands Beach and York Harbor Beach.

B. GENERAL INFORMATION

The Town is seeking to enter into a three (3) year agreement.

There are approximately 4,600 feet of beach divided into two service areas described in this RFP as Long Sands Beach and York Harbor Beach. The selected Contractor will be required to perform beach cleaning services for the Town in accordance with the RFP requirements.

C. SCOPE OF WORK

For the purpose of this RFP, the Town has identified two (2) separate beaches with specified service areas.

Long Sands Beach

The "Service Area" of Long Sands Beach is approximately 3,800 feet and stretches in length from the Sun and Surf Restaurant North to the Cutty Sark Motel. The width of the "service area" is 70 feet beginning at the seawall.

The "Dry Sand Portion" of Long Sands Beach is defined as that area outside the intertidal zone and not covered by the action of the previous tide. Beginning at the municipal bathhouse the "dry sand portion" runs approximately 500 feet to the north and 900 feet to the south for a total of approximately 1400 feet and varies in width from 60 feet to 20 feet. It shall be the contractors responsibility to verify the measurements. (See attached diagram)

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York Harbor Beach

The "Service Area" of York Harbor Beach is approximately 800 feet in length and is defined as the entire beach. The width is approximately 50 feet. (See attached diagram)

The "Dry Sand Portion" rarely exists at York Harbor because most of the beach is in the intertidal zone. The level of sand and certain tide cycles may allow dry sand portions to exist for periods of time and should be monitored by the contractor.

Schedule

2016

May 21st to June 12th	(weekends only)
June 18th to September 5th	(daily)
September 10th to September 25th	(weekends only)

2017

May 20th to June 11th	(weekends only)
June 17th to September 4th	(daily)
September 9th to September 24th	(weekends only)

2018

May 19th to June 10th	(weekends only)
June 16th to September 3th	(daily)
September 8th to September 23rd	(weekends only)

Table 1 – Service Levels

Beach	Mechanical Cleaning	Sanitizing
Long Sands Beach	7 Days (Entire Service Area) Monday through Sunday	7 Days (Dry Sand Portion Only) Monday through Sunday
York Harbor Beach	7 Days (Entire Service Area) Monday through Sunday	

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Mechanical Cleaning / Seaweed Management

The service areas shall receive mechanical cleaning (weed raking) from the seawall to a width of 70 feet. Seaweed shall be raked and integrated below the Mean High Water Line (MHWL). Seaweed should not be allowed to accumulate at the base of the seawall or trapped at the storm water outfalls. Contractor shall Not stockpile seaweed above the High Water Line. All trash (wood, cups, cans, plastic, man-made debris, etc.) shall be removed before seaweed is integrated below the wrack line. Mechanical cleaning should be done first in order to prepare the dry sand portion for sanitizing.

Sanitizing

The "dry sand portion" shall be sanitized with a Barber Surf Rake (Sanitizer), or equivalent (defined as special mechanical beach cleaning equipment that grooms and physically removes trash from the beach, not a seaweed rake). The equipment shall pick up foreign objects including, but not limited to, plastics, cans, and objects that are approximately 3/8" in diameter and larger. The sanitizer shall penetrate into the sand at a depth of six (6) inches. The sanitizer should be equipped with a "Chicago Rake", or equivalent (defined as a system of deep raking or tilling the sand and leaving it rough to expose as much as the sand as possible to the sun and air.

Major Seaweed Event

Periodically the beaches may experience a major seaweed event where feet of seaweed can get deposited across much of the beach. The stench and overall aesthetics of seaweed mounds can affect the beach experience and create a public health concern. The Town recognizes this is outside the scope of routine beach cleaning and not included as part of this contract. When a major seaweed event is declared the Town will mobilize its own equipment through the Department of Public Works. The Town's policy is to use front end loaders to clear the beach and push the seaweed below the high tide line. Contractor will work with the Town to perform routine cleaning as the seaweed is cleared. It may take several tide cycles for the seaweed to be pushed off shore.

Trash Disposal

It shall be the responsibility of the contractor to remove and properly dispose of all trash and debris resulting from the mechanical cleaning or sanitizing of the beach. Contractor shall dispose of all debris in accordance with all Federal, State and Local laws and be responsible for all associated costs. Disposition of the trash in supplied containers along the beaches or that hand-picked by the Town is not part of these specifications or subsequent contract.

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Work Times

Work should be done as early in the morning as possible so to cause minimal disruption to the public. Particular attention should be paid to the tide cycle because much of the service area is in the intertidal zone. Contractor should monitor the tides and clean the beaches at the most optimal time to achieve the best results. Beach cleaning should be completed by 6 AM.

Equipment

Contractor should be equipped with a variety of construction/landscape equipment. Each beach has different challenges and characteristics that will require the contractor to adapt and schedule services to be performed at the optimum times with the most effective results. Contractor should own or have access to a minimum of the following equipment;

(1) Class II dump truck with equipment trailer
(1) 45hp or greater 4wd tractor with loader
(1) Mid-size construction wheel loader (or equivalent)
(1) Harbor Surf Rake Model 600 with Chicago Rake attachment (or equivalent)
(1) Large Seaweed Rake

Proposers shall submit an equipment list demonstrating that the equipment the proposer owns or leases and proposes to use for this project meets the specified requirements. All equipment utilized by the Contractor shall comply with all Federal, State and Local laws. All equipment shall be in good operating condition at all times. All equipment will be subject to inspection by the project monitor prior to contract execution and at any time during the contract period. The Town will be the judge in determining the acceptability of the cleaning equipment and the effectiveness in meeting the criteria of this agreement. A demonstration of the cleaning equipment may be required on-site in York prior to contract execution.

Note: The Town may require the contractor to remove or replace a piece of equipment judged to be operating poorly, excessively noisy, dusty or in any way disturbing to the public. Equipment breakdown shall not relieve the Contractor from performing obligations under this contract on a timely basis.

Insurance

The Contractor shall maintain in full force and effect during the active term of this agreement, a policy of liability insurance of all vehicles used under the terms of this agreement. Coverage shall be applicable to each and every accident, in the amount of not less than $1,000,000 for the occurrence. Contractor shall be solely responsible for providing Workman's Compensation Insurance to his applicable employees, pursuant to State Law. A copy of said insurance policies shall be filed with the Town at least 14 before the beginning of operations.

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Compensation

The Town shall compensate the Contractor for services rendered in five (5) separate payments. A total of five (5) payments will be made during the one (1) year contract. Each payment will represent 20% of the full annual contract. Payments will be made on the following schedule:

Payment schedule:

1st	on or about July 4th
2nd	on or about July 17th
3rd	on or about August 7th
4th	on or about August 28th
5th	on or about September 25th

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REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: April 20, 2016	☐ ACTION
DATE ACTION REQUESTED: April 25, 2016	☒ DISCUSSION ONLY
SUBJECT: Cliff Walk Committee Report	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: The Board of Selectmen asked the Cliff Walk Committee to discuss the activities it has undertaken since its formation. The Committee has prepared the attached report on its efforts since its first meeting in October 2015. Among its accomplishments are the formation and orientation of the group to operation as a public committee working on sensitive legal matters on behalf of the Town, preparation of an annual budget, review of legal and property matters with the Town's Attorney, preparation of a recommended strategy which it is now in the process of helping to implement, and research on limited landowner liability for allowing public access to their privately held lands. At each of its meetings, the Committee has received comment from members of the public, which are beginning to serve as a basis for exploring landowner concerns. The Committee will be conducting a site walk of the Cliff Walk on May 4th to evaluate conditions and will be preparing a handout for landowners on the rules, rights, and management of Cliff Walk and is exploring grant funds to aid with planning for, designing improvements to, and management of the Cliff Walk. In its report, the Committee acknowledges and offers thanks to a number of groups and individuals, including the BOS.

RECOMMENDATION: N/A

PROPOSED MOTION: N/A.

FISCAL IMPACT: N/A

DEPARTMENT LINE ITEM ACCOUNT: N/A

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BALANCE IN LINE ITEM IF APPROVED: N/A

PREPARED BY: Beth Della Valle (Consultant) and Dylan Smith, Planning Director REVIEWED BY:

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TO: York Board of Selectmen
FROM: Cliff Walk Committee
SUBJECT: Update on Activities and Issues
DATE: April 20, 2016

The Cliff Walk Committee looks forward to meeting with the Board of Selectmen on April 25, 2016 to share an update on its activities and discuss issues.

Please, accept the following summary of the Committee's efforts. Since its first meeting in October 2015, the Committee has:

- Formed and conducted five Committee meetings – established a meeting schedule and oriented itself to the requirements of a public committee working on sensitive legal matters on behalf of town government
- Prepared an annual budget for the Committee
- Reviewed legal and property matters with the Town's Attorney
- Developed, met, and recommended a strategy to the Board of Selectmen
- Is in the process of assisting with implementation of the Board of Selectmen's strategy
- Received public comments at each meeting
- Researched liability for private landowners who allow public access on their property [see attached handout]
- Will conduct a site walk on May 4th to evaluate conditions and prepare a report for the Board of Selectmen, Town Manager, and Public Works Department
- Is initiating conversations with property owners to identify their concerns and issues
- Is preparing a handout for landowners on rules, rights, and management of the Cliff Walk
- Is beginning to explore grant funds for planning and designing improvements to and management of the Cliff Walk

The Cliff Walk Committee wants to acknowledge and thank the following groups and organizations who have supported its efforts to pursue its mission to keep "the Cliff Walk open for use by the public and ensuring that the walk is safe and properly maintained":

- Friends of the Cliff Walk for deed research by Robert Palmer and others
- John Spears, Ted Little, Gary Greene, David Chase, and Robert Gordon for drafting an easement document
- Ted Little, David Chase, and Robert Gordon for researching the Cliff Walk in Town records and preparing a history
- York Board of Selectmen and Town Manager, Steve Burns, for providing support and funds for staffing

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Landowner Liability Explained: Rights and Responsibilities

If someone comes onto my land and gets hurt, am I liable?

No, except in rare circumstances. Maine has a strong law to protect landowners, known as the "landowner liability" law (or the recreational use statute), Title 14, M.R.S.A. Section159-A.

If someone uses your land or passes through your premises for outdoor recreation or harvesting, you assume no responsibility and incur no liability for injuries to that person or that person's property. You are protected whether or not you give permission to use the land.

If you allow volunteers to maintain or improve your land for recreation or harvesting, you are also protected from liability for injuries to them.

Useful definitions taken from the Liability Law

"Premises" means improved and unimproved lands, private ways, roads, any buildings or structures on those lands and waters standing on, flowing through or adjacent to those lands. "Premises" includes railroad property, railroad rights-of-way and utility corridors to which public access is permitted.

"Recreational or harvesting activities" means recreational activities conducted out-of-doors, including, but not limited to, hunting, fishing, trapping, camping, hiking, sight-seeing, bird-watching, operating snow-traveling and all-terrain vehicles, skiing, hang-gliding, noncommercial aviation activities, dogsledding, equine activities, boating, sailing, canoeing, rafting, biking, picnicking, swimming or activities involving the harvesting or gathering of forest, field and marine products. It includes entry of, volunteer maintenance and improvement of, use of and passage over premises in order to pursue these activities. "Recreational or harvesting activities" does not include commercial agricultural or timber harvesting.

"Occupant" includes, but is not limited to, an individual, corporation, partnership, association or other legal entity that constructs or maintains trails or other improvements for public recreational use.

Is the legal protection the same if I post my land "No Trespassing"?

Yes. As a practical matter, your legal protection is the same whether or not the land is posted.

Is it still possible for me to get sued in spite of the landowner liability law?

Yes, but it is very unlikely for two reasons: (1) a person who brings suit and loses must pay the landowner's reasonable legal fees and court costs, and (2) the law protects landowners so clearly that there is little opportunity for the injured person to win. In fact, there has not been a single reported successful case against a landowner where the Maine Landowner Liability law applied.

If I am found not liable in a court of law, do I have to cover my court costs?

No. The court shall award any direct legal costs, including reasonable attorneys' fees, to an owner, lessee, manager, holder of an easement or occupant who is found not to be liable for injury to a person or property pursuant to this section.

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Does my homeowner's or farmer's insurance provide me with protection from claims?

Your homeowner's or farmer's liability insurance gives you important protection. The insurance company has two responsibilities under most policies. The company has the duty to pay the costs of defending any lawsuits brought or threatened against you (the "duty to defend"). In addition, if you are found liable in a lawsuit, the insurer has the duty in most circumstances to pay the damages assessed against you (the "duty to indemnify").

Although each insurance policy has specific coverage and dollar amount limits, most personal injury actions against landowners will fall within the coverage provided by most home and farm liability policies. For all practical purposes, these policies assure landowners of a paid defense of any claims made against them and assure that judgements against them will be satisfied up to the dollar amount of the policy limit.

Be sure to check with your carrier regarding your specific coverage.

Are there situations in which the landowner liability law does not protect me from liability?

Yes. The landowner liability law does not provide protection if a person is injured because of the landowner's "malicious" failure to guard or warn against a dangerous condition. "Malicious" does not mean that you must have a conscious dislike for the person. Malicious intent may be inferred when the landowner has knowledge of a highly dangerous situation, usually man-made, that would have been simple to remedy or warn against and the landowner failed to do so, knowing that people would be likely to be hurt.

Am I still covered by the landowner liability law if I charge a fee to use my land?

Maybe. In general, landowners running commercial recreation on their land are not protected. For example, commercial campgrounds or ski areas cannot expect to be protected by the law.

However, landowners do not automatically lose their protection if they charge fees. The landowner liability law applies to landowners who charge fees for entry as long as the land is not used mainly for commercial recreation or as long as the payment is not for exclusive use, such as club membership or rental for an event or campsite.

A Word of Caution and Practical Advice

Use common sense. Avoid creating or allowing clearly dangerous situations. If you wish to block a road or path with a gate or other obstacle, do so with markings that are clearly visible day or night.

The best advice regarding fees under the "Land Owner Liability Law" is, if you are considering charging fees, you should be aware that you may not be covered. You may have to prove that the land is not used primarily for commercial recreation and that the user did not gain any exclusive right to use the land.

A special thank you to the Androscroggin Land Trust, the Small Woodland Owners Association of Maine, and the Sportsmens Alliance of Maine for assistance with research and design of this explanation of the "Maine Landowner Liability Law" brochure.

http://www.maine.gov/ifw/aboutus/commissioners_office/OutdoorPartnersPgrm/landowner_liability_explained.htm

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MEMO

TO: **Board of Selectmen**

FROM: **Stephen H. Burns, Town Manager** SHB

DATE: **April 21, 2016**

RE: **York Village Project**

The following materials relate to the report on the Town's KACTS application for the next round of funding in York Village.

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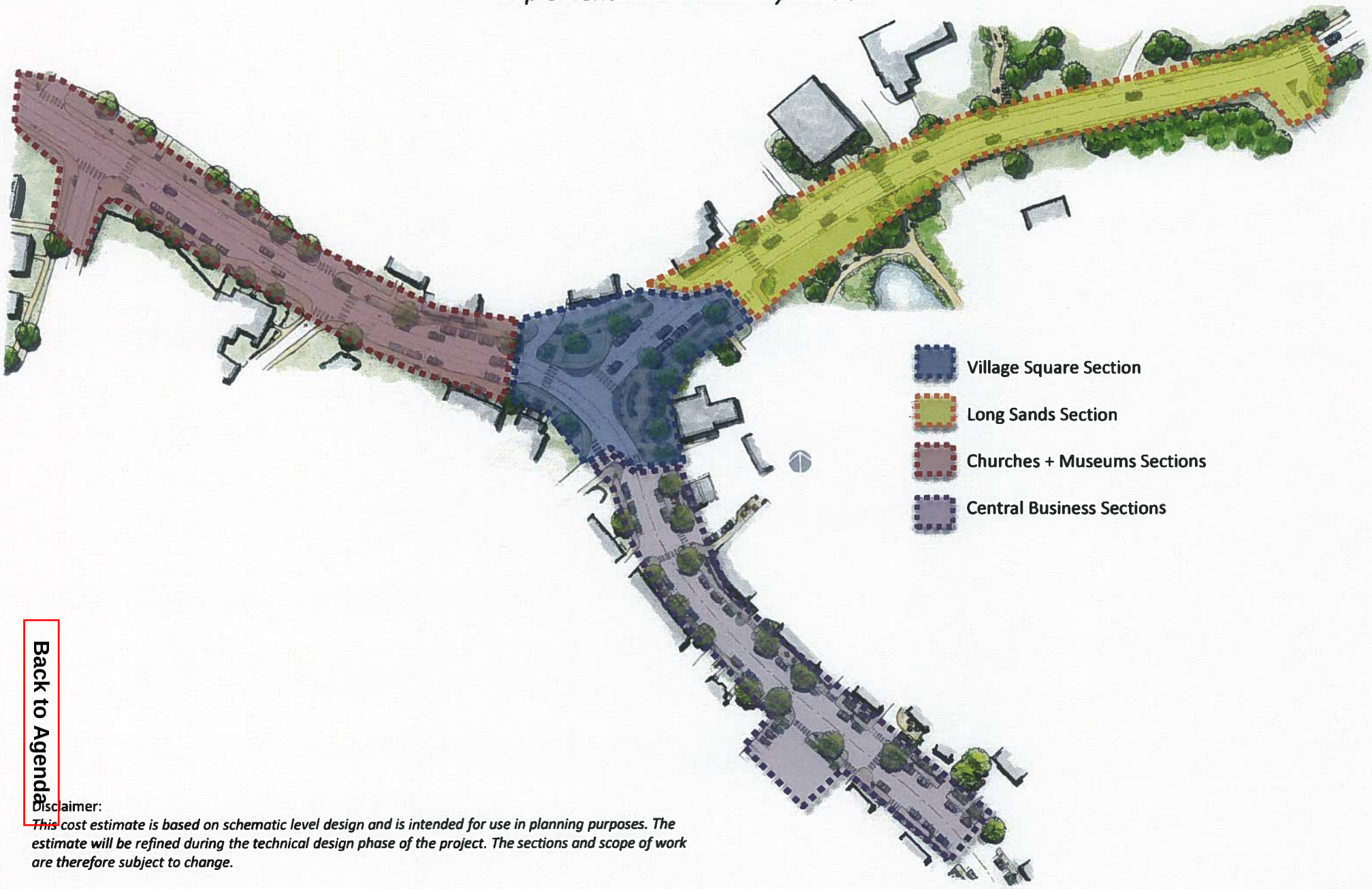
York Village Revitalization Project

Implementation Phases by Section



Disclaimer:
This cost estimate is based on schematic level design and is intended for use in planning purposes. The estimate will be refined during the technical design phase of the project. The sections and scope of work are therefore subject to change.

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MaineDOT

Project Request Form
MPO Project

Biennial Capital Work Plan: 2018

Section 1 – Project Origination

Sponsoring Metropolitan Planning Organization (MPO): KACTS

Section 2 – Project Description and Justification

Project Sequence Number (PSN):	Project Identification Number (PIN):
Municipality: York	Route Number/Street Name: US Rte 1A/York Street

Description of Project Location:
York Village Revitalization Project (Churches & Museums Section - Village Square Area to Parish Lane).

Federal Functional Classification: Major/Urban Collector	Is the project on the NHS? No	
AADT (segment): 12,738	Total Entering AADT:	Speed Limit (mph): 25

Please state the purpose and need, describing why the improvement is being proposed:

The Town of York completed a Master Plan in 2015 to help identify projects to revitalize York Village. This process involved many public meetings and a steering committee that identified the needs and issues of the current layout of the Village area, particularly at the intersection at Route 1A (York Street) and Long Sands Road. This is one of the busiest intersections in York as it connects York Village with the beaches.

Please describe the proposed scope of work:

The Churches & Museum Section Project on York Street (US 1A) connects to and continues the previously KACTS funded Village Square Section Project. This next phase of the project will consist of replacing existing failing drainage, road paving, replacing curb and expanding the existing sidewalk to six feet wide. The project will improve bicycle and pedestrian facilities by adding dedicated bike lanes on both sides of the road and widened sidewalks. The area will be improved with new decorative LED street lighting, street trees, bench seating and new signage. Lastly this project will make improvements to the intersections of York Street and Lindsay Road by reducing the turning radius and reconfiguring crosswalks.

Section 3 – Municipal Involvement

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Please provide the following information about the sponsoring municipality:

Municipality Represented: York		
Contact Name: Dean Lessard	Title: Public Works Director	
Mailing Address: 186 York Street	City: York	Zip Code: 03909
Daytime Phone Number: 207-363-1011	E-mail Address: dlessard@yorkmaine.org	

Section 4 – MPO Project Contact

MPO contact for this project: Tom Reinauer	Phone number: 207-324-2952
Form completed by:	Date:

Section 5 – Other Project Considerations

Has this project been reviewed in conjunction with other projects in the area, either under design or construction? ☒ Yes ☐ No ☐ N/A

If yes, please identify the person who conducted the review and specify the projects:

KACTS Committee & Maine DOT staff. This project was reviewed with the first phase of the York Village Master Plan Projects previously funded by KACTS.

Has this project been reviewed for pedestrian/bicycle accommodations? ☒ Yes ☐ No ☐ N/A

Yes, bicycle and pedestrian accommodations will be included in the project. All bicycle and pedestrian accommodations as part of this project are listed in the York Village Master Plan.

Has this project been reviewed for crash history or other safety concerns? ☒ Yes ☐ No ☐ N/A

If yes, by whom?

Milone & MacBroom design consultants. SMPDC reviewed crash data and has determined that this project was not listed as a high crash location between 2011 and 2013 (8 crashes with a CRF of 1.51) but not during 2012-2014.

Has this project been reviewed for preliminary environmental impacts? ☒ Yes ☐ No ☐ N/A

The project was reviewed initially by MaineDOT staff on May 29, 2015 during a field review. After additional Maine DOT review and meetings the town has signed a contract with Maine DOT for them to complete the NEPA process for the project.

Has this project been reviewed for traffic data needs, including turning movement counts? ☒ Yes ☐ No ☐ N/A

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1. If yes, please identify the person who did the review and provide this data to the MaineDOT MPO Coordinator.

John Adams PE of Milone & MacBroom has collected and reviewed the projects traffic data needs for the York Village Master Plan. The data was submitted and shared with Maine DOT.

2. If no, should this project be reviewed before kickoff? ☐ Yes ☐ If no, please explain:

Can this project meet clear zone requirements? (Please consult the *MaineDOT Highway Design Guide* for guidance.) **If no, please explain:**	☒ **Yes**	☐ **No**	☐ **N/A**
Are there existing maintenance problems – drainage, pavement flooding, scouring – that should be addressed as part of this project? **If yes, please describe:**	☒ **Yes**	☐ **No**	☐ **N/A**
Are there related intersections that should be evaluated for improvement? If yes, please list: York Street and Lindsay Road	☒ **Yes**	☐ **No**	☐ N/A
For intersection improvements that call for new signals where none currently exist, has a warrant analysis been completed?	☒ **Yes**	☐ No	☐ N/A
Will the project change the road's horizontal or vertical alignment? If yes, please describe:	☐ **Yes**	☒ **No**	☐ **N/A**
Are there any obvious right of way impacts or displacements? **If yes, please identify the person/firm who conducted the review and briefly explain the impacts:**	☐ **Yes**	☒ **No**	☐ **N/A**
Are there any utility impacts within the proposed project limits? If yes, please describe: Utility poles may be moved during the construction process.	☒ Yes	☐ No	☐ N/A
Do you expect that the project will require design exceptions (vertical and horizontal alignment, shoulder/lane widths, and clear zones)? **If yes, please explain:**	☐ **Yes**	☒ **No**	☐ **N/A**
Have previous engineering and/or technical studies been conducted?	☒ Yes	☐ No	☐ N/A

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If yes, please: 1.) check all that apply; 2.) identify the responsible firm(s); and 3.) provide a copy to MaineDOT

☒ Planning and Feasibility ☒ Corridor Report ☒ Geotechnical ☐ Hydraulic ☐ Environmental

Responsible firm(s) The Consultants of the Downtown Revitalization Collaborative and the York Village Study Committee

Is professionally stamped technical documentation attached? ☐ Yes ☒ No

If no, please explain: To be further developed.

Section 6 – Estimated Costs by Phase and Scheduling *(Select each phase of the project for which you are requesting federal funds. Select the fiscal year in which you request that it be scheduled.)*

	Phase	Original Estimate	Expected Delivery Year
☐	Preliminary Engineering	$	2016
☐	Right-of-Way	$	2016
☒	Construction	$ 805,500	2018
☒	Construction Engineering	$ 89,500	2018
☐	Mobilization/Contingency	$	
	Total Cost	**$ 895,000**	

Source of the estimate and contact information, for follow-up:

Dean Lessard
Director of Public Works
York Public Works Department
186 York Street
York, Maine 03909
207-363-1011

Is the project intended to be advertised for construction in 2018? ☒ Yes ☐ No ☐ N/A

If no, please explain:

Section 7 – Funding Sources for the Project

	Funding Source	Amount	%
☒	Federal	$716,000	80
☒	State	$89,500	10
☒	Local/Other	$89,500	10
	Total Project Funding	**$895,000**	100

Please explain how the MPO intends to cover any costs that exceed the amount shown above:

Section 8 – Project Approvals

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In signing this form below, I concur with the proposed scope of work, schedule and cost estimate. Additionally, I acknowledge that the MPO is willing to provide Federal and State funding for the project, as shown in Section 7. Furthermore, my signature indicates that the MPO is willing to enter into a Three-Party Agreement with MaineDOT and the Municipality – further defining the scope and formally assigning responsibility for project costs – before design work begins. Comments:	
Name and Title: Tom Reinauer	**Date**
In signing this form below, I concur with the proposed scope of work, schedule and cost estimate. Additionally, I acknowledge that the Municipality will make a commitment to secure its local share of project costs, as shown in Section 7. Furthermore, my signature indicates that the Municipality is willing to enter into a Three-Party Agreement with MaineDOT and the MPO – further defining the scope and formally assigning responsibility for project costs – before design work begins.	
Name and Title: **Municipality**	**Date**
In signing this form below, I acknowledge that I have reviewed the proposed scope, schedule and cost estimate. I further state that I **agree** with the following: ☒ Scope ☒ Schedule ☒ Cost estimate I further state that I **disagree** with the following: ☐ Scope ☐ Schedule ☐ Cost estimate Comments:	
Name and Title: **Maine Department of Transportation**	**Date**

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Project Request Form
MPO Project

Biennial Capital Work Plan: 2018

Section 1 – Project Origination

Sponsoring Metropolitan Planning Organization (MPO): KACTS

Section 2 – Project Description and Justification

Project Sequence Number (PSN):	Project Identification Number (PIN):
Municipality: York	Route Number/Street Name: Long Sands Road

Description of Project Location:
York Village Revitalization Project (Long Sands Road Section - Village Square Area to Woodbridge Road).

Federal Functional Classification: State-Aid Highway	Is the project on the NHS? No	
AADT (segment): 12,738	Total Entering AADT:	Speed Limit (mph): 25

Please state the purpose and need, describing why the improvement is being proposed:

The Town of York completed a Master Plan in 2015 to help identify projects to revitalize York Village. This process involved many public meetings and a steering committee that identified the needs and issues of the current layout of the Village area, particularly at the intersection at Route 1A (York Street) and Long Sands Road. This is one of the busiest intersections in York as it connects York Village with the beaches.

Please describe the proposed scope of work:

The Long Sands Road Section Project connects to and continues the previously KACTS funded Village Square Section Project. This next phase of the project will consist of replacing existing failing drainage, road paving, replacing curb and expanding the existing sidewalk to six feet wide. The project will improve bicycle and pedestrian facilities by adding dedicated bike lanes on both sides of the road as well as creating a new entrance to a multi-use path connecting the trails on the First Parish property to the Village Square. The area will be improved with new decorative LED street lighting and new signage. Lastly this project will make improvements to the intersection of Long Sands Road and Woodbridge Road by adding a new flush median island and reducing the turning radius on the East side.

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Section 3 – Municipal Involvement

Please provide the following information about the sponsoring municipality:

Municipality Represented: York		
Contact Name: Dean Lessard	Title: Public Works Director	
Mailing Address: 186 York Street	City: York	Zip Code: 03909
Daytime Phone Number: 207-363-1011	E-mail Address: dlessard@yorkmaine.org	

Section 4 – MPO Project Contact

MPO contact for this project: Tom Reinauer	Phone number: 207-324-2952
Form completed by:	Date:

Section 5 – Other Project Considerations

Has this project been reviewed in conjunction with other projects in the area, either under design or construction? ☒ Yes ☐ No ☐ N/A

If yes, please identify the person who conducted the review and specify the projects:

KACTS Committee & Maine DOT staff. This project was reviewed with the first phase of the York Village Master Plan Projects previously funded by KACTS.

Has this project been reviewed for pedestrian/bicycle accommodations? ☒ Yes ☐ No ☐ N/A

Yes, bicycle and pedestrian accommodations will be included in the project. All bicycle and pedestrian accommodations as part of this project are listed in the York Village Master Plan.

Has this project been reviewed for crash history or other safety concerns? ☒ Yes ☐ No ☐ N/A

If yes, by whom?

Milone & MacBroom design consultants. SMPDC reviewed crash data and has determined that this project was not listed as a high crash location between 2011 and 2013 (8 crashes with a CRF of 1.51) but not during 2012-2014.

Has this project been reviewed for preliminary environmental impacts? ☒ **Yes** ☐ **No** ☐ **N/A**

The project was reviewed initially by MaineDOT staff on May 29, 2015 during a field review. After additional Maine DOT review and meetings the town has signed a contract with Maine DOT for them to complete the NEPA process for the project.

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Has this project been reviewed for traffic data needs, including turning movement counts? 1. If yes, please identify the person who did the review and provide this data to the MaineDOT MPO Coordinator. John Adams PE of Milone & MacBroom has collected and reviewed the projects traffic data needs for the York Village Master Plan. The data was submitted and shared with Maine DOT. 2. If no, should this project be reviewed before kickoff? ☐ Yes ☐ If no, please explain:	☒ Yes ☐ No ☐ N/A
Can this project meet clear zone requirements? (Please consult the *MaineDOT Highway Design Guide* for guidance.) **If no, please explain:**	☒ **Yes** ☐ **No** ☐ **N/A**
Are there existing maintenance problems – drainage, pavement flooding, scouring – that should be addressed as part of this project? **If yes, please describe:**	☒ **Yes** ☐ **No** ☐ **N/A**
Are there related intersections that should be evaluated for improvement? If yes, please list: Long Sands Road and Woodbridge Road	☒ **Yes** ☐ **No** ☐ N/A
For intersection improvements that call for new signals where none currently exist, has a warrant analysis been completed?	☒ **Yes** ☐ No ☐ N/A
Will the project change the road's horizontal or vertical alignment? If yes, please describe:	☐ **Yes** ☒ **No** ☐ **N/A**
Are there any obvious right of way impacts or displacements? **If yes, please identify the person/firm who conducted the review and briefly explain the impacts:**	☐ **Yes** ☒ **No** ☐ **N/A**
Are there any utility impacts within the proposed project limits? If yes, please describe: Utility poles may be moved during the construction process.	☒ Yes ☐ No ☐ N/A
Do you expect that the project will require design exceptions (vertical and horizontal alignment, shoulder/lane widths, and clear zones)? **If yes, please explain:**	☐ **Yes** ☒ **No** ☐ **N/A**

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Have previous engineering and/or technical studies been conducted? ☒ Yes ☐ No ☐ N/A

If yes, please: 1.) check all that apply; 2.) identify the responsible firm(s); and 3.) provide a copy to MaineDOT

☒ Planning and Feasibility ☒ Corridor Report ☒ Geotechnical ☐ Hydraulic ☐ Environmental

Responsible firm(s) The Consultants of the Downtown Revitalization Collaborative and the York Village Study Committee

Is professionally stamped technical documentation attached? ☐ Yes ☒ No

If no, please explain: To be further developed.

Section 6 – Estimated Costs by Phase and Scheduling *(Select each phase of the project for which you are requesting federal funds. Select the fiscal year in which you request that it be scheduled.)*

	Phase	Original Estimate	Expected Delivery Year
☐	Preliminary Engineering	$	2016
☐	Right-of-Way	$	2016
☒	Construction	$ 500,000	2018
☒	Construction Engineering	$ 55,000	2018
☐	Mobilization/Contingency	$	
	Total Cost	**$ 555,000**	

Source of the estimate and contact information, for follow-up:

Dean Lessard
Director of Public Works
York Public Works Department
186 York Street
York, Maine 03909
207-363-1011

Is the project intended to be advertised for construction in 2018? ☒ Yes ☐ No ☐ N/A

If no, please explain:

Section 7 – Funding Sources for the Project

	Funding Source	Amount	%
☒	Federal	$444,000	80
☒	State	$55,500	10
☒	Local/Other	$55,500	10
	Total Project Funding	**$555,000**	100

Please explain how the MPO intends to cover any costs that exceed the amount shown above:

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Section 8 – Project Approvals	
In signing this form below, I concur with the proposed scope of work, schedule and cost estimate. Additionally, I acknowledge that the MPO is willing to provide Federal and State funding for the project, as shown in Section 7. Furthermore, my signature indicates that the MPO is willing to enter into a Three-Party Agreement with MaineDOT and the Municipality – further defining the scope and formally assigning responsibility for project costs – before design work begins. Comments:	
Name and Title: Tom Reinauer	**Date**
In signing this form below, I concur with the proposed scope of work, schedule and cost estimate. Additionally, I acknowledge that the Municipality will make a commitment to secure its local share of project costs, as shown in Section 7. Furthermore, my signature indicates that the Municipality is willing to enter into a Three-Party Agreement with MaineDOT and the MPO – further defining the scope and formally assigning responsibility for project costs – before design work begins.	
Name and Title: **Municipality**	**Date**
In signing this form below, I acknowledge that I have reviewed the proposed scope, schedule and cost estimate. I further state that I **agree** with the following: ☒ Scope ☒ Schedule ☒ Cost estimate I further state that I **disagree** with the following: ☐ Scope ☐ Schedule ☐ Cost estimate Comments:	
Name and Title: **Maine Department of Transportation**	**Date**

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Project Request Form
MPO Project

Biennial Capital Work Plan: 2018

Section 1 – Project Origination

Sponsoring Metropolitan Planning Organization (MPO): KACTS

Section 2 – Project Description and Justification

Project Sequence Number (PSN):	Project Identification Number (PIN):
Municipality: York	Route Number/Street Name: US Rte 1A/York Street

Description of Project Location:
York Village Revitalization Project (Central Business Section - Village Square Area to Moulton Lane).

Federal Functional Classification: Major/Urban Collector	Is the project on the NHS? No	
AADT (segment): 12,738	Total Entering AADT:	Speed Limit (mph): 25

Please state the purpose and need, describing why the improvement is being proposed:

The Town of York completed a Master Plan in 2015 to help identify projects to revitalize York Village. This process involved many public meetings and a steering committee that identified the needs and issues of the current layout of the Village area, particularly at the intersection at Route 1A (York Street) and Long Sands Road. This is one of the busiest intersections in York as it connects York Village with the beaches.

Please describe the proposed scope of work:

The Central Business Section Project on York Street (US 1A) connects to and continues the previously KACTS funded Village Square Section Project. This next phase of the project will consist of replacing existing failing drainage, road paving, replacing curb and expanding the existing sidewalks. The project will improve bicycle and pedestrian facilities by adding dedicated bike lanes on both sides of the road and reconfiguring crosswalks. The area will be improved with new decorative LED street lighting, street trees, bench seating and new signage.

Section 3 – Municipal Involvement

Back to Agenda

Please provide the following information about the sponsoring municipality:

Municipality Represented: York		
Contact Name: Dean Lessard	Title: Public Works Director	
Mailing Address: 186 York Street	City: York	Zip Code: 03909
Daytime Phone Number: 207-363-1011	E-mail Address: dlessard@yorkmaine.org	

Section 4 – MPO Project Contact

MPO contact for this project: Tom Reinauer	Phone number: 207-324-2952
Form completed by:	Date:

Section 5 – Other Project Considerations

Has this project been reviewed in conjunction with other projects in the area, either under design or construction? ☒ Yes ☐ No ☐ N/A

If yes, please identify the person who conducted the review and specify the projects:

KACTS Committee & Maine DOT staff. This project was reviewed with the first phase of the York Village Master Plan Projects previously funded by KACTS.

Has this project been reviewed for pedestrian/bicycle accommodations? ☒ Yes ☐ No ☐ N/A

Yes, bicycle and pedestrian accommodations will be included in the project. All bicycle and pedestrian accommodations as part of this project are listed in the York Village Master Plan.

Has this project been reviewed for crash history or other safety concerns? ☒ Yes ☐ No ☐ N/A

If yes, by whom?

Milone & MacBroom design consultants. SMPDC reviewed crash data and has determined that this project was not listed as a high crash location between 2011 and 2013 (8 crashes with a CRF of 1.51) but not during 2012-2014.

Has this project been reviewed for preliminary environmental impacts? ☒ **Yes** ☐ **No** ☐ **N/A**

The project was reviewed initially by MaineDOT staff on May 29, 2015 during a field review. After additional Maine DOT review and meetings the town has signed a contract with Maine DOT for them to complete the NEPA process for the project.

Has this project been reviewed for traffic data needs, including turning movement counts? ☒ Yes ☐ No ☐ N/A

Back to Agenda

1. If yes, please identify the person who did the review and provide this data to the MaineDOT MPO Coordinator.

John Adams PE of Milone & MacBroom has collected and reviewed the projects traffic data needs for the York Village Master Plan. The data was submitted and shared with Maine DOT.

2. If no, should this project be reviewed before kickoff? ☐ Yes ☐ If no, please explain:

Can this project meet clear zone requirements? (Please consult the *MaineDOT Highway Design Guide* for guidance.) **If no, please explain:**	☒ **Yes**	☐ **No**	☐ **N/A**
Are there existing maintenance problems – drainage, pavement flooding, scouring – that should be addressed as part of this project? **If yes, please describe:**	☒ **Yes**	☐ **No**	☐ **N/A**
Are there related intersections that should be evaluated for improvement? If yes, please list: York Street and Williams Avenue	☒ **Yes**	☐ **No**	☐ N/A
For intersection improvements that call for new signals where none currently exist, has a warrant analysis been completed?	☒ **Yes**	☐ No	☐ N/A
Will the project change the road's horizontal or vertical alignment? If yes, please describe:	☐ **Yes**	☒ **No**	☐ **N/A**
Are there any obvious right of way impacts or displacements? **If yes, please identify the person/firm who conducted the review and briefly explain the impacts:**	☐ **Yes**	☒ **No**	☐ **N/A**
Are there any utility impacts within the proposed project limits? If yes, please describe: Utility poles may be moved during the construction process.	☒ Yes	☐ No	☐ N/A
Do you expect that the project will require design exceptions (vertical and horizontal alignment, shoulder/lane widths, and clear zones)? **If yes, please explain:**	☐ **Yes**	☒ **No**	☐ **N/A**
Have previous engineering and/or technical studies been conducted?	☒ Yes	☐ No	☐ N/A

Back to Agenda

If yes, please: 1.) check all that apply; 2.) identify the responsible firm(s); and 3.) provide a copy to MaineDOT

☒ Planning and Feasibility ☒ Corridor Report ☒ Geotechnical ☐ Hydraulic ☐ Environmental

Responsible firm(s) The Consultants of the Downtown Revitalization Collaborative and the York Village Study Committee

Is professionally stamped technical documentation attached? ☐ Yes ☒ No

If no, please explain: To be further developed.

Section 6 – Estimated Costs by Phase and Scheduling *(Select each phase of the project for which you are requesting federal funds. Select the fiscal year in which you request that it be scheduled.)*

Phase	Original Estimate	Expected Delivery Year
☐ Preliminary Engineering	$	2016
☐ Right-of-Way	$	2016
☒ Construction	$ 1,444,500	2018
☒ Construction Engineering	$ 160,500	2018
☐ Mobilization/Contingency	$	
Total Cost	**$ 1,605,000**	

Source of the estimate and contact information, for follow-up:

Dean Lessard
Director of Public Works
York Public Works Department
186 York Street
York, Maine 03909
207-363-1011

Is the project intended to be advertised for construction in 2018? ☒ Yes ☐ No ☐ N/A

If no, please explain:

Section 7 – Funding Sources for the Project

Funding Source	Amount	%
☒ Federal	$1,284,000	80
☒ State	$160,500	10
☒ Local/Other	$160,500	10
Total Project Funding	**$1,605,000**	100

Please explain how the MPO intends to cover any costs that exceed the amount shown above:

Section 8 – Project Approvals

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In signing this form below, I concur with the proposed scope of work, schedule and cost estimate. Additionally, I acknowledge that the MPO is willing to provide Federal and State funding for the project, as shown in Section 7. Furthermore, my signature indicates that the MPO is willing to enter into a Three-Party Agreement with MaineDOT and the Municipality – further defining the scope and formally assigning responsibility for project costs – before design work begins.

Comments:

Name and Title: Tom Reinauer	**Date**

In signing this form below, I concur with the proposed scope of work, schedule and cost estimate. Additionally, I acknowledge that the Municipality will make a commitment to secure its local share of project costs, as shown in Section 7. Furthermore, my signature indicates that the Municipality is willing to enter into a Three-Party Agreement with MaineDOT and the MPO – further defining the scope and formally assigning responsibility for project costs – before design work begins.

Name and Title: **Municipality**	**Date**

In signing this form below, I acknowledge that I have reviewed the proposed scope, schedule and cost estimate.

I further state that I **agree** with the following: ☒ Scope ☒ Schedule ☒ Cost estimate

I further state that I **disagree** with the following: ☐ Scope ☐ Schedule ☐ Cost estimate

Comments:

Name and Title: **Maine Department of Transportation**	**Date**

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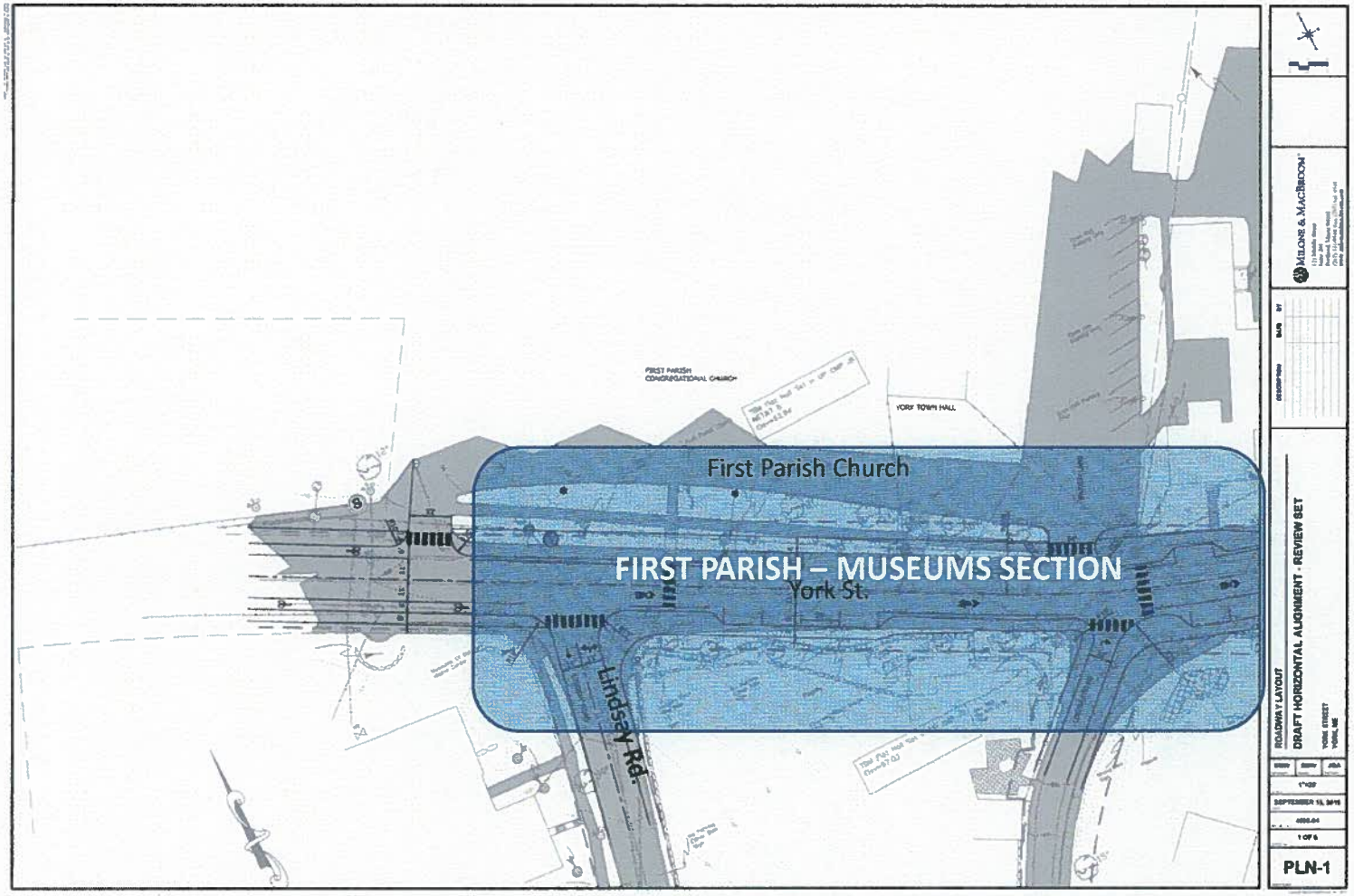
Putting the "village" back into York Village

Schematic design

The Master Plan provided guidance for reestablishing the scale, character and vibrancy of the village. The schematic design process refines the conceptual ideas of the Master Plan to respond to the existing physical conditions and technical considerations of all aspects of the project.

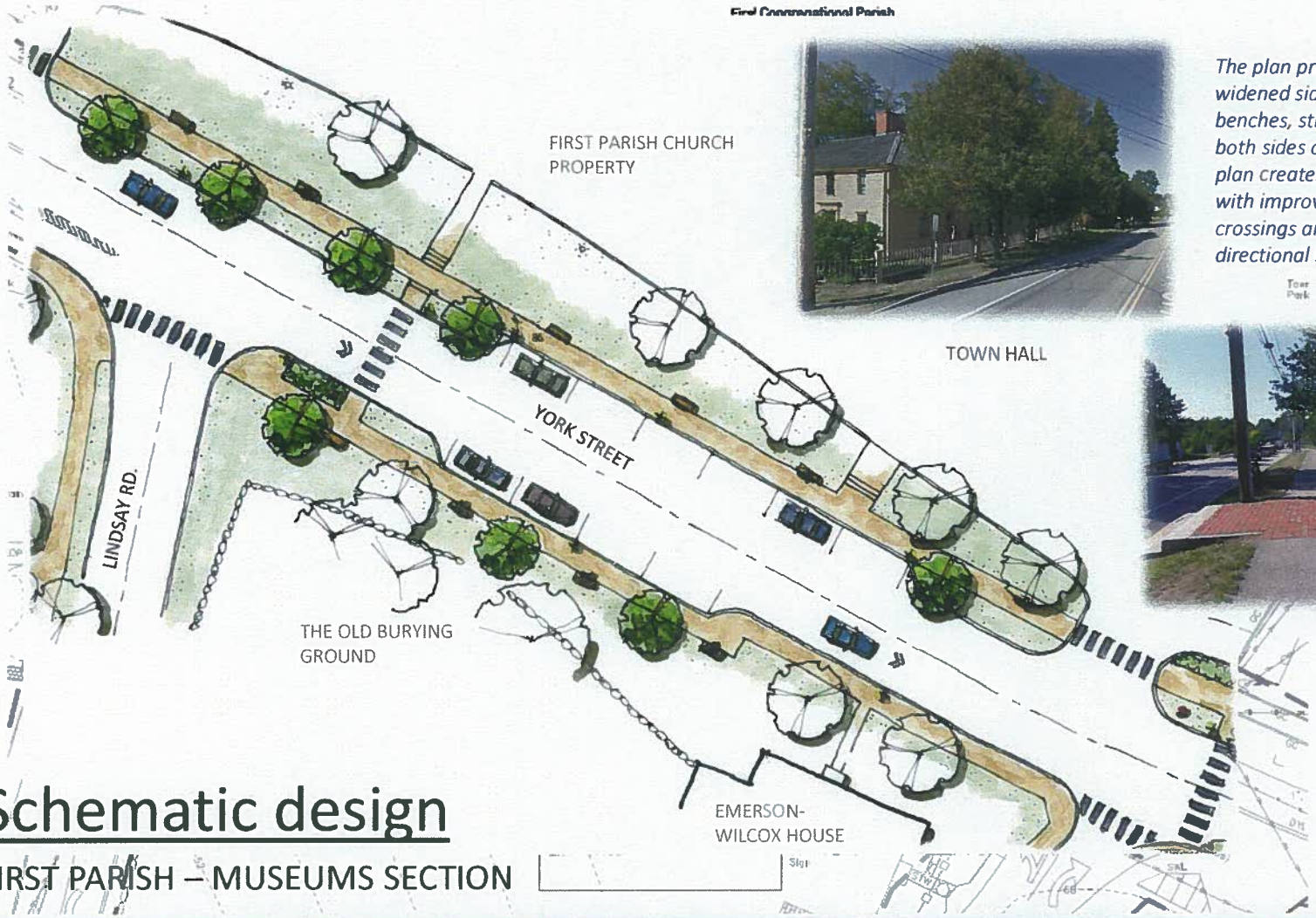
Back to Agenda



The schematic designs that follow are organized by area and respond to the unique aspects of each.

*The **First Parish-Museums section** includes the sloped green along the First Parish Church frontage and the cluster of historic Museums of Old York properties to the south.*

Back to Agenda

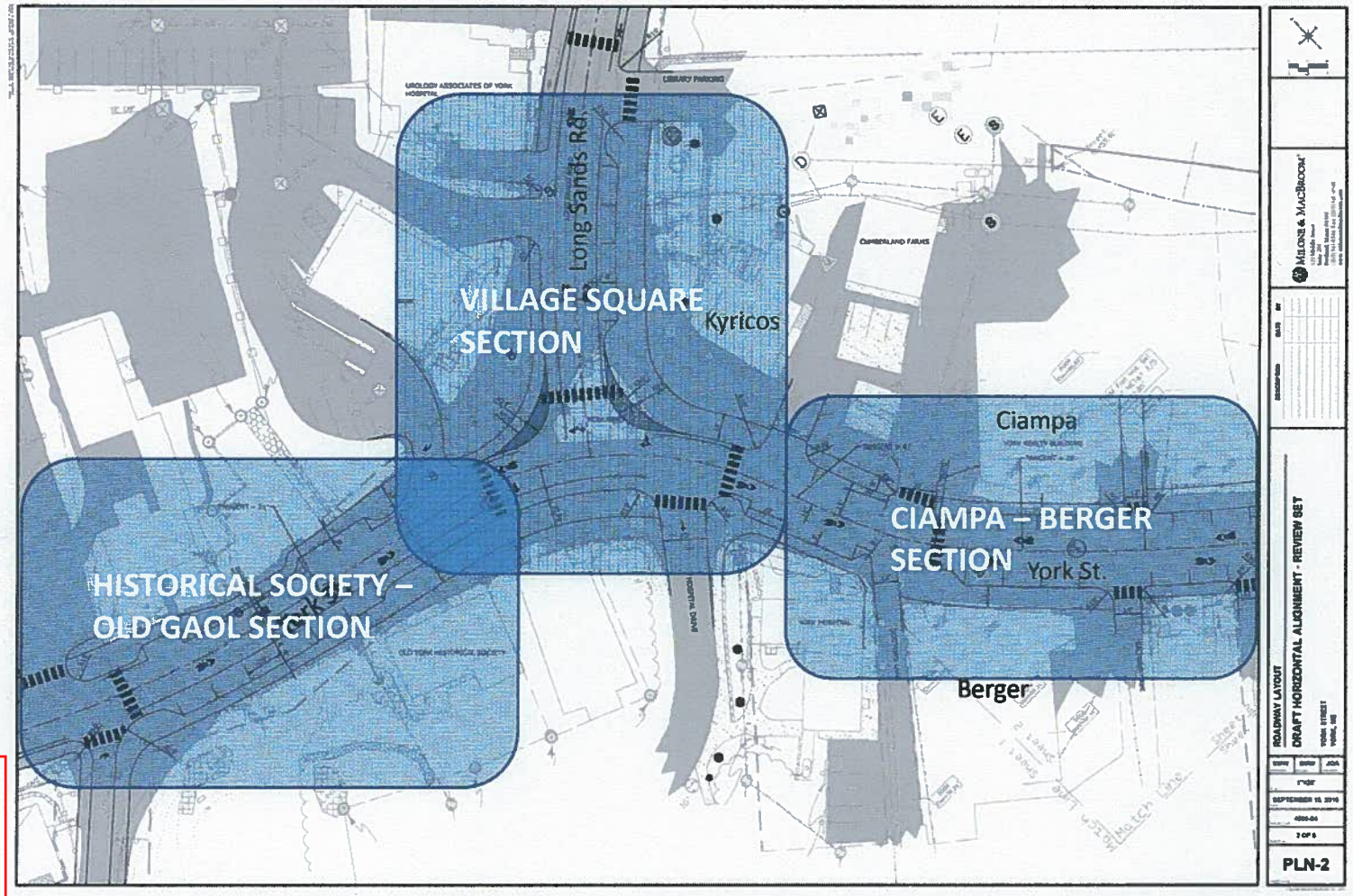


The plan proposes new and widened sidewalks, street trees, benches, street lighting along both sides of York Street. The plan creates ten curbside spaces with improved pedestrian crossings and places for directional signage.

Schematic design

FIRST PARISH – MUSEUMS SECTION

Back to Agenda



*The **Historical Society-Old Gaol section** includes the historic old jail property and several architecturally significant buildings. Together with the Museums of Old York properties, this section sets the tone for the Village Center as a historical destination.*

*The **Village Square section** is the heart of the Village, as well as an important arrival and destination zone with a lively pedestrian environment.*

*The **Ciampa-Berger section** includes the frontage along the Cumberland Farms property as well as the right-of-way bordering the Ciampa and Berger buildings. This is an active commercial area with retail shops and restaurants.*

Back to Agenda

The schematic plan links the historic properties and destinations along both sides of York Street by introducing wide sidewalks and enhanced streetscape elements, including street lights, treed esplanades and landscaping. The plan provides nine curbside spaces in this section as well as curbed pedestrian extensions to improve visibility and safety crossing York Street.

Schematic design

HISTORICAL SOCIETY – OLD GAOL SECTION

Back to Agenda

*The schematic plan for the **Village Square section** includes the creation of a significant new public space that embraces the Village Center and creates a sense of arrival and place.*

The Soldiers Monument is located as a visual focal point and to allow gathering in front of the statue.

Pedestrian crossings are reorganized to be more visible to vehicles moving through the area.

Schematic design

VILLAGE SQUARE SECTION

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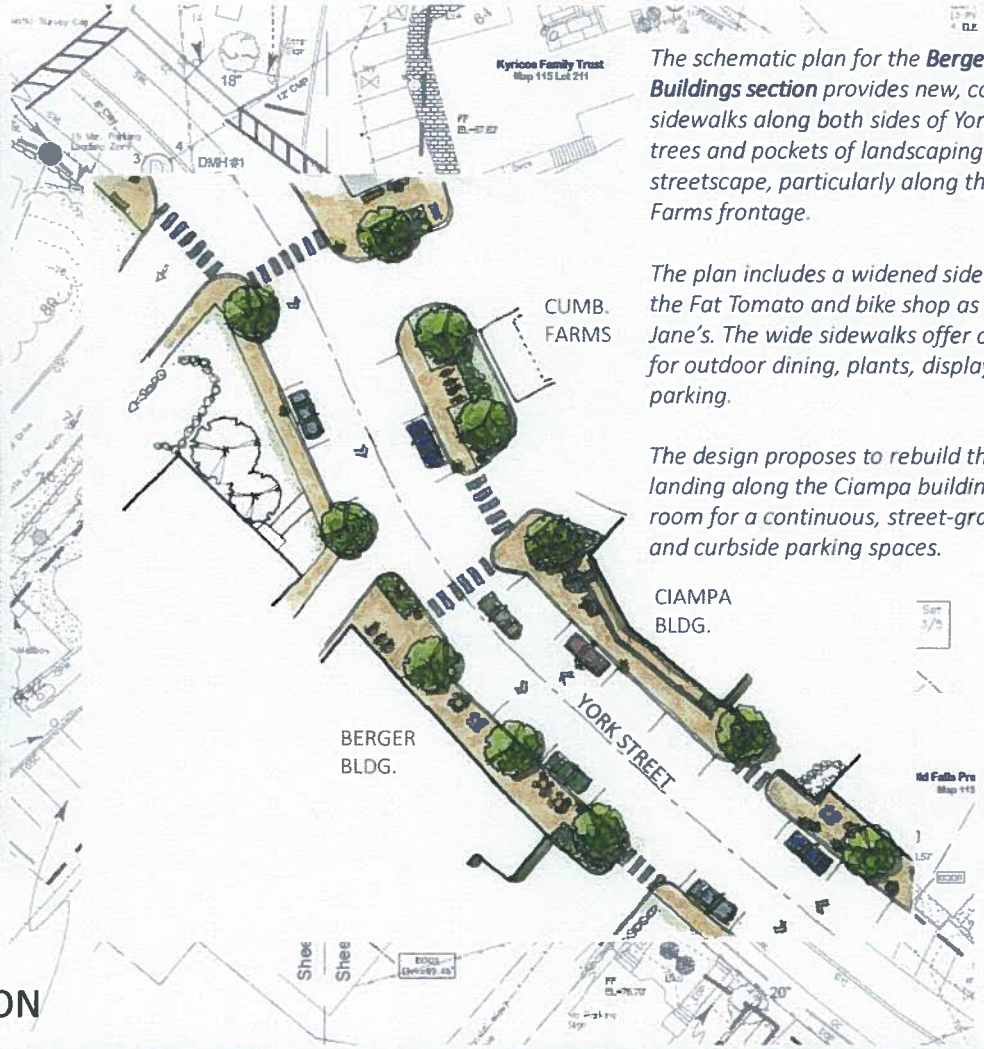

*The schematic plan for the **Berger-Ciampa Buildings section** provides new, contiguous sidewalks along both sides of York Street. Street trees and pockets of landscaping soften the streetscape, particularly along the Cumberland Farms frontage.*

The plan includes a widened sidewalk in front of the Fat Tomato and bike shop as well as Daisy Jane's. The wide sidewalks offer opportunities for outdoor dining, plants, displays and bicycle parking.

The design proposes to rebuild the raised landing along the Ciampa building to allow room for a continuous, street-grade sidewalk and curbside parking spaces.

Schematic design

BERGER – CIAMPA BUILDINGS SECTION

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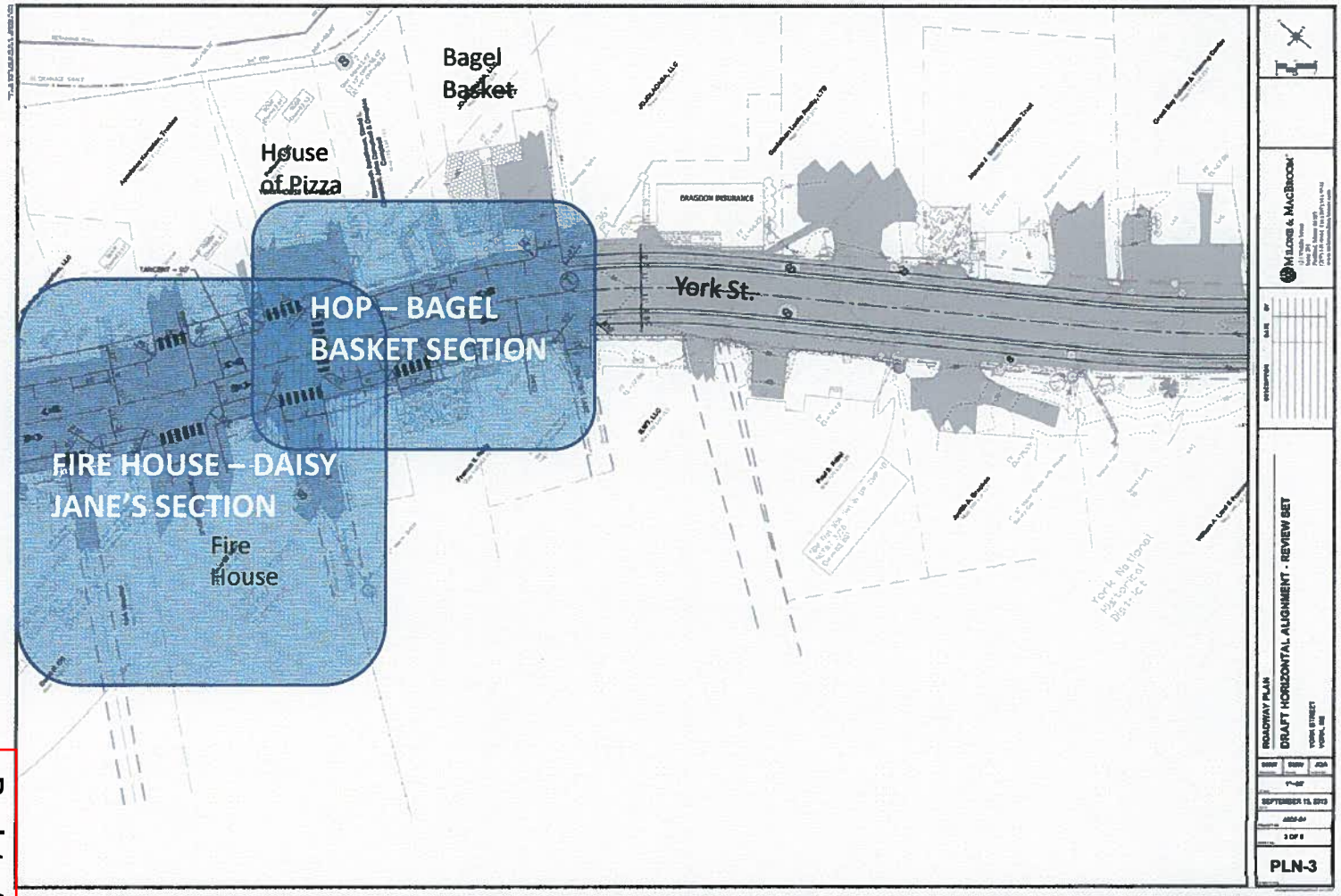

*The **Fire House – Daisy Jane's section** includes design of the York Street right-of-way as well as proposed improvements to the Fire House lot to increase parking capacity.*

*The **House of Pizza (HOP) – Bagel Basket section** includes both sides of York Street, with an emphasis on the frontage along the northern side pedestrian destinations.*

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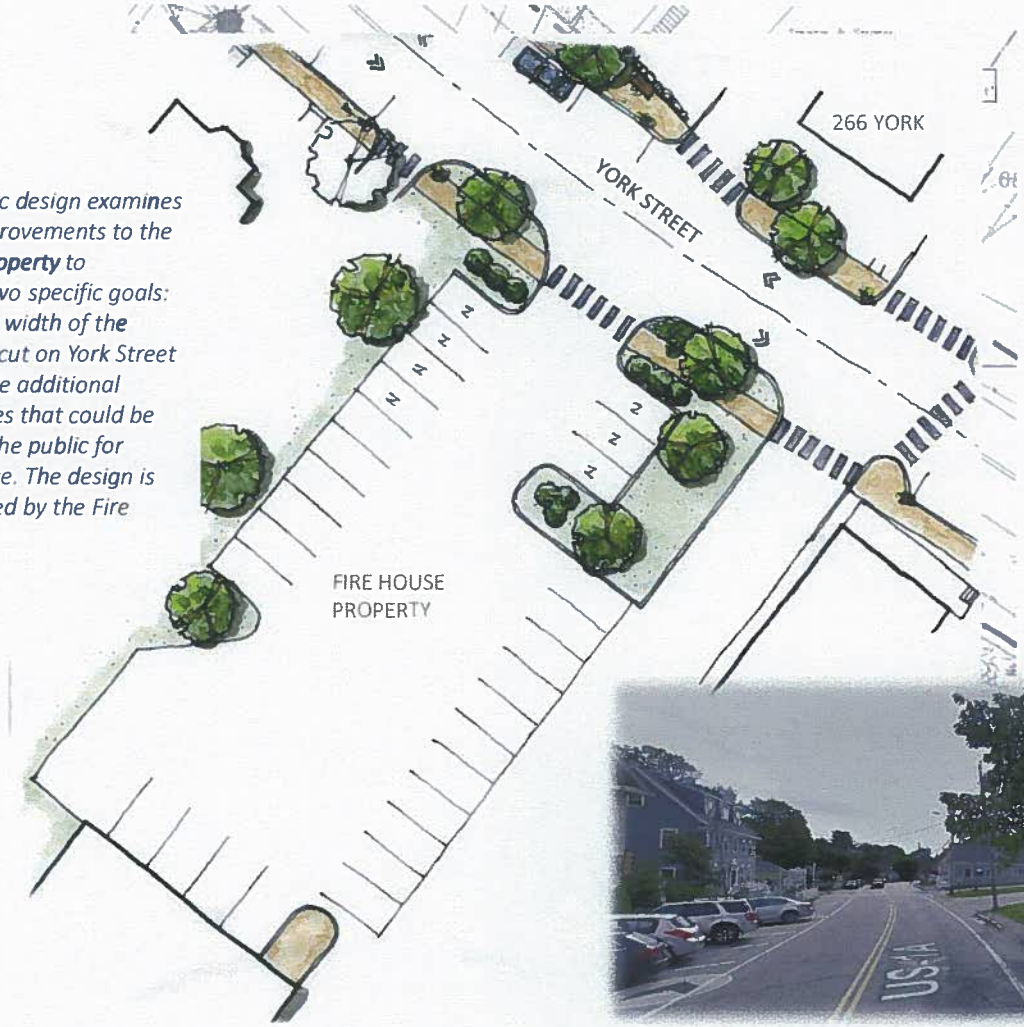
*The schematic design examines potential improvements to the **Fire House property** to accomplish two specific goals: to reduce the width of the existing curb cut on York Street and to provide additional parking spaces that could be shared with the public for short-term use. The design is being reviewed by the Fire Department.*



Schematic design

FIRE STATION SECTION

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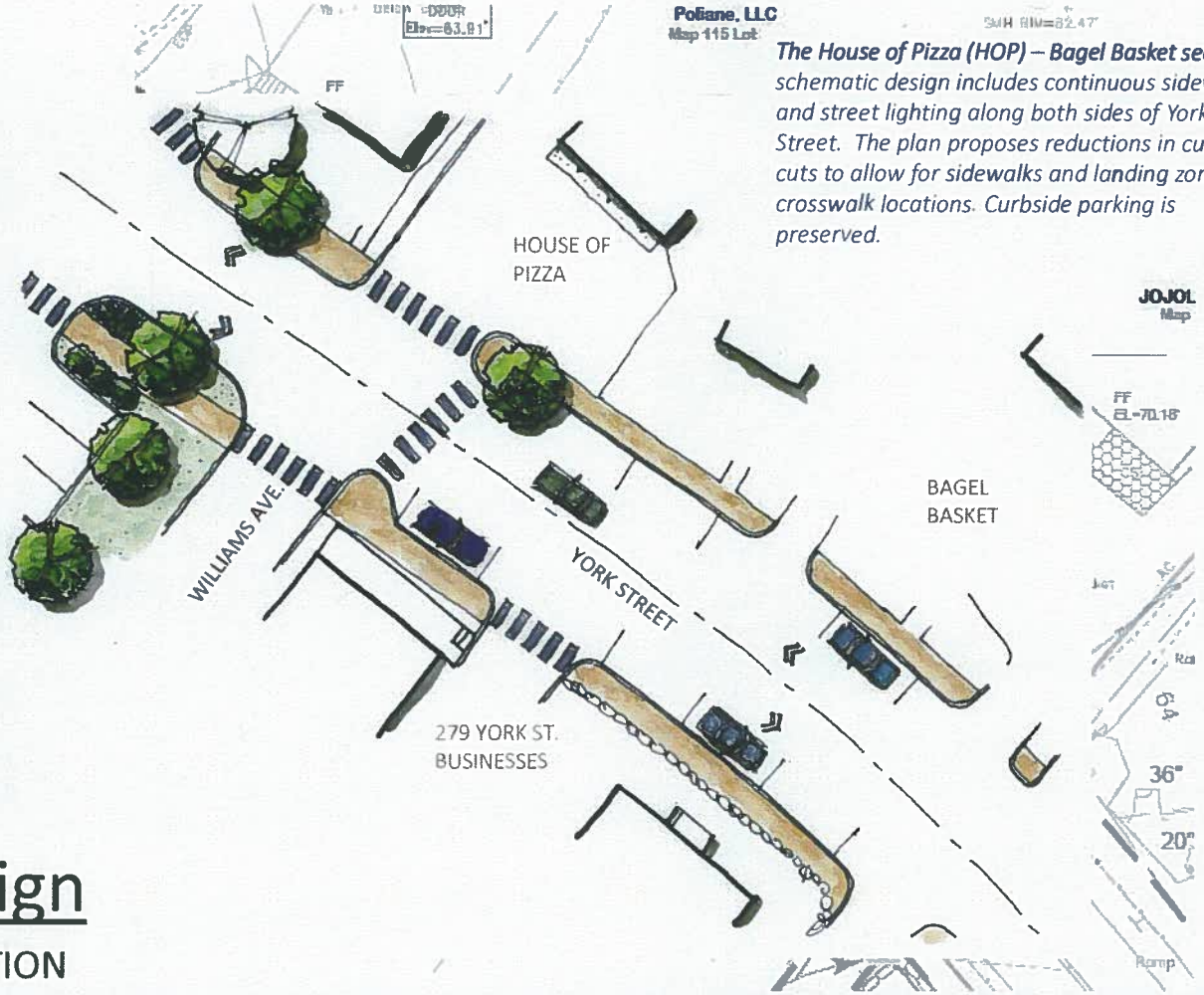

The House of Pizza (HOP) – Bagel Basket section *schematic design includes continuous sidewalks and street lighting along both sides of York Street. The plan proposes reductions in curb cuts to allow for sidewalks and landing zones at crosswalk locations. Curbside parking is preserved.*

Schematic design

HOP - BAGEL BASKET SECTION

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PUBLIC HEARING NOTICE

Town of York – Board of Selectmen
April 25, 2016
7:00PM
York Public Library

The Town of York Board of Selectmen will hold a Public Hearing on April 25, 2016 regarding new Business License Applications submitted for the following:

- Paine Ave Corporation DBA: The Salt Marsh Clam Shack (Food Service, Liquor); located at 2 US Route One
- LITR Corporation DBA: Lobster in the Rough (Food Service, Liquor, Special Amusement); located at 1000 US Route One
- LITR Corporation DBA: Lobster Barn (Food Service); located at 1000 US Route One

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REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: April 21, 2016	☒ ACTION
DATE ACTION REQUESTED: April 25, 2016	☐ DISCUSSION ONLY
SUBJECT: Business License Applications	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: All approvals are contingent on taxes being current and all appropriate departments (inspections) giving approval; See "Department Approvals" on page two of each application. Signed business license applications and certificates will not be released to the applicant until all necessary department approvals have been received.

RECOMMENDATION: Approve the Business License(s) attached.

PROPOSED MOTION: I move to approve the following licenses:

- *Patrick Cragin DBA: Ridge Road Inn (Innkeeper); located at 281 Ridge Road*
- *Diana Hickey DBA: Windbreaker Restaurant (Food Service); located at 243 Long Beach Avenue*
- *Maine Ice Cream, LLC DBA: Village Scoop Ice Cream (Food Service); located at 226 York Street*
- *Jeremy Prescott DBA: The Kettle Boys, Inc. (Food Service); located at 15 Railroad Avenue*

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

PREPARED BY: Melissa M. Avery REVIEWED BY: _____

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THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: The Kettle Boys, inc

Street Address: 15 Railroad Ave #1 York Beach ME 03910

Business Owner: Jeremy Prescott

Business Manager: same

Mailing Address: 44 Donica Rd York ME 03909

Mailing Address: Box 1962 York Beach, ME 03910

Phone Number: 207-451-7997

Phone Number: 207-451-7997

E-mail Address: Jeremy@kettleboys.com

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:

X 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.

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Provide the following information about any relevant State licenses:

STATE LICENSE INFORMATION			
ID Number(s):	2-27885		
Expiration Date(s):	7/15/16		
Classification(s):	Retail/Cum Food		

Please read the following and sign to complete your application:

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

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

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

Business Manager: _____ Have you ever been convicted of a Felony? YES / NO
Signature

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

FOR OFFICE USE ONLY

FEES	Amount	Map – Lot: 0023 - 0001
Application and First License ($60)	60.—	Processed By: mmavery
Subsequent Licenses ($30 each)	—	Received Date: 4/11/16
New License Fee ($50)	—	Amount Received: $ 60.—
License Amendment ($25)	—	Check # 7045 or Cash ☐
Other: _____	—	
TOTAL DUE	$ 60.—	**LICENSE #:** _____ - _____

Department Approvals		Date of Approval	Special Conditions *(Attached if Necessary)*
Code Enforcement	__ N/A	4/15/16 KNewell	YES NO
Fire	__ N/A	4/11/16 DBridges	YES NO
Police	X N/A		YES NO
Tax Collector	__ N/A	4/12/16 MSzeniawski	YES NO
Board of Selectmen	*Town Manager for the Board of Selectmen*	*Date*	**YES NO**

Back to Agen

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: MAINE ICE CREAM LLC DBA: VILLAGE SCOOP ICE CREAM

Street Address: 226 YORK STREET YORK ME

Business Owner: CAROLYN BRENNAN

Business Manager: CAROLYN BRENNAN

Mailing Address: 226 YORK STREET YORK, ME 03909

Mailing Address: (SAME)

Phone Number: 363-0100

Phone Number: 207-337-3248

E-mail Address: CAROLYN@BRENNAN@MAINEICECREAM.COM

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: ____

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

Food and Beverage:

X Food Service License (C/F)
___ Liquor License (F/P)
___ Bottle Club License (F/P)
Number of Seats: 20

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.

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Provide the following information about any relevant State licenses:

STATE LICENSE INFORMATION			
ID Number(s):	5987		
Expiration Date(s):	5/5/2016		
Classification(s):	EATING PLACE		

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
Signature

Business Manager: [signature] 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: 0050 - 0112
Application and First License ($60)	60.–	Processed By: mmavery
Subsequent Licenses ($30 each)		Received Date: 4/11/2016
New License Fee ($50)		Amount Received: $ 60.00
License Amendment ($25)		Check # 1896 or Cash ☐
Other:_____		**LICENSE #:** _____ - _____
TOTAL DUE	$ 60.–	

Department Approvals		Date of Approval	Special Conditions *(Attached if Necessary)*
Code Enforcement	__ N/A	4/13/16 KNewell	YES NO
Fire	__ N/A	4/14/16 DApgar	YES NO
Police	X N/A		YES NO
Tax Collector	__ N/A	4/12/16 MSzeniawski	YES NO
Board of Selectmen _____ *Town Manager for the Board of Selectmen*		_____ *Date*	**YES NO**

Back to Agen

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: WINDBREAKER RESTAURANT

Street Address: 243 LONG BEACH AVE - YORK BEACH

Business Owner: DIANA HICKEY

Mailing Address: PO BOX 572
YORK HARBOR, ME 03911

Phone Number: 207-363-3807

E-mail Address:

Business Manager: DONNA CONNELL

Mailing Address: P.O. BOX 572
YORK HARBOR, ME 03911

Phone Number: 207 363-3807

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: ____

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

Food and Beverage:

✓ Food Service License (C/F)
___ Liquor License (F/P)
___ Bottle Club License (F/P)
Number of Seats: 80

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.

Back to Agen

Provide the following information about any relevant State licenses:

STATE LICENSE INFORMATION			
ID Number(s):	5013		
Expiration Date(s):	6/27/16		
Classification(s):	EATING PLACE		

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: Diana Hecker Have you ever been convicted of a Felony? YES / NO
Signature

Business Manager: Donna Cornell 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: 0033 0034
Application and First License ($60)	60	Processed By: mmaveny
Subsequent Licenses ($30 each)	–	Received Date: 3/15/16
New License Fee ($50)	–	Amount Received: $ 60.00
License Amendment ($25)	–	Check # 882 or Cash ☐
Other:	–	
TOTAL DUE	$ 60	**LICENSE #:** _____ - _____

Department Approvals		Date of Approval	Special Conditions *(Attached if Necessary)*
Code Enforcement	__ N/A	4/8/16 K Newell	YES NO
Fire	__ N/A	3/22/16 D Bridges	YES NO
Police	X N/A		YES NO
Tax Collector	__ N/A	3/17/16 M Szeniawski	YES NO
Board of Selectmen	*Town Manager for the Board of Selectmen*	*Date*	**YES NO**

Back to Agen

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 Inn at Ridge Road

Street Address: 281 Ridge Road

Business Owner: Patrick Cragin

Mailing Address: PO Box 250
Dover, NH 03820

Phone Number: 603 742 2221

E-mail Address: Ridgeroadinn@gmail.com

Business Manager: Kate Stone

Mailing Address: PO Box 1200
York Beach, ME 03910

Phone Number: 207 351 5337

E-mail Address: Ridgeroadinn@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)
X Innkeeper License (C/F)
Number of Rooms: 18

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

Food and Beverage:

___ Food Service License (C/F)
___ Liquor License (F/P)
___ Bottle Club License (F/P)
Number of Seats: ____

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.

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Provide the following information about any relevant State licenses:

STATE LICENSE INFORMATION			
ID Number(s):	1078647		
Expiration Date(s):	12/31/19		
Classification(s):	Lodging		

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: Patrick Cragin _____ Have you ever been convicted of a Felony? YES / NO
Signature

Business Manager: _____ Have you ever been convicted of a Felony? YES / NO
Signature

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

FOR OFFICE USE ONLY

FEES	Amount	Map – Lot: 0032 - 0149
Application and First License ($60)	60.–	Processed By: mmavery
Subsequent Licenses ($30 each)	–	Received Date: 2/3/2016
New License Fee ($50)	–	Amount Received: $ 60.00
License Amendment ($25)	–	Check # 1824 or Cash ☐
Other: _____	–	LICENSE #: _____ - _____
TOTAL DUE	$ 60.–	

Department Approvals		Date of Approval	Special Conditions *(Attached if Necessary)*
Code Enforcement	__ N/A	4/8/16 KNewell	YES NO
Fire	__ N/A	2/26/16 D Bridges	YES NO
Police	X N/A	-	YES NO
Tax Collector	__ N/A	2/4/16 MSzeniawski	YES NO
Board of Selectmen	_____ *Town Manager for the Board of Selectmen*	_____ *Date*	**YES NO**

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REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: April 20, 2016	☒ ACTION
DATE ACTION REQUESTED: April 25, 2016	☐ DISCUSSION ONLY
SUBJECT: Update on Police Station Project Progress and Discussion of Bid Process for Construction and Contents of Building.	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Update will be given as to progress of police station project regarding permitting and design phase. Project manager will discuss tentative timeline and process to bid out various aspects of project to secure the appropriate contractor(s) to commence and deliver project to successful completion. The major portion of the construction will involve a negotiated process with sealed bids. A bid criteria will be used to select the successful contractor(s) such as costs considerations, ability to deliver project on time, demonstrated experience, and consideration of local contractors and businesses. Once selected a recommendation will be made by the Municipal Police Building Committee to the Board of Selectmen for their consideration to award a contract for construction of the new station. Some aspects of project i.e. equipment such as lockers, archive storage, evidence storage and processing, and other specialized equipment and furniture will be bid through a variety of processes such as a cooperative bid process, negotiated, and in a few cases sole source purchases due to the type of equipment and knowledge of vendor of equipment already existing in current police station that will be utilized in new building. These costs will be included in the total cost of the police station project.

RECOMMENDATION: To give Municipal Police Building Committee and Project Manager go ahead to begin bid process as soon as possible to make recommendation(s) for award of police station construction to Board of Selectmen

PROPOSED MOTION: I move to direct Municipal Police Building Committee and Project Manager Geoff Aleva to commence the bid process for the new police station as soon as the necessary documents are prepared.

PREPARED BY: Chief Douglas P. Bracy REVIEWED BY: _____

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TOWN OF YORK, MAINE
Police Department

Douglas P. Bracy
Chief of Police

Mailing Address:
36 Main Street
York, Maine 03909

Dispatch:
Non-Emergency
(207) 363-4444

Administration:
(207) 363-1031

Facsimile:
(207) 361-6818

www.yorkpolice.org

Committed to excellence

Memorandum

To: Town Manager Stephen Burns

Cc: Board of Selectmen

From: Chief Douglas P. Bracy

Date: April 20, 2016

Subject: New Police Station Update & Bid Process

The police station project is moving along very well. Over the last few weeks the project has been presented to the Planning Board for site changes and received their unanimous acceptance. Plan mylars are being prepared and it is hopeful to have these signed by all parties by the next Planning Board meeting on April 28th.

The site plan and changes were also submitted to Hannaford officials to comply with the covenants in the purchase agreement with them. These changes have received their approval. The Department of Environmental Protection application for changes to site has been received and is being processed. The Department Corrections has given its initial approval of the design of the holding area. The last hurdle before issuance of a building permit for the project will be approval of the building design and life safety issues by the Maine Fire Marshal's Office. It is hoped this can be achieved within the next month.

The design phase of the project is progressing quickly and will be complete within the next two weeks and ready to put forward for contractors to bid out. Project manager Geoff Aleva has reviewed the town's purchasing policy and feels the project will be a combination of a negotiated procurement and sealed bids. The sealed bid portion will be used for the majority of the construction project. He advised he will be treating the bidding for this project as he would for any other public client. The project will have detailed specifications and will be publically advertised. The bidding contractors will be required to provide qualification statements. The contractors will be mandated to provide payment and performance bonds. The bid forms will be detailed to have the contractor provide line items for the specific portions of the work such as site work, foundations, electrical, and mechanical costs to name just a few. The bids will be

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opened at Town Hall at a specific time and will be made available to the public. Geoff's firm will review and recommend acceptance of a qualified bid to the Municipal Police Building Committee who will develop a recommendation for the Board of Selectmen to review and award the contract to commence the construction process.

Some specific equipment and services will be acquired outside of the general construction bid process to allow the Town to purchase items at lower prices than contractors may be able those same equipment and/or services to install. These items will involve a blended process that may include a negotiated procurement process with cooperative bids and/or sole source process. Items such as manufactured lockers, evidence equipment, archives, weapon racks, and other similar items can be found through cooperative bid practices available to governmental entities only.

Sole source negotiated process will be used for system such as security video cameras, centralized IT, telephone communications, E911, and radio equipment purchases and installation. We will also use this for specific security items such as security controls for doors, video system, telephone, communications equipment, etc. These areas are unique as we already have experience with specific vendors and are going to use some of the equipment already purchased for the present police facility in the new police facility.

These areas and equipment will need to be reviewed and included as line items in the overall construction bid submission to insure they are coordinated in the overall project. This bid process is similar to the one used originally for the police station project to develop a guaranteed maximum price.

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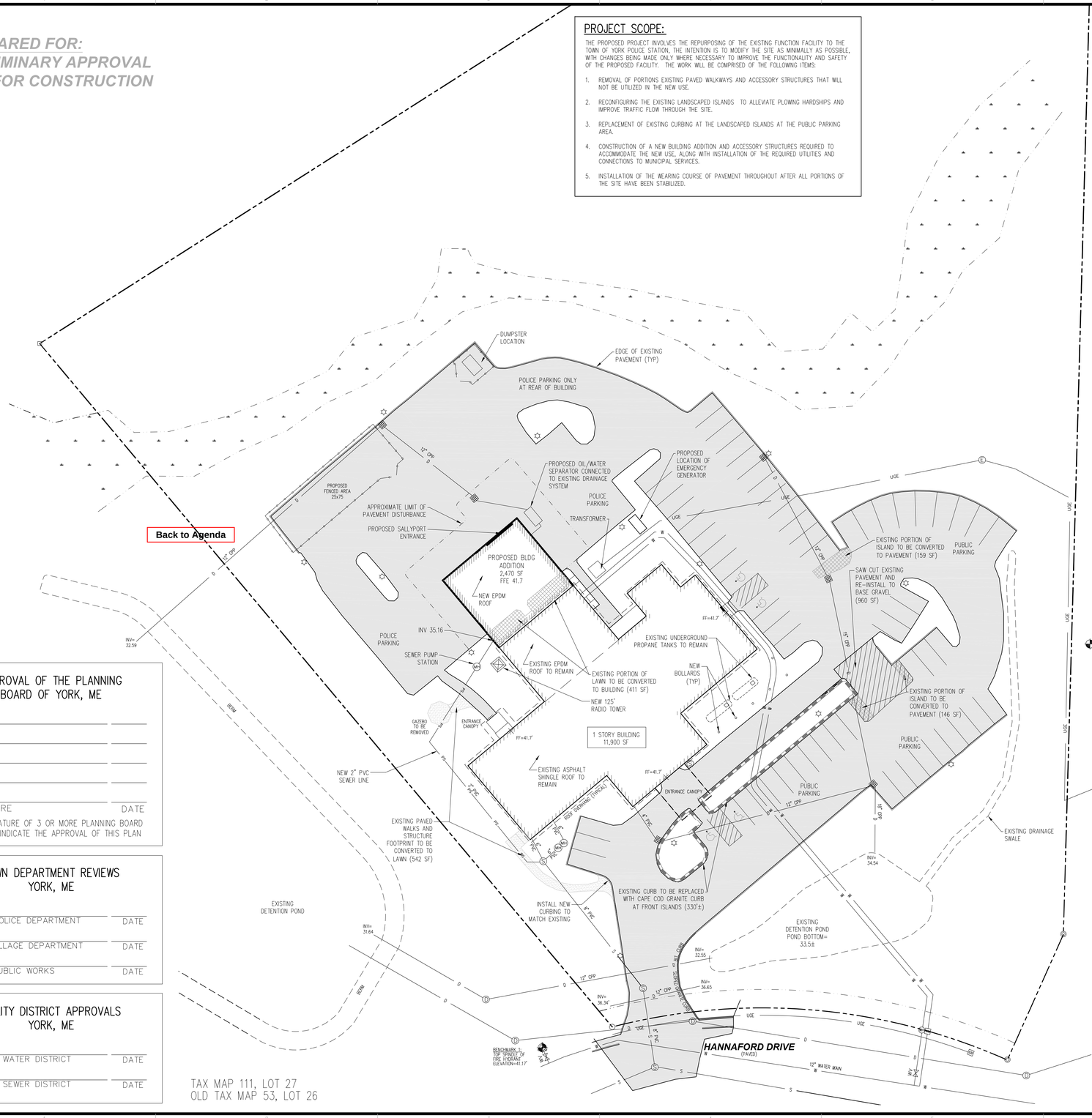
PREPARED FOR:
PRELIMINARY APPROVAL
NOT FOR CONSTRUCTION

PROJECT SCOPE:

THE PROPOSED PROJECT INVOLVES THE REPURPOSING OF THE EXISTING FUNCTION FACILITY TO THE TOWN OF YORK POLICE STATION, THE INTENTION IS TO MODIFY THE SITE AS MINIMALLY AS POSSIBLE, WITH CHANGES BEING MADE ONLY WHERE NECESSARY TO IMPROVE THE FUNCTIONALITY AND SAFETY OF THE PROPOSED FACILITY. THE WORK WILL BE COMPRISED OF THE FOLLOWING ITEMS:

1. REMOVAL OF PORTIONS EXISTING PAVED WALKWAYS AND ACCESSORY STRUCTURES THAT WILL NOT BE UTILIZED IN THE NEW USE.
2. RECONFIGURING THE EXISTING LANDSCAPED ISLANDS TO ALLEVIATE PLOWING HARDSHIPS AND IMPROVE TRAFFIC FLOW THROUGH THE SITE.
3. REPLACEMENT OF EXISTING CURBING AT THE LANDSCAPED ISLANDS AT THE PUBLIC PARKING AREA.
4. CONSTRUCTION OF A NEW BUILDING ADDITION AND ACCESSORY STRUCTURES REQUIRED TO ACCOMMODATE THE NEW USE, ALONG WITH INSTALLATION OF THE REQUIRED UTILITIES AND CONNECTIONS TO MUNICIPAL SERVICES.
5. INSTALLATION OF THE WEARING COURSE OF PAVEMENT THROUGHOUT AFTER ALL PORTIONS OF THE SITE HAVE BEEN STABILIZED.



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APPROVAL OF THE PLANNING BOARD OF YORK, ME

CHAIR

SIGNATURE DATE

*THE SIGNATURE OF 3 OR MORE PLANNING BOARD MEMBERS INDICATE THE APPROVAL OF THIS PLAN

TOWN DEPARTMENT REVIEWS YORK, ME

YORK POLICE DEPARTMENT DATE

YORK VILLAGE DEPARTMENT DATE

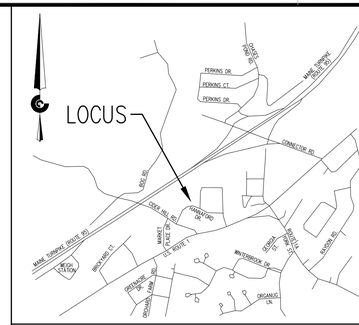
YORK PUBLIC WORKS DATE

UTILITY DISTRICT APPROVALS YORK, ME

YORK WATER DISTRICT DATE

YORK SEWER DISTRICT DATE

GRID NORTH NAD83 MSPCS WEST ZONE



LOCATION PLAN

(NOT TO SCALE)

NOTES:

1. PLANIMETRIC DETAIL DEPICTED HEREON IS THE RESULT OF AN ON-THE-GROUND FIELD SURVEY BY CIVIL CONSULTANTS ON JUNE 2-3, 2015
2. NORTH AS DEPICTED HEREON IS REFERENCED TO GRID NORTH, NAD83, MAINE STATE PLANE COORDINATE SYSTEM WEST ZONE. COORDINATE VALUES AND ORIENTATION ARE DERIVED FROM A GPS SURVEY COMPUTED UTILIZING THE NGS OPUS ON-LINE PROCESSING SERVICE. REFERENCE FRAME IS NAD83 CORS96 EPOCH 2002.0000. THE SURVEY IS TIED TO CORS STATIONS BOSTON (WAAS 1 CORS (ZBW1), BARTLETT CORS (BARN) AND BRUNSWICK 1 CORS (BRU1). DISTANCES DEPICTED HEREON ARE GRID. TO CONVERT GRID DISTANCES TO GROUND DISTANCES, MULTIPLY THE GRID DISTANCE BY 1.00000981 (AVERAGE COMBINED SCALE FACTOR FOR THE SITE).
3. ELEVATIONS DEPICTED HEREON ARE REFERENCED TO NAVD88, DERIVED FROM THE ABOVE REFERENCED GPS SURVEY. **[TO CONVERT NAVD88 ELEVATIONS TO NGVD29 ELEVATIONS ADD 0.76']**
4. RECORD OWNER: THE INHABITANTS OF THE TOWN OF YORK
5. ASSESSOR'S INFORMATION: TOWN OF YORK ASSESSOR'S MAP 111, LOT 27 (OLD TAX MAP 53, LOT 26)
6. DEED REFERENCE: Y.C.R.D. 17066/610 (QUITCLAIM DEED)
7. UTILITY INFORMATION DEPICTED HEREON IS COMPILED USING PHYSICAL EVIDENCE LOCATED IN THE FIELD. UTILITIES DEPICTED HEREON MAY NOT NECESSARILY REPRESENT ALL EXISTING UTILITIES. UNDERGROUND UTILITIES ARE BASED ON PLAN REFERENCE #2 AND PLAN REFERENCE #3. CONTRACTORS NEED TO CONTACT DIGSAFE AND FIELD VERIFY ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION. WATER AND SEWER CONNECTIONS WERE NOT LOCATED.
8. THE EDGE OF WETLAND DEPICTED HEREON IS BASED ON FIELD LOCATION OF WETLAND DELINEATION FLAGS SET BY MICHAEL CUOMO, MAINE CERTIFIED SOILS SCIENTIST #211.
9. THE LOCUS PARCEL IS LOCATED IN "ZONE X" ON THE NATIONAL FLOOD INSURANCE RATE MAP (FIRM) FOR THE TOWN OF YORK, MAINE, YORK COUNTY, COMMUNITY PANEL NUMBER 230159 0024 D, EFFECTIVE DATE JUNE 17, 2002. ZONE X IS DEFINED AS "AREAS DETERMINED TO BE OUTSIDE 500-YEAR FLOODPLAIN".
10. THE PERIMETER BOUNDARY DEPICTED HEREON IS BASED ON REFERENCE PLANS 1 AND 2 AND FIELD LOCATION OF MONUMENTS SHOWN ON REFERENCE PLANS 1 AND 2. DEED RESEARCH HAS BEEN LIMITED TO THE TIME PERIOD JUNE, 2006 TO JUNE 5, 2015. CIVIL CONSULTANTS HAS NOT PERFORMED A COMPLETE BOUNDARY RETRACEMENT SURVEY.
11. THE LOCUS PROPERTY IS SUBJECT TO CERTAIN COVENANTS AND RESTRICTIONS SET FORTH IN Y.C.R.D. 14730/522.
12. REFERENCE IS MADE TO STATE OF MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION DEPARTMENT ORDER (L-19641-23-D-B), DATED JANUARY 30, 2008, RECORDED IN Y.C.R.D. 15352/690.
13. THE LOCUS PROPERTY IS SUBJECT TO UTILITY EASEMENTS RECORDED IN Y.C.R.D. 15535/620 AND 9608/229.

REFERENCE PLANS:

1. "LIMITED EXISTING CONDITIONS SURVEY OF LAND OF AMERICAN LEGION-RAMSDELL-ROGERS POST 56, 9 HANNEFORD DRIVE - TAX MAP 111, LOT 27, YORK, YORK COUNTY, MAINE", DATED JUNE 8, 2015. PREPARED BY CIVIL CONSULTANTS.
2. "FINAL SITE PLAN FOR RAMSDELL-ROGERS FUNCTION FACILITY AMERICAN LEGION POST 56 HANNAFORD DRIVE YORK, MAINE", BY ANDERSON LIVINGSTON ENGINEERS, INC., DATED: JUNE 2007, LAST REVISED: 08/20/07. PLAN RECORDED AT THE YORK COUNTY REGISTRY OF DEEDS IN PLAN BOOK 325 PAGE 10.
3. "AS-BUILT PLAN FOR RAMSDELL-ROGERS FUNCTION FACILITY AMERICAN LEGION POST 56 HANNAFORD DRIVE YORK, MAINE" BY ANDERSON LIVINGSTON ENGINEERS, INC., DATED: DECEMBER 16, 2008, LAST REVISED: 10/23/09.

IMPERVIOUS COVERAGE NOTES:

1. IMPERVIOUS COVERAGE ON THE LOT WILL BE MODIFIED AS FOLLOWS:

REMOVED PAVEMENT/STRUCTURES:	-513 SF
CONVERTED LANDSCAPED ISLAND TO PAVEMENT:	+716 SF
NET CHANGE IN IMPERVIOUS COVERAGE:	+203 SF
LOT AREA:	250,160 SF
RESULTANT TOTAL LOT IMPERVIOUS:	65,118 SF (26%) *NO CHANGE FROM APPROVED
LAND NOT SUITABLE FOR DEVELOPMENT:	11,612 SF (NO SLOPES >20%)
NET DEVELOPABLE AREA:	238,548 SF

LEGEND:

14470/225	DEED BOOK/PAGE NUMBER
CONC.	CONCRETE
BIT.	BITUMINOUS
LPG	LIQUEFIED PETROLEUM GAS
Y.C.R.D.	YORK COUNTY REGISTRY OF DEEDS
× FF=41.7'	FINISH FLOOR ELEVATION
	CATCH BASIN
MH	MANHOLE
E	ELECTRIC MANHOLE
S	SANITARY SEWER MANHOLE
	SURVEY BENCHMARK (AS NOTED)
	EXISTING GRANITE OR CONCRETE BOUND (AS NOTED)
	EXISTING IRON PIPE (AS NOTED)
	EXISTING REBAR (AS NOTED)
	WETLAND (SEE NOTE 8)
	LOCUS PARCEL BOUNDARY LINE (SEE NOTE 10)
	PROPOSED GRANITE CURB TO REPLACE BITUMINOUS
UGE	UNDERGROUND ELECTRIC (PLAN REFERENCE #2 & #3)
S	SANITARY SEWER (PLAN REFERENCE #2 & #3)
PS	PROPOSED SANITARY SEWER
W	WATER LINE (SEE PLAN REFERENCE #2 & #3)
D	DRAIN LINE (SEE PLAN REFERENCE #2 & #3)
D	DRAIN MANHOLE (SEE PLAN REFERENCE #2 & #3)
EB	ELECTRIC PULL BOX (SEE PLAN REFERENCE #2 & #3)
	LIGHT POLE (SEE PLAN REFERENCE #2 & #3)

STATE OF MAINE — REGISTERED PROFESSIONAL ENGINEER — MICHAEL P. CUOMO — LICENSED — FOR PERMITTING PURPOSES ONLY

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CIVIL CONSULTANTS
Engineers
Planners
Surveyors
P.O. Box 100
South Berwick
Maine
03908
207-384-2550
www.civcon.com

NO.	REVISIONS	INT.	DATE
1			

RECORD OWNER: TOWN OF YORK
ADDRESS: 186 YORK STREET YORK, ME 03909

YORK POLICE STATION - SITE PLAN AMENDMENT
AMERICAN LEGION - RAMSDELL - ROGERS POST 56
9 HANNAFORD DRIVE - TAX MAP 111, LOT 27
YORK, YORK COUNTY, MAINE

PREPARED FOR: TOWN OF YORK
CLIENT ADDRESS: 186 YORK STREET, YORK, ME 03909

1" = 30'
0' 30

DATE: 31 MARCH 2016
DRAWN BY: MPP/GRA
CHECKED BY:
APPROVED BY:

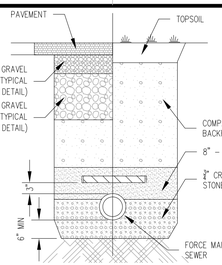
SITE PLAN AMENDMENT

PROJECT NO: 15-180.02

L-1

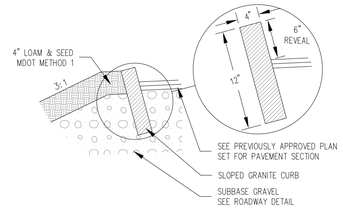
SHEET: 1 OF 2

COORDINATE FILE: J:\AAA\2015\1518000\CARLSON\SURVEY\POINTS\1518000.CRD CADD FILE: J:\AAA\2015\1518002\CARLSON\ENGR\DWG\1518002-ST.DWG

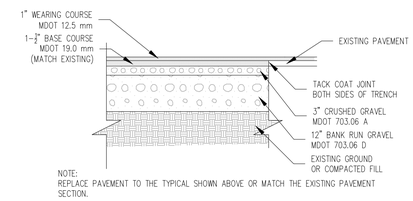


NOTES:
1. 2"x2" STYROFOAM INSULATION BOARD SHALL BE PLACED IN AREAS WHERE COVER OVER LINE IS LESS THAN 5', OR WHERE SHOWN.
2. SEWER MAINS SHALL HAVE 10' MINIMUM HORIZONTAL SEPERATION FROM WATER MAINS,.

FORCE MAIN TRENCH DETAIL
NOT TO SCALE

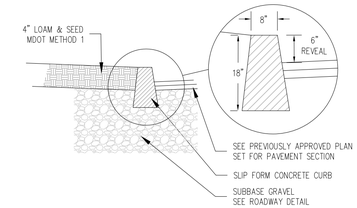


SLOPED GRANITE CURB DETAIL
NOT TO SCALE

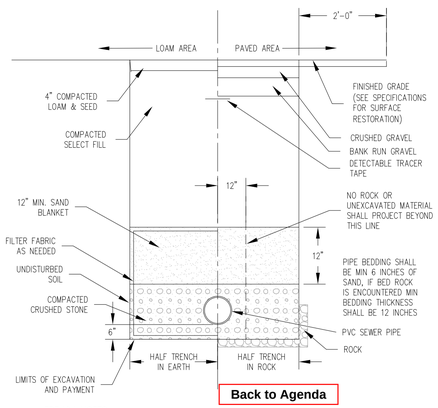


NOTE:
REPLACE PAVEMENT TO THE TYPICAL SHOWN ABOVE OR MATCH THE EXISTING PAVEMENT SECTION.

TYPICAL PAVEMENT REPLACEMNET DETAIL
NOT TO SCALE



SLIP FORM CONCRETE CURB DETAIL
NOT TO SCALE



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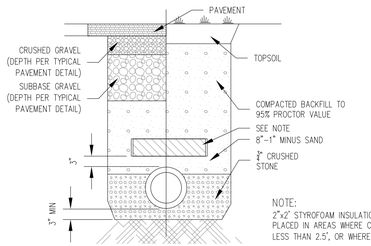
TRENCH NOTES:

1. MINIMUM PIPE COVER SHALL BE 5'-0"
2. 24" X 2" FOAM BOARD INSULATION SHALL BE PLACED IN AREAS WHERE IS LESS THAN 5'-0". FOAM INSULATION SHALL BE PLACED IN BEDDING MATERIAL 3 INCHES ABOVE THE TOP OF THE PIPE.

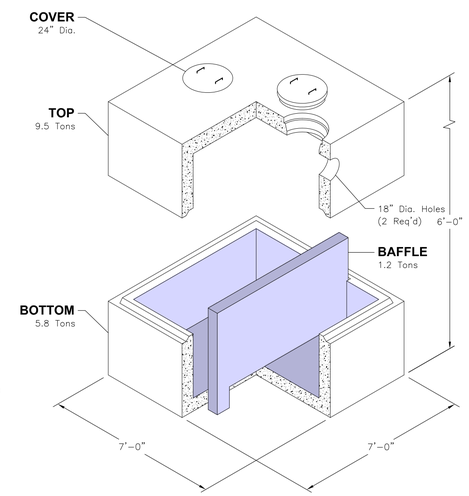
SEWER TRENCH SECTION
NOT TO SCALE



NOTE:
2"x2" STYROFOAM INSULATION BOARD SHALL BE PLACED IN AREAS WHERE COVER OVER LINE IS LESS THAN 2.5', OR WHERE SHOWN.

DRAINLINE TRENCH DETAIL
NOT TO SCALE

NOTE:
REPRESENTATIVE UNIT SHOWN IS BASED ON 1000 GAL TANK MANUFACTURED BY OLDCASTLE PRECAST. ACTUAL TANK SPECIFICATIONS AND DETAILS TO BE SUBMITTED BY CONTRACTOR AND APPROVED PRIOR TO PURCHASE.



OIL/WATER SEPARATOR
NOT TO SCALE

PREPARED FOR:
PRELIMINARY APPROVAL
NOT FOR CONSTRUCTION

TAX MAP 111, LOT 27
OLD TAX MAP 53, LOT 26

STATE OF MAINE
PROFESSIONAL ENGINEER
PREPARED FOR PERMITTING
NICHOLAS C. GRAVEL
LICENSED
PROFESSIONAL ENGINEER

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NO.	REVISIONS	INT.	DATE
1			

RECORD OWNER:
TOWN OF YORK
ADDRESS:
186 YORK STREET
YORK, ME 03909

YORK POLICE STATION - SITE PLAN AMENDMENT
AMERICAN LEGION - RAMSDELL - ROGERS POST 56
9 HANNAFORD DRIVE - TAX MAP 111, LOT 27
YORK, YORK COUNTY, MAINE

PREPARED FOR: TOWN OF YORK
CLIENT ADDRESS: 186 YORK STREET, YORK, ME 03909

AS NOTED
0' 1"

DATE: 31 MARCH 2016
DRAWN BY: MPP/GRA
CHECKED BY:
APPROVED BY:

SITE
DETAILS

PROJECT NO: 15-180.02

L-2

SHEET: 2 OF 2

COORDINATE FILE: J:\AAA\2015\1518000\CARLSON\SURVEY\POINTS\1518000.CRD
CADD FILE: J:\AAA\2015\1518002\CARLSON\ENGR\DWG\1518002-ST.DWG

REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: April 19, 2016	☒ ACTION
DATE ACTION REQUESTED: April 25, 2016	☐ DISCUSSION ONLY
SUBJECT: Repeal of Committee Charter – Open Space Committee	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: As part of the Board's work to review and revise the Board of Selectmen's Policies, I have recommended repeal of this Committee Charter. This matter was discussed by the Board on February 29th, and a decision was made to table the matter until the Board could hear from the Parks & Recreation Board. That report occurred on April 11th, and they agreed to seek resources and partnerships to pursue development of an open space plan.

Again I recommend repeal of this Committee Charter. The Committee has not existed in reality for many years, and the functions will be addressed by an existing Board. There is no need to keep this Charter.

RECOMMENDATION: I recommend repeal of the Charter for the Open Space Committee.

PROPOSED MOTION: I move to repeal the Charter of the Open Space Committee.

Prepared by Stephen H. Burns, Town Manager: _____

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b. York Village Center Zoning Districts

Moved by Mr. Macdonald, seconded by Ms. Sevigny-Watson to schedule a second public hearing for the proposed York Village Center Zoning Districts on March 28, 2016. Vote 4-0, motion passes.

c. Business Licensing Ordinance

Moved by Mr. Macdonald, seconded by Ms. Sevigny-Watson to place the proposed Business Licensing Ordinance Amendment on the May 21, 2016 Special General Referendum Ballot. Rescinded by Mr. Macdonald.

Moved by Mr. Macdonald, seconded by Ms. Sevigny-Watson to schedule a second public hearing for the proposed Business Licensing Ordinance amendment on March 28, 2016. Vote 4-0, motion passes.

3. Discussion and Possible Action: Selectmen Policies

a. Committee Appointments

Moved by Mr. Macdonald, seconded by Mr. Frederick to remove Item 16 (referencing a sub-committee for application review) from the Application and Appointment Procedure Policy. Vote 4-0, motion passes.

b. Open Space Committee

The Board agreed that they would like to have a report from the Department of Parks and Recreation and the Parks and Recreation Board on future Open Space plans.

4. Discussion and Possible Action: Matching Funds for York Village Improvements

Moved by Mr. Macdonald, seconded by Mr. Frederick to ask the Budget Committee to change the march for York Village Improvements from current year funding to bond funding. Vote 4-0, motion passes.

J. **New Business**

1. Discussion and Possible Action: Maine State Retirement Eligibility

Moved by Mr. Macdonald, seconded by Ms. Sevigny-Watson to continue offering membership in the Maine Public Employees Retirement system Participating Local District Plan for full-time, permanent, employees as defined as those regularly scheduled to work 30 hours each week on a year-round basis, and as outline in the non-union personnel policy, established by practice, and originally

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d.

TOWN OF YORK

Open Space Committee

Approved by Selectmen 7/26/99

PURPOSE:

The Open Space Committee is being established to assist the Board of Selectmen with the implementation of the Open Space Acquisition Account as approved by York Voters on May 22, 1999. The Committees role is advisory to the Board of Selectmen. They shall have the following responsibilities:

1. Identify land for possible purchase with Open Space Funds using the guidelines established by the Selectmen's Policy on the Open Space Fund.

2. Review with the Board of Selectmen all recommended land and easement purchases.

3. The negotiation of land and easement purchases shall be under the direct guidance of the Board of Selectmen.

4. Research alternative and complimentary funding sources such as State, Federal and Local Grants.

COMMITTEE COMPOSITION:

The Committee will be appointed by the Board of Selectmen and will have the following composition:

1. A member of the Conservation Commission
2. A member of the York Land Trust
3. Seven members of the General Public. (Amended per Board of Selectmen on April 22, 2002) The Board would prefer that some of the members in this category have real estate and/or grant writing experience.
4. A quorum shall be a majority of those appointed members who are in attendance at time of vote.

CHAIR & VICE-CHAIR:

The Chair shall be a voting member of the Committee and shall be chosen by majority vote. The Chair will be responsible for the orderly conduct of Committee meetings. A Vice-Chair shall also be chosen by majority vote and shall be a voting member of the Committee. The Vice-Chair shall be responsible to perform the duties of the Chair in the absence of the Chair.

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MEETINGS AND TIME TABLE:

The Committee shall determine meeting times and dates. All meetings shall be held in public and properly noticed. In the event the Committee must enter into Executive Session to discuss the purchase of property, the Committee shall comply with MRSA Title 1, Section 405 of State Law. The Committee shall use the privilege of executive sessions only when absolutely necessary to protect the interests of the Town or property owners.

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REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: April 21, 2016	☒ ACTION
DATE ACTION REQUESTED: April 25, 2016	☐ DISCUSSION ONLY
SUBJECT: Solarize York	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: The Energy Steering Committee has proposed to implement a program used in other communities to help spur private property owners to add solar energy options to their homes. This initiative would be known as Solarize York. The basic program would be to select a solar vendor, who would then be available for private property owners to contract with. The property owners gain an advantage of having a pre-vetted vendor, and will receive a commitment for greater economic return as the number of participants increases. In other words, the more property owners that sign up with the vendor, the better the deal they get.

The Comprehensive Plan calls for the Town to "support a broad vision of sustainability as a basis for policy decisions regarding growth, development, and protection of natural and scenic resources" (Town Goal 1.4). Included in this goal is a statement that we should be "promoting renewable energy systems." There is no question the Solarize York initiative is supported by this goal. It is not, however, the only option.

As was discussed following the February 29th report to the Board, there are alternative approaches. The ESC could host a solar fair where all area solar vendors exhibit their products and services. The Town doesn't necessarily have to select one vendor. There is an opportunity for this to be addressed by region rather than by each community separately.

I believe a reasonable first step towards promoting solar energy in York would be to ask the Energy Steering Committee to host a solar fair, in conjunction with any other communities in the region, and keep the Town out of the business of picking one particular vendor. I believe this option would support the policy goals of the Comprehensive Plan and would keep the municipal government out of the middle of property owner/solar vendor business dealings. Even though the program states the Town isn't part of that relationship, selecting one vendor in effect does just this.

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RECOMMENDATION: I recommend the Board direct the Energy Steering Committee to host a regional solar energy fair as a means of promoting solar energy generation in York.
PROPOSED MOTION: I move to direct the Energy Steering Committee to host a regional solar energy fair as a means of promoting solar energy generation in York and the surrounding region.

FISCAL IMPACT: t.b.d.
DEPARTMENT LINE ITEM ACCOUNT: The proposed FY17 budget for the Energy Steering Committee is $13,000, so if approved by the voters there will be money available to support this initiative.
BALANCE IN LINE ITEM IF APPROVED: t.b.d.

Prepared by Stephen H. Burns, Town Manager: _____

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1.3.3. The Town should amend the Zoning Ordinances to require all new lots to satisfy net buildable acreage requirements. The required deductions should be the same criteria established in the Planning Board Subdivision and Site Plan Regulations; poor soils, wetlands, steep slopes, easements and similar features. This should be implemented in concert with recommendation 1.3.2 above. The goal is to benefit orderly development by ensuring a property owner complies with the stricter standards identified in the Subdivision Regulations.

IMMEDIATE PRIORITY - PLANNING BOARD TAKES LEAD ROLE

1.3.4. An initial Transfer of Development Rights (TDR) system has been established on a limited basis (see Zoning Ordinance §7.6.4.B.3). The Town should expand its use of TDR to enhance protection of important natural resources such as, but not necessarily limited to wetlands, wildlife habitats, historic and archeological sites, and unfragmented blocks of open land. In general, the designated Growth Area should be the receiving area, although exceptions to this rule may be appropriate in certain instances.

MID-TERM PRIORITY - PLANNING BOARD TAKES LEAD ROLE

1.3.5 After the Maine Supreme Court upheld the Eliot growth cap, a citizen petition regarding a residential growth cap was submitted to York. This ordinance was approved by voters at the Special General Referendum in August 2000. A replacement ordinance was defeated at the November 2000 General Referendum, thus retaining the original ordinance. The Growth Ordinance, as adopted, expires after a few years. It reduces the rate of residential growth, allowing time for work on significant Comprehensive Plan implementation tasks including the Zoning Ordinance overhaul. Based on the number of new housing starts, York has consistently been one of the fastest growing communities in Mane. Establishment of a Town-wide residential growth cap for a fixed period is a reasonable means of avoiding excessive growth until the new directions of the Comprehensive Plan are incorporated into the Town's ordinances, regulations, capital plans and other policies.

IMMEDIATE PRIORITY – SELECTMEN TAKE LEAD ROLE

Town of Goal 1.4: Support a broad vision of sustainability as a basis for policy decisions regarding growth, development, and protection of natural and scenic resources.

1.4.1 New policy initiatives added to the Comprehensive Plan or implemented in York's Ordinances should strive to be grounded in principals of sustainability. Broadly, sustainability is a concept that recognizes the interrelatedness of the energy, environmental, economic, development, and civic health of the Town, and the importance of ensuring that future generations can share in the many of York's resources that exist today. Currently, the Comprehensive Plan's goals for York's present and future, originating from many years of public input from residents regarding what they wish their community to be, touch on many aspects of sustainability. This includes the preservation of York's vast historic resources, municipal investment in critical infrastructure, encouraging sustainable land use patterns, fostering a strong local economy, supporting local agriculture and food production, promoting renewable energy systems throughout town, creating safe and accessible public spaces for various ages and abilities, protecting natural resources, and continued engagement of the citizens of York in determining the character of their community.

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PREVIOUS ACTION FORM

REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: February 18, 2016	☐ ACTION
DATE ACTION REQUESTED: February 29, 2016	☒ DISCUSSION ONLY
SUBJECT: Report of the Energy Steering Committee about Solarize York	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: The Energy Steering Committee (ESC) will introduce to the Board of Selectmen an effort to be known as Solarize York. If pursued, this would be a workshop, hosted by the Committee and delivered by a solar company, to provide information to homeowners, small businesses and farmers on solar installations and to make solar more accessible through bulk purchasing. The Town would issue an RFP seeking a solar company to deliver the workshop, and the Energy Steering Committee or a committee named by the Board of Selectmen would select the company. The ESC would publicize the workshop, provide meeting space and collect names of people who express interest in attending. Residents are free to work with the selected company or any other company; all arrangements are between the contractor and the property owners, but the Town helps by facilitating the process.

"Solarize" programs have been held in Massachusetts and more recently in Maine as a way to encourage solar installations and answer the questions York residents have asked the Committee, such as "How much does it cost?" "Who does this work?" and "Do I have a good site for solar?" A community discussion can create more interest in solar -- when neighborhoods do this together it can give them a financial advantage.

If the Board is interested in seeing this initiative move forward we can schedule time on an upcoming agenda for Board action to authorize the program and direct the Energy Steering Committee to undertake the required work.

RECOMMENDATION: none at this time

PROPOSED MOTION: none at this time

Prepared by Stephen H. Burns, Town Manager: _____

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Solarize York

Request for Proposals from Solar Photovoltaic Installers

This Request for Proposals (RFP) is available online at:
yorkmaine.org

Please check online for updates prior to completing and submitting a bid.

All responses to this RFP must be sent electronically to Melissa Avery, York Town Assistant to Town Manager, mmavery@yorkmaine.org no later than 3:00pm **Friday, April 1, 2016**. All bids will be opened shortly after 3PM on Friday, April 1, 2016.

Installers may be asked to attend an in-person interview with a community selection committee during working hours the week of April 4-8, to be held in the York Town Offices, 186 York St, York, Maine, 03909. The Selection Committee's recommendation will be presented to the Board of Selectmen at their April 11, 2016 meeting. The town will notify the chosen contractor by April14, 2016.

Please direct questions or feedback regarding this RFP to Missy Avery, York Town Assistant to Town Manager, mmavery@yorkmaine.org
If there are questions about the Solarize project, please contact Hilary Clark, Energy Steering Committee, clarkhamel@aol.com

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Program Summary

The Town of York, Maine ("the Town" as represented by the Energy Steering Committee (ESC)) requests proposals from solar photovoltaic ("PV") installers ("installers") for solar PV installations in the Solarize York ("Solarize") program.

The Town will be collecting the names and email addresses of residents interested in learning more about solar and how a "bulk purchase" can bring the cost of installation down for everyone involved. All leads will be forwarded to the selected Solarize installer. This partnership is designed to lower customer acquisition costs and transfer savings directly to customers. The Town seeks proposals from installers who can provide competitive tiered pricing for a direct-ownership model for solar PV installations at private residences. While this program is primarily for residences, small farm enterprises and small businesses are also welcome to participate. Given the potential complexity that farm and small business installations may create, the Town cannot guarantee that small farms and businesses will be eligible for the special pricing.

The Town's role is to bring property owners interested in investing in solar power together and to identify an installer or group of installers to get the job done at a lower cost to residents. The Energy Steering Committee may be able to identify opportunities for financing including PACE loans through Efficiency Maine. The Town is not, in any way, providing a financial incentive for participation.

A consortium consisting of more than one installer may bid collectively on this proposal, as long as the partnering installers take responsibility for managing the partnership and maintaining a simple message and point of contact for residents. Relevant experience, quality and value of services and equipment, capacity for implementation of the Solarize program, proposed pricing, and unique or creative offerings will be factors in the selection process.

The purpose of Solarize York is to increase the rate of solar use.

Solarize York was inspired by similar programs in Freeport & Brunswick, Maine, New Hampshire, Massachusetts and Connecticut.

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SECTION ONE – Program Overview

A. Program Goals and Overview

i. Program Goals

Solarize York is aimed at making residential solar PV energy more accessible to residents. The goals of Solarize are to:

1) Lower the cost of solar energy by reducing customer acquisition costs and transferring those savings directly to residents; and
2) At least double the number of residential solar installations in the community over the course of this project.

ii. Program Overview

Solarize York (herein Solarize) is designed to overcome common barriers to going solar at a residential scale:

A) Consumer Confidence

- Solarize is designed to bring residents interested in solar energy together, provide them with information, competitive pricing and an easy start, and take the next step when they're ready (e.g. a free site visit, signing a contract to go solar).
- Solarize is designed to be as transparent as possible. All Solarize pricing is posted online, along with details about the Solarize program, and lists of other installers in our area.

B) Cost

- Outreach done by the Town helps reduce typical customer acquisition costs and can lead to numerous installation jobs for the selected installer. These factors help installers bidding on Solarize York to offer competitive pricing, often discounted below their typical installation prices. Their pricing is also tiered, meaning the cost goes down for everyone as more residents sign up to go solar.
- Financing may be necessary to make solar feasible for many residents. A list of known financing options will be prepared by the ESC and distributed on an as needed basis. Any financing options that an installer has to offer should be described in the Company Profile narrative (Form B-1, page 2)

C) Inertia

- A critical component of any Solarize program is its deadline. Residents must sign a contract with the partner installer by a certain date in order to take advantage of the special tiered pricing offer. This deadline helps motivate residents to take action.
- The tiered pricing structure serves as a motivator for residents to talk with their neighbors about Solarize and encourage one another to take action. More neighbors going solar mean lower prices for everyone.

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B. The Solarize York Process

The Town will create a small installer selection review committee (ESC) including an independent technical consultant if possible to help throughout the selection process. See Page 11 for evaluation criteria.

In the event that a bid is found to be incomplete, or the selection committee has a question or request, the bidding installer may be notified and given three business days to respond.

The selection committee may invite one or more installers for an interview (likely during the week of April 4-8, 2016.

The Town expects installers to submit competitive and realistic bids. Bidding installers should not sacrifice their bottom line or the quality of their equipment and services in order to participate in this program. The equipment and services included as part of the tiered pricing proposal should be representative of a typical roof-mount system. Cost adders should truly be adders, not commonly required components. Cost adders can also include options that would reduce system cost. For homes that aren't candidates for solar installation, the Town expects the selected installer to work with the Town in identifying a potential site for a solar farm.

Program Implementation

The Town expects the selected installer to hold at least 2 informational meetings with potential solar customers. The town will advertise these meetings using their list of residents interested in learning more about solar as well as other forms of communication such as the town newsletter, public access TV, and local news publications. The town will provide the location for the meeting. Once the installer and potential solar users are brought together, the town will no longer be involved.

Solarize York is meant to catalyze many small-scale residential solar installations. Any resident of York can contact the selected installer to receive a site visit and quote (at no charge) based on the equipment and special tiered pricing outlined in the installer's bid. Residents must sign a contract with the selected installer by the program deadline in order to be eligible.

<u>Residents of York are free to seek bids and work with other installers, and non-Solarize installers are free to continue marketing and doing business in York.</u> The town will be open with the public about the installer selection process and the fact that the Solarize partnership in no way limits customer choice. Competition among installers during the Solarize campaign is expected and typically healthy. Any installations contracted during the Solarize program with non-Solarize installers will *not* be counted as progress toward the tiered pricing established by the Solarize installer.

<u>The town is committed to working with small businesses and farm enterprises</u> as well as residents. If there is a known demand for solar installations for farms and small businesses, the

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town will organize a forum to address unique challenges and opportunities for each group with respect to going solar. Installers will be expected to work with farms and small businesses, and be familiar with any unique incentives or tax considerations available to these potential customers. Any of these small businesses and farms that participate will count toward the tiered system of pricing. Installers may establish limitations in size or other aspects of a potential system for small businesses and farms. If so, that information should be included in Form C- Core Solarize proposal.

Installer

The partner installer (or consortium of installers) will offer transparent and competitive tiered pricing, collaborate with the town on outreach and lead tracking throughout the program, and provide Solarize customers with a turnkey inquiry-to-installation process that will make them want to encourage their neighbors to go solar too. Detailed installer responsibilities are outlined in the following pages.

The following chart outlines specific partner roles and responsibilities:

	Town of York	Installer
Securing Solarize Partners	• Release RFP to installers; facilitate the installer selection process • Using various communication resources, make residents aware of Solarize York and maintain a list of residents interested in participating • Evaluate installer proposals and select a partner installer • Work with local lenders and Efficiency Maine to identify low cost loan options	• Submit competitive bids
Reduce Cost to Customer	• Provide online resources and handouts detailing available incentives and financing options	• Free site visits • Competitive, tiered pricing • Help customers understand and apply for available incentives • Assist customers in assessing purchase / financing options
Marketing/ Outreach/ Education	• Manage website as a central resource for program info • Provide updates to residents who have asked to be included in the program • Attend and support key community outreach events	• Prepare a presentation for the Solarize launch event • Answer technical questions from residents • Optional: supplement community outreach (e.g. direct mail, yard signs, etc.)

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Web and Media	• Communications and media strategy/support • Manage attention from regional media outlets	• Develop, provide and manage a Solarize York website • Provide relevant information for the Solarize York website, and link to the Solarize website on the installer's website • Cooperate with partners to provide content (e.g. photos, stories) and accommodate media
Leads/ Installs	• Participate in bi-weekly check-in calls	• Provide site assessments, system design, and turnkey installation • Participate in bi-weekly check-in calls
Admin/ Tracking	• Receive and manage bi-weekly reports from installers • Track leads generated from website form(s) • Ensure all partners have access to up-to-date contacts	• Track leads and contracts

C. Timeline

RFP for Installers: Released March 1, 2016
RFP for Installers: Due April 1, 2016, 3pm
Community selection committee and an independent technical consultant to review proposals and to hold interviews with installers (if deemed necessary) April 4-8, 2016
Installer selected April 11, 2016
Solarize Launch Events April 15- May 22, 2016
Deadline to sign a contract with installer to receive special pricing August 31, 2016
Expected program finish date - depending on number of contracts signed
Survey Solarize York participants (customers and installer(s)) within 2 months of end of program

D. Detailed Installer Commitment

Collaboration with the Town

a. Participate in bi-weekly calls with the Town;
b. Participate in community events throughout the program where appropriate (participation at the launch event is required);

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c. Collaborate with the Town on press releases; developing additional marketing materials, including (but not limited to) providing or helping to obtain photographs, statements of support, testimonials, or other information for use in Solarize marketing;
d. Collaborate with the Town to recommend alternative opportunities, where appropriate (i.e., through solar farms or other renewable energy projects such as pellet stoves), for interested residents without feasible sites for a solar PV project;
e. At the end of the program, meet with the Town and provide feedback, including insights about customer decision-making process, motivations to install or not install solar, suggested program improvements, and the efficiency of different outreach strategies.

Ownership and Pricing

a. Provide a dollar per watt ($/W) purchase price for a typical, all-inclusive, roof-mount installation that will decrease by tier levels as the total contracted capacity of solar PV within the community increases (see Form E). Tier levels shall be determined by the install;
b. Provide a list of additional system features (see Form E) which may be preferred or required in some (but not the majority of) cases and would impact the final project cost. This list of adders and associated costs will be published with other pricing information;
c. Provide all customers within the community with pricing at the appropriate tiered level. Any contract between the installer and the customer must acknowledge the current tier price and lay out a process through which the final system cost will be adjusted and reconciled to reflect the community's final tier price after the program deadline. The contract must also include a guarantee that the work will be completed as proposed along with a remedy if the work can't be completed.

Marketing Materials, Presentations, and Claims Made Throughout the Program

a. All partners must refer to the Program as "Solarize York" in all community outreach materials and marketing efforts, and direct individuals interested in participating in the Program to Hilary Clark , ESC
b. All installers must ensure that any media they produce does not claim to represent the opinion or position of the Town of York;
c. All installers must use a reasonable escalator rate for predicted utility price in all marketing and in predicting payback periods, and make clear that all figures are based on given assumptions;
d. All installers must use an average current utility rate based on current electricity rates (including any increases that have been approved by the Maine Public Utilities Commission) in the area in all marketing and make clear that rates are based on averages;
e. All claims regarding federal tax credits should include a suggestion to contact a tax professional;

Tracking

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a. Installers must track the pricing associated with each project, detail why a specific project requires additional costs (if applicable), and provide all information regarding final project cost and composition to the Town at the end of the program;
b. Installers must provide the Town with regular tracking reports (at minimum every other week);
c. Installers will communicate to all leads verbally at the time of the site visit that their contact information and project status will be shared with the Town unless the customer requests otherwise. It is only for the purpose of measuring the success of the project and to calculate the savings to residents by participating in the program;
d. Installers will notify the Town of any leads who, at any point in the program, request their information not be shared.

Customer Service

a. Installers will provide links to the Town of York website (www.yorkmaine.org) where appropriate on the installer's website;
b. Installers will provide appropriate Solarize customer contact information to be posted on Solarize marketing materials and web pages;
c. Installers will contact all customers who request a site visit or submit an inquiry within two business days;
d. Installers will make every attempt to complete site visits with Solarize leads within two weeks of first contact, and will clearly communicate with leads about the expected timeline and any changes in that timeline;
e. Installers will provide objective information to enable customers to choose among any solar financing options offered or otherwise available;
f. Installers will work with customers to identify and apply for available incentives, and all Solarize projects applying for incentives must meet requirements for incentive eligibility;
g. Installers will maintain high standards of quality and value when presenting proposals to Solarize leads and aim to design high-efficiency systems;
h. Installers will be familiar with and comply with all relevant codes and requirements, at the local, state, and federal level, for all installations to be completed through the Solarize program;
i. Installers must outline and be prepared to enact a contingency plan in the event that the customer service expectations described are not being met (as determined by the Town) due to an increased volume of leads or any other reason.

SECTION TWO – Application Process

A. Eligible Applicants

In order for an installer to be eligible to submit a proposal, the installer must:

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a. Demonstrate experience and proficiency in solar PV installations, be a NABCEP certified installer, and have at least (1) one master electrician on staff.
b. Submit a proposal that meets all of the threshold review criteria outlined in Section Four.

B. Application Deadline

Responses to this RFP must be received by the Town of York no later than **3:00pm on Friday, April 1, 2016**. Proposals should be in PDF format and attached to an email sent to Missy Avery at mmavery@yorkmaine.org. Please label your proposal materials clearly. Missy can be contacted directly at 363-1000 x.1-2, if you have any questions, concerns, or technical difficulties in submitting your proposal.

C. In-Person Interviews

Depending on the RFPs received, the Town may opt to interview prospective installers. If so, the interviews will be held at the York Town Offices, the week of April 4-8, 2016 between 9am and 5pm (specific day and times to be determined).

D. Questions and Contact Information

Please contact Missy Avery, Assistant to Town Manager, with any questions (contact information below).

Missy Avery
mmavery@yorkmaine.org
(207) 363-1000 x1 then x2

Hilary Clark
clarkhamel@aol.com

E. Guidelines for Installers Interested in Bidding as a Consortium

A consortium consisting of more than one installer may bid collectively as long as the partnering installers take responsibility for managing the partnership and maintaining a simple message and point of contact for residents. Partnering installers should strive to maintain the following critical program components:

- A single lead contact person for the partnering installers is identified;
- A single tiered pricing structure, or a pricing structure that is otherwise simple for potential customers to understand; and
- Protocols are established with regard to the shared responsibility and assignment of individual projects to participating installers. Partnering installers take full responsibility for managing their relationship. The Town will be focused on gathering leads and cannot be expected to manage relationships between multiple installers.

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SECTION THREE – Proposal Requirements

Required Forms to be completed:

A. **Installer Contact Information – Form A (**If applying as a consortium, complete only one form on behalf of the group)

B. **Company Profile Forms B-1 and B-2 (**If applying as a consortium, each partner installer must complete a separate form)

C. **Core Solarize Proposal Form C (**If applying as a consortium, complete only one form on behalf of the group)

D. **Equipment and Pricing Proposal Form D (**If applying as a consortium, complete only one form on behalf of the group)

E. **Authorized Signature Form Form E (** If applying as a consortium, complete only one form on behalf of the group)

The forms listed above are available online at yorkmaine.org

Required Attachments:

- ☐ **Sample Solarize customer contract (for a residential system)**
- ☐ **Sample Solarize customer proposal (for a residential system)**
- ☐ ***(if applicable)* Sample terms for any lease/ or other financing options offered**
- ☐ ***(if applicable)* Explanation of any lease or financing options offered and how they will be incorporated into the program, particularly with respect to the tiered pricing model.**

SECTION FOUR – Evaluation Criteria

Threshold Requirements: The Town will review all bids for completeness prior to forwarding bids to the selection committees. If the Town finds any bid to be incomplete, the installer will be notified and given three business days to produce any missing information. Bids will be considered complete if each of the required forms is present and completed, and each of the required attachments is present (see Proposal Requirements in Section 3 above).

Evaluation Criteria: Complete bids will be evaluated by a selection committee (ESC plus technical person) selected by the York Board of Selectmen. An independent technical consultant will be available to support the group. Selection of an installer will be based on the following criteria:

- **Relevant experience** of the installer company and its staff;

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- **Overall quality and value** of the proposed services and equipment;
- **Solarize implementation** – the installer's ability to provide timely and high-quality customer service and installation services given the expected volume of leads generated by Solarize outreach, as well as to collaborate with community volunteers;
- **Tiered pricing** and cost adders proposed by the installer are clear and offer good value;
- **Unique or creative offerings** – e.g. unique technologies offered, unique business model, creative outreach ideas;
- **Commitment to growing the use of solar in York** – see below.

The goal of Solarize York is to increase the rate of adoption of solar in York, and to sustain that momentum beyond the timeframe of this program. Strong installer partners will demonstrate commitment to building the market for solar energy beyond their participation in Solarize. In determining an installer's ability to continue solar installations after the project, the following will be considered:

- Does the installer have a history of solar installations in the York area?
- Has the installer demonstrated a commitment to growing a strong market for solar in York throughout and beyond the Solarize program?
- Are any relevant members of the installer team based in the York area?
- How far will the installer have to drive to reach York?
- Where is the installer's business headquarters located?

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SOLAR OPEN HOUSE

AT THE PLANTE RESIDENCE

71 ROSSMORE ROAD IN BRUNSWICK, MAINE

SATURDAY NOV 7, 2015 // 9:00-10:30 AM

Come learn how solar can work for you, the homeowner! Join us for light refreshments and a tour of the Plante's solar energy system that powers their home. This is a great opportunity to get answers to questions regarding the cost of solar, your return on investment, solar heating systems and how they operate in our Northeast climate.

ReVisionEnergy.com

ReVision Energy

207.221.6342

Pricing: Open now through January 31, 2016

	TIER 1	TIER 2	TIER 3	TIER 4	TIER 5
Tier bracket in kilowatts	0 - 49 kilowatts	50 - 99 kilowatts	100 - 149 kilowatts	150 - 199 kilowatts	200+ kilowatts
Price after cash discount (Upfront purchase or using financing other than ReVision's Own Your Power Loan)	$3.15/watt	$3.12/watt	$3.09/watt	$3.06/watt	$3.03/watt
Average Savings on a 5 kilowatt system		$150	$300	$450	$600

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SOLARIZE Brunswick

ReVision Energy

REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: April 20, 2016	☐ ACTION
DATE ACTION REQUESTED: April 25, 2016	☐ DISCUSSION ONLY
SUBJECT: Investment Policy Draft for consideration	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: This Draft investment policy has been created with the advice of Northeast Municipal Advisors, LLC. Richard Ranaghan and Brian Dudley and input from Wendy Anderson, Finance Director for the Town of York. The Towns Investment Policy in its current form is outdated and not serving the Town well in the current environment. This suggested policy is meant to give the board a jumping off point to begin discussion around the area of cash investments and security for the Town as you see fit. I felt that this policy in particular would benefit from the advice of an expert outside the organization with experience in this very specialized arena. Not only are there workflow considerations to be made but most importantly there are the State Statutes around municipal cash handling that must be followed. This policy is vitally important to my daily role as finance director for the Town of York not just in terms of allowing me to meet the Towns cash flow needs, but by providing the guidelines to insure that I can fulfill my fiduciary responsibilities with regard to handling taxpayer entrusted funds.

RECOMMENDATION: I recommend that the board take some time reviewing the policy and use Northeast Municipal Advisors to answer any specific questions. I am happy to email them any questions that are unanswered the evening of 4/25/16. When you have arrived at the policy you wish to adopt I would ask that there be a 30 day grace period from the adoption date for me to implement the new policy as it may mean moving funds.

PROPOSED MOTION:

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

PREPARED BY: _Wendy Anderson_____ REVIEWED BY: _____

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DRAFT

TOWN OF YORK, MAINE

INVESTMENT POLICY

APRIL 25, 2016

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1.0 PURPOSE

It is the policy of the Town of York, Maine ("Town") to manage its funds in a manner that allows for meeting daily cash flow needs, maximizes return on unused funds and provides a high level of security of all funds. This policy represents the guidelines to achieve these objectives.

2.0 BASIS OF POLICY

- Maximize the rate of return of Town funds while protecting against capital losses from fraudulent activities, defaults and/or market fluctuations;
- Investment of public funds in compliance with applicable federal and state laws and regulations.
- Assure the efficiency of the investment process through delegation of authority and reporting.

3.0 LEGAL COMPLIANCE

All investment activities, instruments and standards of care will be in compliance with Title 30-A, Chapter 223, Subchapter 3-A, Article 1, Section 5706 (General Investments) and Article 2, Sections 5711-5719 (Investments in Securities), as amended from time to time by the State of Maine.

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4.0 POOLING OF FUNDS

When not prohibited and/or restricted by federal or state statute, trust agreements, or other legal instruments, the Town may consolidate all available funds, other than those set aside for short term cash flow needs, so as to achieve maximum efficiency with respect to the investment yields, management and safekeeping.

5.0 SCOPE

The Town investment policy applies to the following financial assets:

General Fund
Trust & Endowment Funds
Capital Project Funds
Other Funds

6.0 STANDARDS OF CARE

The Town investment policy is built upon the following principles:

- Ethics and Conflicts of Interest: In addition to state statutes relating to conflicts of interest, all employees involved in the investment of Town funds shall refrain from personal business activity that could conflict with the Town investment plans. No person responsible for the management, direction and/or execution of the investment portfolio shall, in any manner, have an interest, either directly or indirectly, of any investments of

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the Town, or receive in any manner, compensation of any kind, from the sellers or principals of the investment instruments;

- Delegation of Authority: The municipal officers of the Town do hereby designate the Treasurer and the Director of Finance to manage the investments of the Town;

- Prudence: The Treasurer and the Director of Finance shall adhere to the prudent investor rule with respect to the Town's investment portfolio. Accordingly, investments and subsequent management shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of the Town's capital and likely income.

7.0 REPORTING

The Treasurer and Director of Finance shall submit to the Town Manager in a manner approved by the latter, a summary report of the investment portfolio composition, collateralization, and performance within 30 days of the end of each quarter of the fiscal year.

8.0 INVESTMENT OBJECTIVES

The Town investment objectives are based upon the following principles in order of priority:

- Safety: Preservation of the Town's capital and protection of the investment principal is the primary goal.

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- Liquidity: The Town's investment portfolio will remain liquid to meet all operating requirements that are reasonably

anticipated. The investment portfolio shall be so structured that the maturity of investments coincides with anticipated cash flow demands. The portfolio will be invested primarily in securities with active secondary or resale markets and equivalent government investment pools.

- Yield: Given the higher importance of safety and liquidity, the investment portfolio shall be designed to achieve a reasonable rate of return.

- Term: Funds shall be invested so as to be able to meet cash flow needs throughout the year. Excess funds can be invested in longer term instruments, but not to exceed five (5) years.

9.0 DIVERSIFICATION

The Town's portfolio should be placed in a variety of instruments that will diversify the investments and thus reduce the risk of loss through concentration of investments in specific security types. This should ensure liquidity and reduce risk and interest rate volatility and principal loss.

No more than 70% of the portfolio shall be invested with a single financial institution.

10.0 AUTHORIZED INVESTMENTS

- Interest bearing obligations of the United States, including Treasury Securities, or any agency, association or any authority created by the United States Congress and/or by Executive Order;

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- Certificates of Deposit or any other interest bearing obligation through banks licensed to do business in the United States and secured with FDIC insurance with any excess amounts exceeding FDIC coverage collateralized as per Section 11 of this policy;

- Commercial paper that is rated in the highest three categories by two or more rating services.

11.0 COLLATERALIZATION

In order to protect the Town's investment portfolio, recipients of the Town's funds are required to provide proof of insurance or provide perfected security interest in acceptable securities.

Acceptable investment vehicles are:

(1) Certificates of deposit and other accounts in banks with full coverage of the amount invested under the Federal Depository Insurance Corporation (FDIC);
(2) Tri-party repurchase agreements collateralized at 102% of the amount of the investment in marketable United States Government or agency securities marked to market daily;
(3) An irrevocable letter of credit issued to the Town by the Federal Home Loan Bank or Federal Reserve Bank;
(4) A corporate surety bond/insurance policy rated AA or higher by qualified bond rating agencies.

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12.0 SAFEKEEPING AND CUSTODY

In the case of tri-party repurchase agreements, securities will be held in the name of the Town by a third party custodian acceptable to the Treasurer and the Director of Finance and evidenced by safekeeping receipts and a written agreement.

Investments may be held in safekeeping with:

- A Federal Reserve Bank;
- Any bank authorized by the Federal government and, where applicable, the State of Maine;
- A registered securities broker dealer regulated by the Securities and Exchange Commission (SEC).

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Current Policy

(n.)

Town of York
Investment Policy

It is the policy of the Town of York that available funds be invested to the maximum extent practicable at the highest conformance with the legal and administrative guidelines outlined herein.

LEGAL ASPECTS:

Title 30-A Sections 5706 through 5719 of the Maine Revised Statutes Annotated authorizes the Treasurer to deposit or invest municipal funds by direction of the Municipal Officers. All investment instruments allowed in this policy must be expressly authorized by Maine Statutes, including updates.

INVESTMENT OBJECTS:

The investment objectives shall apply in the management of funds in the following order of priority.

1. Safety — Primary concerns shall be given to the preservation of capital and the protection of investment principal.

2. Liquidity — The portfolio shall remain sufficiently liquid to enable the Town to meet operational requirements which may be reasonably anticipated.

3. Diversity — The Town will diversify in investments to avoid incurring unreasonable and avoidable risks regarding specific security type or individual institutions.

4. Yield — The Town will strive to maximize the return on the portfolio but will avoid assuming unreasonable investment risk.

INVESTMENT PRINCIPLES:

Investment of the Town's funds shall be conducted in a manner consistent with the following principles:

1. Investments shall be made with judgment and care - under circumstances then prevailing - which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

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2. The Town may purchase only legally authorized investments pursuant to M.R.S.A., Title 30-A, Sections 5706 through 5719.

3. In order to maintain liquidity, the maturity date(s) of investment(s) shall not be beyond the time the Town anticipates it will need the funds. Funds in the operating (general) fund shall have investment maturity of one year or less. In the case of non-operating funds, investments shall have maturity consistent with the anticipated date(s) of expenditure(s) of the funds on the date the investment(s) is/are made.

4. Deposits and investments of funds in financial institutions can only be in institutions that are insured by the Federal Deposit Insurance Corporation, the National Credit Union Share Insurance Fund or the successors to these federal agencies. Any funds deposited or invested above the $100,000 insurance limit should be collateralized by the financial institution at 110% of the face value of the deposit, or the excess funds should be placed with another financial institution. Collateral shall be marked to market at least monthly and shall consist of securities rated AA or better.

5. Repurchase Agreements can only be obtained from financial institutions with assets exceeding $100 Million or from financial institutions authorized specifically by the Board of Selectmen. Repurchase Agreements must be collateralized at a minimum of 102% of principal and collateral shall consist of Treasury obligations of the U. S. Government.

AUTHORIZED INVESTMENTS:

The following is a list of the typical investments that the Town of York would invest its funds in and that are authorized under M.R.S.A., Title 30-A, sections 5706 through 5719.

1. Obligation of the U. S. Government, its Agencies and Instrumentalities.

   a. United States Treasury Obligations (Treasury Bills (T-Bills). These U. S. Government obligations are non-interest bearing instruments that pay the bearer a fixed sum after a specified number of days from the issue date. The bills are sold at a discount price and their yield is the difference between the discount price and their face value. The full faith and credit of the U. S. Government is pledged to secure their repayment. They feature maximum liquidity and are offered weekly with maturities of nine-one (91) and one hundred and ninety-two (192) days on an auction basis.

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b. Treasury Notes and Bonds. Treasury notes and bonds are coupon securities paying interest every six (6) months. Notes have a fixed maturity of not less than one (1) year and not more than ten (10) years. Most treasury bonds with longer maturities, have call provisions which allow them to redeem the bond prior to maturity on or after the specified call date. (May be purchased on secondary market for shorter periods).

(1) AUTHORIZED GOVERNMENT AGENCIES

(a) Full Faith and Credit of the U. S. Government

1) Export - Import Bank of the United States
2) Farmers Home Administration (FrmH.A.)
3) Federal Housing Administration (F.H.A.)
4) Small Business Administration (S.B.A.)
5) General Service Administration (G.S.A.)
6) Government National Mortgage Association (G.N.M.A.) or Ginnie Mae)

(b) Implied Guarantee Agencies

1) Federal Land Banks
2) Federal Home Loan Banks
3) Federal National Mortgage Association
4) Any other agency not listed as carrying Full Faith...

2. Certificates of Deposits and other evidences of deposits at banks, savings and loan associations and credit unions. Certificates must be held directly in the Town of York's name with no shared interest.

3. Repurchase Agreements (REPO). Short term instrument tailored to specific maturities. For liquidity purposes, the Town of York requires that the collateral used in REPO's be an obligation of the United States Treasury with Full Faith and Credit of the U. S. Government.

4. Money Market Mutual Funds. The portfolio of these funds should consist of Treasury Bills, Notes and Bonds, U. S. Government Agency Securities and Repurchase Agreements. MMM Funds must be governed by Rule 2A7. This sets performance standards that the fund managers must meet. (These standards are in place to help preserve principal, ensure fund managers don't go out too long on the funds' weighted average maturity and only use money market instruments in their investment strategy.) MMMF's used by the town must meet the standards that are defined by state statute governing municipal investments.

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a. **Derivatives, can not** in any way be legally used as a component of the MMMF's investment strategy.

5. Pooled Investments. Such as, but not limited to, Fleet Municipal Plus Trust and Maine Cooperative Liquid Assets Securities System Trust (CLASS), that invest in Treasury & Agency Obligations and Repurchase Agreements.

REPORTING:

The Treasurer and/or Deputy Treasurer shall submit an investment report to the Town Manager as requested. The report will summarize the portfolio in terms of investment securities, maturities, rates and other pertinent information.

The annual audit submitted to the Town Manager and Board of Selectmen shall categorize the types of investments at year end and include suggestions for improvements that might be made in the investment program.

CODE OF ETHICS:

All personnel involved in the investment program shall refrain from personal business activity that could conflict with the proper execution of the investment program or which could impair their ability to make impartial investment decisions.

SAVINGS CLAUSE:

If any section, sentence, clause or phrase of this policy is held for any reason to be inoperative, void or invalid, the validity of the remaining portion(s) of this resolution shall not be affected thereby.

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REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: April 20, 2016	☐ ACTION
DATE ACTION REQUESTED: April 25, 2016	☒ DISCUSSION ONLY
SUBJECT: Fund Balance Information Sharing for future BOS fund balance policy conversations	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Information attached provided by Northeast Municipal Advisors LLC as an educational tool around fund balance components and importance of fund balance.

RECOMMENDATION: None – informational only – to be followed up with Auditor provided information at 5/9 workshop.

PROPOSED MOTION:

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

PREPARED BY: ____Wendy Anderson_____ REVIEWED BY: _____

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GFOA Best Practice

Determining the Appropriate Level of Unrestricted Fund Balance in the General Fund (CAAFR, Budget) (2015)

Background. In the context of financial reporting, the term *fund balance* is used to describe the net position of governmental funds calculated in accordance with generally accepted accounting principles (GAAP). Budget professionals commonly use this same term to describe the net position of governmental funds calculated on a government's budgetary basis.[1] While in both cases *fund balance* is intended to serve as a measure of the financial resources available in a governmental fund; it is essential that differences between GAAP *fund balance* and budgetary *fund balance* be fully appreciated.

5 PIECES OF FUND BALANCE

1. GAAP financial statements report up to five separate categories of fund balance based on the type and source of constraints placed on how resources can be spent (presented in descending order from most constraining to least constraining): *nonspendable fund balance*, *restricted fund balance*, *committed fund balance*, *assigned fund balance*, and *unassigned fund balance*.[2] The total of the amounts in these last three categories (where the only constraint on spending, if any, is imposed by the government itself) is termed *unrestricted fund balance*. In contrast, budgetary fund balance, while it is subject to the same constraints on spending as GAAP fund balance, typically represents simply the total amount accumulated from prior years at a point in time.

2. The calculation of GAAP fund balance and budgetary fund balance sometimes is complicated by the use of sub-funds within the general fund. In such cases, GAAP fund balance includes amounts from all of the subfunds, whereas budgetary fund balance typically does not.

3. Often the timing of the recognition of revenues and expenditures is different for purposes of GAAP financial reporting and budgeting. For example, encumbrances arising from purchase orders often are recognized as expenditures for budgetary purposes, but never for the preparation of GAAP financial statements.

The effect of these and other differences on the amounts reported as *GAAP fund balance* and *budgetary fund balance* in the general fund should be clarified, understood, and documented.

GENERAL FUND

It is essential that governments maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) and to ensure stable tax rates. In most cases, discussions of fund balance will properly focus on a government's general fund. Nonetheless, financial resources available in other funds should also be considered in assessing the adequacy of unrestricted fund balance in the general fund.

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Credit rating agencies monitor levels of fund balance and unrestricted fund balance in a government's general fund to evaluate a government's continued creditworthiness. Likewise, laws and regulations often govern appropriate levels of fund balance and unrestricted fund balance for state and local governments.

HOW MUCH - MORE OR LESS

Those interested primarily in a government's creditworthiness or liquidity(e.g., rating agencies) are likely to favor higher levels of fund balance. Opposing pressures often come from unions, taxpayers and citizens' groups, who may prefer that fund balance in excess of a government's formal policy requirements, be used for other purposes.

Recommendation. GFOA recommends that governments establish a formal policy on the level of unrestricted fund balance that should be maintained in the general fund for GAAP and budgetary purposes.[3] Such a guideline should be set by the appropriate policy body and articulate a framework and process for how the government would increase or decrease the level of unrestricted fund balance over a specific time period.[4] In particular, governments should provide broad guidance in the policy for how resources will be directed to replenish fund balance should the balance fall below the level prescribed.

Appropriate Level. The adequacy of unrestricted fund balance in the general fund should take into account each government's own unique circumstances. For example, governments that may be vulnerable to natural disasters, more dependent on a volatile revenue source, or potentially subject to cuts in state aid and/or federal grants may need to maintain a higher level in the unrestricted fund balance. Articulating these risks in a fund balance policy makes it easier to explain to stakeholders the rationale for a seemingly higher than normal level of fund balance that protects taxpayers and employees from unexpected changes in financial condition. Nevertheless, GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.[5] The choice of revenues or expenditures as a basis of comparison may be dictated by what is more predictable in a government's particular circumstances.[6] Furthermore, a government's particular situation often may require a level of unrestricted fund balance in the general fund significantly in excess of this recommended minimum level. In any case, such measures should be applied within the context of long-term forecasting, thereby avoiding the risk of placing too much emphasis upon the level of unrestricted fund balance in the general fund at any one time. In establishing a policy governing the level of unrestricted fund balance in the general fund, a government should consider a variety of factors, including:

2 MONTHS WORTH ?

FACTORS

1. The predictability of its revenues and the volatility of its expenditures (i.e., higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile);
2. Its perceived exposure to significant one-time outlays (e.g., disasters, immediate capital needs, state budget cuts);
3. The potential drain upon general fund resources from other funds, as well as, the availability of resources in other funds;

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4. The potential impact on the entity's bond ratings and the corresponding increased cost of borrowed funds;

5. Commitments and assignments (i.e., governments may wish to maintain higher levels of unrestricted fund balance to compensate for any portion of unrestricted fund balance already committed or assigned by the government for a specific purpose). Governments may deem it appropriate to exclude from consideration resources that have been committed or assigned to some other purpose and focus on unassigned fund balance, rather than on unrestricted fund balance.

Use and Replenishment.

WHAT TO DO IF THERE IS TOO MUCH OR TOO TOO LITTLE

The fund balance policy should define conditions warranting its use, and if a fund balance falls below the government's policy level, a solid plan to replenish it. In that context, the fund balance policy should:

1. Define the time period within which and contingencies for which fund balances will be used;
2. Describe how the government's expenditure and/or revenue levels will be adjusted to match any new economic realities that are behind the use of fund balance as a financing bridge;
3. Describe the time period over which the components of fund balance will be replenished and the means by which they will be replenished.

Generally, governments should seek to replenish their fund balances within one to three years of use. Specifically, factors influencing the replenishment time horizon include:

1. The budgetary reasons behind the fund balance targets;
2. Recovering from an extreme event;
3. Political continuity;
4. Financial planning time horizons;
5. Long-term forecasts and economic conditions;
6. External financing expectations.

Revenue sources that would typically be looked to for replenishment of a fund balance include nonrecurring revenues, budget surpluses, and excess resources in other funds (if legally permissible and there is a defensible rationale). Year-end surpluses are an appropriate source for replenishing fund balance.

Unrestricted Fund Balance Above Formal Policy Requirement. In some cases, governments can find themselves in a position with an amount of unrestricted fund balance in the general fund over their formal policy reserve requirement even after taking into account potential financial risks in the foreseeable future. Amounts over the formal policy may reflect a structural trend, in which case governments should consider a policy as to how this would be addressed. Additionally, an education or communication strategy, or at a minimum, explanation of large changes in fund balance is encouraged. In all cases, use of those funds should be prohibited as a funding source for ongoing recurring expenditures.

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Committee: Budget

Notes:

1 For the sake of clarity, this recommended practice uses the terms GAAP fund balance and budgetary fund balance to distinguish these two different uses of the same term.

2 These categories are set forth in Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions.*

3 Sometimes restricted fund balance includes resources available to finance items that typically would require the use of unrestricted fund balance (e.g., a contingency reserve). In that case, such amounts should be included as part of unrestricted fund balance for purposes of analysis.

4 See Recommended Practice 4.1 of the National Advisory Council on State and Local Budgeting governments on the need to "maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unpredicted one-time expenditures" (Recommended Practice 4.1).

5 In practice, a level of unrestricted fund balance significantly lower than the recommended minimum may be appropriate for states and America's largest governments (e.g., cities, counties, and school districts) because they often are in a better position to predict contingencies (for the same reason that an insurance company can more readily predict the number of accidents for a pool of 500,000 drivers than for a pool of fifty), and because their revenues and expenditures often are more diversified and thus potentially less subject to volatility.

6 In either case, unusual items that would distort trends (e.g., one-time revenues and expenditures) should be excluded, whereas recurring transfers should be included. Once the decision has been made to compare unrestricted fund balance to either revenues and/or expenditures, that decision should be followed consistently from period to period.

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SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

The governmental activities have deferred inflows that relate to the net pension liability, which include the differences between expected and actual experience and changes in proportion and differences between Town contributions and proportionate share of contributions, which are deferred and amortized over the average expected remaining service lives of active and inactive members in the plan. They also include the net difference between projected and actual earnings on pension plan investments, which is deferred and amortized over a five-year period.

Vacation and Sick Leave - Under terms of personnel policies and union contracts, vacation and sick leave are granted in varying amounts according to length of service and are accrued ratably over the year. Regular part-time employees receive vacation on a pro-rated basis. Accumulated vacation and sick time has been recorded as a liability in the government-wide statements.

Long-term Obligations - In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Bond premiums and discounts are capitalized and amortized over the life of the bonds using the straight-line method. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Pensions - For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Maine Public Employees Retirement System Consolidated Plan for Participating Local Districts (PLD Plan) and the Maine Public Employees Retirement System State Employee and Teacher Plan (SET Plan) and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by the Plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Interfund Transactions - Interfund services provided and used are accounted for as revenues, expenditures or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly chargeable to another fund are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed. All other interfund transactions are reported as transfers.

Fund Equity - Governmental Fund fund balance is reported in five classifications that comprise a hierarchy based primarily on the extent to which the Town is bound to honor constraints on the specific purposes for which those funds can be spent. The five classifications of fund balance for the Governmental Funds are as follows:

- *Nonspendable* – resources which cannot be spent because they are either a) not in spendable form or; b) legally or contractually required to be maintained intact.
- *Restricted* – resources with constraints placed on the use of resources which are either a) externally imposed by creditors (such as through debt covenants), grantors, contributors or laws or regulations of other governments or; b) imposed by law through constitutional provisions or enabling legislation.
- *Committed* – resources which are subject to limitations the government imposes on itself at its highest level of decision making authority, and that remain binding unless removed in the same manner.

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SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

- *Assigned* – resources that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed.
- *Unassigned* – resources which have not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the General Fund. The General Fund should be the only fund that reports a positive unassigned fund balance amount.

The Town voters have the responsibility for committing fund balance amounts by vote and likewise would be required to modify or rescind those commitments by a similar vote. For assigned fund balance amounts, the Town Manager has the authority to assign unspent budgeted amounts to specific purposes in the General Fund at year end. The Board of Selectmen approves the assigned amounts either before or after year end.

Although not a formal policy, when both restricted and unrestricted resources are available for use, it is the Town's intent to use restricted resources first, then unrestricted resources as they are needed. When committed, assigned and unassigned resources are available for use, it is the Town's intent to use committed or assigned resources first, and then unassigned resources as they are needed.

Net Position - The net position amount represents the difference between assets, deferred outflows of resources, and liabilities and deferred inflows of resources. The net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of bonds and capital leases payable and adding back any unspent proceeds. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislations adopted by the Town or through external restrictions imposed by creditors, grantors or laws or regulations of other governments.

The Town's net investment in capital assets was calculated as follows at June 30, 2015:

	Governmental activities	Business-type activities
Capital assets	$ 114,681,101	285,261
Accumulated depreciation	(48,849,060)	(15,853)
Unspent bond proceeds	6,869,212	-
Bonds payable	(27,988,199)	-
Capital leases	(3,764,766)	-
Net investment in capital assets	**$ 40,948,288**	**269,408**

Use of Estimates - Preparation of the Town's financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent items at the date of the financial statements and the reported amounts of revenues and expenses/expenditures during the reporting period. Actual results could differ from those estimates.

BUDGETARY VS GAAP BASIS OF ACCOUNTING

As required by generally accepted accounting principles (GAAP), the Town has recorded a revenue and an expenditure for Maine Public Employees Retirement contributions made by the State of Maine on behalf of the School Department. These amounts have not been budgeted in the General Fund and result in a difference in reporting on a budgetary basis of accounting versus reporting under accounting principles generally accepted in the United States of America of $2,121,662.

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Exhibit A-1

TOWN OF YORK, MAINE
Balance Sheet
General Fund
June 30, 2015

ASSETS		
Cash and cash equivalents	$	13,287,314
Receivables:		
Accounts		131,559
Intergovernmental		233,546
Taxes - current year		898,439
Taxes - prior years		74,316
Tax liens		451,528
Tax acquired property		64,631
Prepaid expenditures		648,571
Total assets	**$**	**15,789,904**
LIABILITIES		
Accounts payable		838,814
Accrued payroll		2,433,891
Other liabilities		376,331
Interfund loans payable		4,144,099
Total liabilities		7,793,135
DEFERRED INFLOWS OF RESOURCES		
Unavailable revenue - property taxes		1,086,419
Total deferred inflows of resources		1,086,419
FUND BALANCE		
Nonspendable		648,571
Restricted		517,167
Assigned		2,760,838
Unassigned		2,983,774
Total fund balance		6,910,350
Total liabilities, deferred inflows of resources, and fund balances	**$**	**15,789,904**

Unrestricted Fund Balance

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FUND BALANCE

At June 30, 2015, portions of the Governmental Funds fund balances consisted of the following:

	General Fund	Public Safety Building Capital Project	Other Governmental Funds
Nonspendable:			
Prepaid expenditures	$ 648,571	-	-
Permanent fund principal	-	-	20,529
School lunch inventory	-	-	26,727
Total nonspendable	648,571	-	47,256
Restricted:			
School general fund	517,167	-	-
School special revenues	-	-	79,008
Adult education grants	-	-	12,050
York Beach TIF	-	-	13,838
Other Town grants and donations	-	-	2,639
Permanent fund income	-	-	23
Total restricted	517,167	-	107,558
Committed:			
Public safety building capital project fund	-	4,676,186	-
Mitchell - Airport Drive capital project fund	-	-	918,381
York Street capital project fund	-	-	448,231
Route 103 capital project fund	-	-	143,784
Connector road capital project fund	-	-	1,472,511
Major drainage capital project fund	-	-	668,897
LS bathhouse capital project fund	-	-	683,905
Roadside mower capital project fund	-	-	125,181
Heavy duty plow truck capital project fund	-	-	90,396
Cider Hill reconstruction capital project fund	-	-	400,580
School capital project fund	-	-	684,652
Other Town capital project funds	-	-	328,114
York Beach reserve special revenue fund	-	-	291,098
Harbor dredge special revenue fund	-	-	410,013
Harbor/wharf special revenue fund	-	-	273,582
Performance accounts special revenue fund	-	-	135,616
Other Town special revenue funds	-	-	68,673
Total committed	-	4,676,186	7,143,614
Assigned:			
Future budgeted use of fund balance	$ 600,000	-	-
Town budget carry forwards:			
Voting machines	21,911	-	-
Legal (MTA Issue)	659	-	-
Legal	28,719	-	-
Contingency	4,261	-	-
Public safety site design & engineering	60,684	-	

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FUND BALANCE, CONTINUED

	General Fund	Public Safety Building Capital Project	Other Governmental Funds
Debt service	$ 126,667	-	-
Finance	5,000	-	-
Hot top	463,003	-	-
Road repair and reconstruction	235,342	-	-
Fishermen's Walk renovations	30,211	-	-
Seawall repair	19,388	-	-
Public safety	53,300	-	-
Public safety police vehicles	77,195	-	-
Town reserves:			
OT detail	3,852	-	-
Lawn to lobsters	5	-	-
Iron/metal recycling	47,495	-	-
Fire equipment	268	-	-
350th	5,382	-	-
Airport Drive	22,113	-	-
Academic reimbursement	8,018	-	-
Animal welfare	22,916	-	-
Building	41,620	-	-
Bog Road	17,861	-	-
Emergency planning	115,615	-	-
Capital equipment	302,466	-	-
CEO	240,144	-	-
Conservation	2,260	-	-
Earned time	90,922	-	-
York Beach fire truck	2,026	-	-
Fishermen's fund	1,034	-	-
Fishermen's memorial	999	-	-
Goodrich Park	355	-	-
Historic markers	230	-	-
Hoist repair	7,168	-	-
Long Sands BH	468	-	-
Off premise signs	1,764	-	-
Open space	81,973	-	-
Wheeler Marsh	12,976	-	-
Unemployment	1,455	-	-
Village lights	1,239	-	-
Wheeler trust	1,874	-	-
Total assigned	2,760,838	-	-
Unassigned	2,983,774	-	(547,101)
Total fund balance	**$ 6,910,350**	**4,676,186**	**6,751,327**

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C.

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.

Adopted 07/07/2003
Amended 01/24/2011

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REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: April 20, 2016	☒ ACTION
DATE ACTION REQUESTED: April 25, 2016	☐ DISCUSSION ONLY
SUBJECT: Appointment to Fill a Vacancy on the York Water District Board of Trustees	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Please see attached request from Karen Arsenault, Board President of the York Water District.

The Board of Selectmen makes the appointment to fill vacancies, per the District's Charter.

RECOMMENDATION: I recommend the Board appoint Stephen Rendall to fill the remainder of Dana Moulton's unexpired term on the York Water District Board of Trustees.

PROPOSED MOTION: I move to appoint Stephen Rendall to fill the remainder of Dana Moulton's unexpired term on the York Water District Board of Trustees.

Prepared by Stephen H. Burns, Town Manager: _____

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Trustees
Karen Arsenault, President
Andrew Belliveau, Treasurer
Frank Witham, Trustee
Richard E. Boston, Trustee

Administration
Donald D. Neumann Jr., Superintendent
Carla J. Robinson, Financial Manager
Ryan Lynch, Treatment Plant Manager
Gary E. Stevens, Resource Prot. Manager

86 Woodbridge Road
York, Maine 03909
Telephone: (207) 363-2265
Fax: (207) 363-7338
www.yorkwaterdistrict.org

Town of York
York Board of Selectmen
186 York Street
York, Maine 03909

April 20, 2016

Dear Board of Selectmen,

In March of this year, Trustee Dana Moulton, resigned due to his moving to another town, thus leaving a vacancy on our board. His term expires in 2019. As per the District's Charter an unexpired term shall be filled by the Board of Selectmen.

Excerpt from District's Charter:

> **Sec. 9. Election of trustees; term of office; bylaws; compensation; annual reports.** All the affairs of said district shall be managed by a board of trustees composed of 5 members who shall be residents of the Town of York and elected as hereinafter provided. The trustees of said district holding office at the effective date of this Act shall continue to hold office until the annual town meeting of the inhabitants of the Town of York next following the expiration of the current term of office of each such trustee. At the annual town meeting of the inhabitants of the Town of York to be held in the year 1969, and at each annual town meeting thereafter, the said inhabitants shall choose a trustee of said district for a term of 5 years. Said trustees shall be nominated and elected under the same procedure as provided for the selectmen of said town. In the event a vacancy arises in the membership of the board of trustees, the unexpired term of the vacant office shall be filled by the board of selectmen. All trustees shall be eligible to reelection, but no person holding the office of road commissioner or selectman in the Town of York shall be eligible to nomination or election as trustee.

Just recently our board members met with a gentleman, Stephen Rendall of 1 Squire Lane. Mr. Rendall is Senior Director Strategic Maintenance Solutions, Inc. and Partner at SMS Cloud Services, LLC of Gorham, ME. He received his Bachelors of Science in Marine Engineering from Maine Maritime Academy in 1996. His professional experience ranges from maritime vessel inspection, power plant operation, plant maintenance and steam turbine overhaul and outage management. In his current role at SMS, Mr. Rendall manages a professional services organization of 65 consultants focused on enterprise asset management and plant maintenance application implementations. Stephen is also an active member of the Maine Maritime Academy Alumni Association.

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Stephen is enthusiastic and has interesting qualifications to make a good fit on the York Water District's Board of Trustees. After meeting Stephen during a lengthy interview the Board of Trustees overwhelmingly support his appointment to fill this unexpired term.

We respectfully request that the Board of Selectmen consider our recommendation and appoint Mr. Steven Rendall to fill Dana Moulton's unexpired term.

Respectfully Submitted,

Karen Arsenault

Karen Arsenault
YWD Board President

Cc: YWD Board of Trustees
Mr. Steven Rendall

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REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: April 19, 2016	☐ ACTION
DATE ACTION REQUESTED: April 25, 2016	☒ DISCUSSION ONLY
SUBJECT: Alarm Ordinance	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Over the course of many years York's emergency services has had to respond to excessive false alarms, which can be an unduly burden on our limited emergency resources. The purpose of developing an alarm ordinance is to establish reasonable standards for users and owners of alarms to ensure that they are held responsible for their use of alarm systems. As an example, in 2015 the Town of York had to respond to over 700 alarms, which a vast majority were false.

RECOMMENDATION: To allow York PD to work with the Planning Director on the development of a new "Alarm Ordinance" to be considered for the November Referendum.

PROPOSED MOTION: N/A.

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

PREPARED BY: Douglas Bracy, York Police Chief REVIEWED BY: _____

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REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: April 20, 2016	☐ ACTION
DATE ACTION REQUESTED: April 25, 2016	☒ DISCUSSION ONLY
SUBJECT: Amendment to the Street Opening and Culvert Ordinance – November 2016	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: I will be proposing an amendment to this Ordinance to waive the application fees for the water and sewer utility districts. This is another step forward in our efforts to foster cooperation with the districts. The change will be a simple amendment to the language of Section 5.2.A.d, which specifies a $100 application fee for street opening permits.

Dylan Smith will draft the amendment and bring it forward for the Board's consideration.

RECOMMENDATION: none at this time

PROPOSED MOTION: none at this time

Prepared by Stephen H. Burns, Town Manager: _____

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Street Opening and Culvert Ordinance

Town of York, Maine

Most Recently Amended:	**May 16, 2015**
Dates of Past Amendments:	November 5, 2013
	November 6, 2012
Date of Original Enactment:	November 2, 2010

ENACTMENT BY THE LEGISLATIVE BODY

Date of the vote to amend this Ordinance: May 16, 2015.

Certified by the Town Clerk: Mary-Anne Szymanski on June 19 2015.
(signature) *(date)*

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STREET OPENING AND CULVERT ORDINANCE

SECTION 1: PURPOSE

The purpose of this Ordinance is to protect the safety of the traveling public, and to protect public infrastructure from undue adverse impacts by ensuring all work in Town streets and rights-of-way are properly constructed.

SECTION 2: APPLICABILITY

The provisions of this Ordinance apply to any excavation, construction, filling or culvert installation work which occurs in a public street, sidewalk, right-of-way or drainage way, except as follows:

A. **Town Projects.** Work undertaken by the Town, or by others working under the direction of the Town, shall not be required to obtain a permit, but shall be required to meet or exceed the general provisions and the construction specifications contained in this Ordinance.

B. **Work in Advance of Road Repaving or Reconstruction.** Before a Town road is re-paved or reconstructed, it is desired that any utility repairs, improvements, extensions or upgrades be completed in advance to minimize the future need to cut into the road afterwards. The Town shall provide a minimum of 60 days advanced notice to all utilities which are known to have underground infrastructure within the right-of-way. Upon receipt of such notice, the utility shall be authorized to prepare its infrastructure without being required to obtain a permit. All such work shall be required to meet or exceed the construction specifications contained in this Ordinance, but paving by the utility shall not be required.

C. **Work on Utility Service Lines.** Except along State roads within the Urban Compact where State rules must be followed, utility providers may work on underground service lines between their mains and buildings served without being required to obtain a permit provided no such work disturbs the surface or sub-surface of a public road or sidewalk, or impacts any Town drainage infrastructure. All work shall be required to meet or exceed any applicable specifications contained in this Ordinance. At least 3 days prior to commencement of such work, the utility provider shall provide to the Superintendent a completed application form as advance notification of the proposed project. Approval of the permit shall not be required except when the Superintendent determines there is an unusual situation that requires a permit.

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SECTION 3: DEFINITIONS

PUBLIC – In the context of a public street, sidewalk, right-of-way or drainage way, public means that the facility or property which the Town of York either owns or holds an easement for use and/or maintenance.

SUPERINTENDENT – The Superintendent of Public Works.

SECTION 4: ADMINISTRATION

The Superintendent shall administer this Ordinance.

SECTION 5: STREET OPENINGS

5.1. General Provisions.

A. **Permit Required.** A Street Opening Permit shall be obtained from the Superintendent prior to creating any opening in any public street, sidewalk or right-of-way.

B. **Winter Permits.** No Street Opening Permit will be issued for work between December 1st in any one year and March 15th of the following year. The Superintendent may make exceptions to accommodate emergencies, and to accommodate projects which are scheduled to avoid summertime construction and traffic disruption.

C. **Utility Emergencies.** In the case of an emergency situation involving a utility, the utility may excavate without a Street Opening Permit. However, the utility shall be responsible for obtaining a Street Opening Permit as soon as possible after the emergency and, in any case, before the excavation is permanently resurfaced.

D. **Dig Safe.** Compliance with 23 MRSA §3360-A shall be required.

E. **Reserved.**

F. **Financial Security.** The Superintendent shall require the applicant to post in advance a bond, secured letter of credit, or cash for a project which will cost $50,000 or more, or when blasting is proposed. The Town and quasi-municipal water or sewer districts shall be exempt from this requirement. The amount of the security shall be equal to 125% of the cost of all work which would be necessary for the Town to completely repair the infrastructure in the event the applicant fails to fulfill their responsibilities at any point in the project. The purpose of the financial security shall be to guarantee proper completion of all work and protection of the Town infrastructure. When posted, the value of the security may be reduced once during the course of the project, but never such that it is less than 125% of the cost of remaining work. The balance shall be retained until the final inspection of all work pursuant to §5.2.B.4. The Board of

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Selectmen shall be solely responsible for reductions and releases of all financial securities.

G. **Traffic Control.** All work zone traffic control applications and traffic control devices shall conform to the latest edition adopted by the State of Maine of the Manual on Uniform Traffic Control Devices (MUTCD), Part 6, when used on any street or highway open to public travel. Only traffic control devices including signs, barricades, vertical panels, drums, warning lights, arrow boards, changeable message signs, cones and tubular markers that meet the requirements of American Traffic Safety Services Association (ATSSA), "Quality Standard for Work Zone Traffic Control Devices-2006" shall be used.

H. **State Laws.** Actions pursuant to this Ordinance shall be consistent with provisions of State law. In particular, the following sections of Title 23 are applicable: §3351-9, and §3351.

5.2. Standards.

A. Responsibilities of the Applicant.

1. The applicant shall be responsible for preparing and submitting to the Superintendent an application for the proposed street opening. This application shall:
   a. Be on a form provided by the Public Works Department;
   b. State the purpose of the street opening;
   c. Show the physical extent of excavation;
   d. Include a $100 application fee.
   e. Provide a plan and materials specifications for filling and resurfacing the street opening to demonstrate compliance with the construction specifications of this Ordinance;
   f. Specify the timeframe for work;
   g. Detail the plan for traffic control and protection of public safety during the project;
   h. Obtaining any other required permits;
   i. Provide the financial security, if required (see §5.1.F); and
   j. Provide other information relevant to the application.
2. The applicant shall be responsible for all completing all work in accordance with the Street Opening Permit obtained pursuant to this Ordinance. All costs are the responsibility of the applicant.
3. The applicant shall be responsible for maintaining the temporary surface and keeping it safe for travel until permanent resurfacing is completed. If it is not

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possible to maintain the temporary surface in a condition safe for all modes of travel, the applicant shall establish and maintain barriers and warning devices.

4. The applicant shall notify the Superintendent at least 2 business days prior to the installation of the permanent pavement. The Superintendent may allow less advance notice on a case by case basis, particularly following emergency utility repairs.
5. The applicant shall be fully responsible to correct any deficiencies identified by Town inspection. All costs are the responsibility of the applicant.
6. The applicant shall guarantee the quality of their work and materials for two years following completion of the original repair work, or until the Superintendent issues a written acceptance of the repairs, whichever occurs earlier. At any time during this guarantee period, the applicant shall re-excavate, re-fill and/or re-surface the area as directed by the Superintendent to remedy the defects. The applicant shall be given a reasonable amount of time to perform this work, and if they fail then it shall be performed by the Department of Public Works. The applicant shall be responsible for the full cost of such repair work, plus a surcharge if completed by the Department of Public Works.

B. Responsibilities of the Superintendent.

1. The Superintendent, or his or her designee, shall be responsible for reviewing and deciding on each Street Opening Permit application received within 10 business days of receipt. The Superintendent shall have authority to apply engineering expertise and judgment in determining the most appropriate standards and conditions in order to protect the integrity of the public street. Each decision regarding a Street Opening Permit application shall be made in writing, and shall detail the requirements to be met by the applicant. Only written requirements specified as part of the Permit shall be binding on the applicant.
2. The Superintendent, or his or her designee, shall be responsible for obtaining independent expert technical assistance when he or she believes it is necessary to protect the public interest, and for obtaining reimbursement from the applicant for the Town's costs in obtaining such independent expert assistance prior to issuance of a Street Opening Permit.
3. The Superintendent, or his or her designee, shall be responsible for inspecting and approving all work completed pursuant to a Street Opening Permit.
4. If permanent resurfacing is not completed by the applicant within 6 months of backfilling the excavation, the Superintendent may initiate the permanent repairs and assess the applicant for 125% of the cost of such work. Before such deadline, however, the applicant may request a time extension for good cause.

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5. The Superintendent is responsible for ensuring the long-term acceptability of repairs. The Superintendent may inspect the repairs at any time, and shall inspect the repairs between one and 2 years of completion of the original repairs. The Superintendent shall take action in accordance with the following:
   a. If at any inspection the Superintendent deems the repairs inadequate, she/he shall specify work required to fix the deficiencies and shall specify a reasonable amount of time for the applicant to fix the deficiencies. Lacking a sufficient response by the applicant, the Superintendent shall be authorized to undertake the work and to bill the applicant for 125% of the full cost of such work.
   b. Between one and 2 years, the Superintendent shall inspect the repairs and make a final determination about adequacy. If the repairs are not acceptable, the Superintendent shall follow subsection "a" above. If the repairs are acceptable, the Superintendent shall issue a written acceptance of the repairs. Failure to issue this acceptance within 2 years shall constitute acceptance by default. Acceptance by either means shall terminate the applicant's responsibilities for guaranteeing the repair work.

C. Construction Specifications.

The Superintendent shall ensure that construction pursuant to this Ordinance complies with the following 3 standards plus the trench detail. Exceptions to these standards may be allowed by the Superintendent for good cause, consistent with the need to exercise good engineering practice and judgment.

1. Excavation. The following standards shall apply:
   a. Existing pavement in Trench area to be excavated shall be neatly cut with pavement saw before pavement is excavated.
   b. Disturbed non paved shoulder areas shall be restored with ¾ inch crushed gravel compacted to a depth of 8-inches and two feet wide with a vibratory compactor.
   c. Materials excavated from trench will be used whenever possible to back fill trench up to 18 inches below the pavement or six inches below surface in vegetated areas.
   d. Disturbed grass areas will be restored with loam placed 6 inches deep and compacted with 100 pound roller and seeded.
   e. Disturbed roadway areas will be restored with a crushed gravel base placed 18 inches deep and compacted in two lifts with a vibratory compactor.

2. Paving. The following standards shall apply:
   a. Excavated trench pavement may be patched temporarily with 4-inches of cold patch until a permanent surface is in place.
   b. Prior to paving the pavement around the excavated trench shall be cut back an additional 12 inches on all sides. The edges of the trench shall be tack coated prior to paving.

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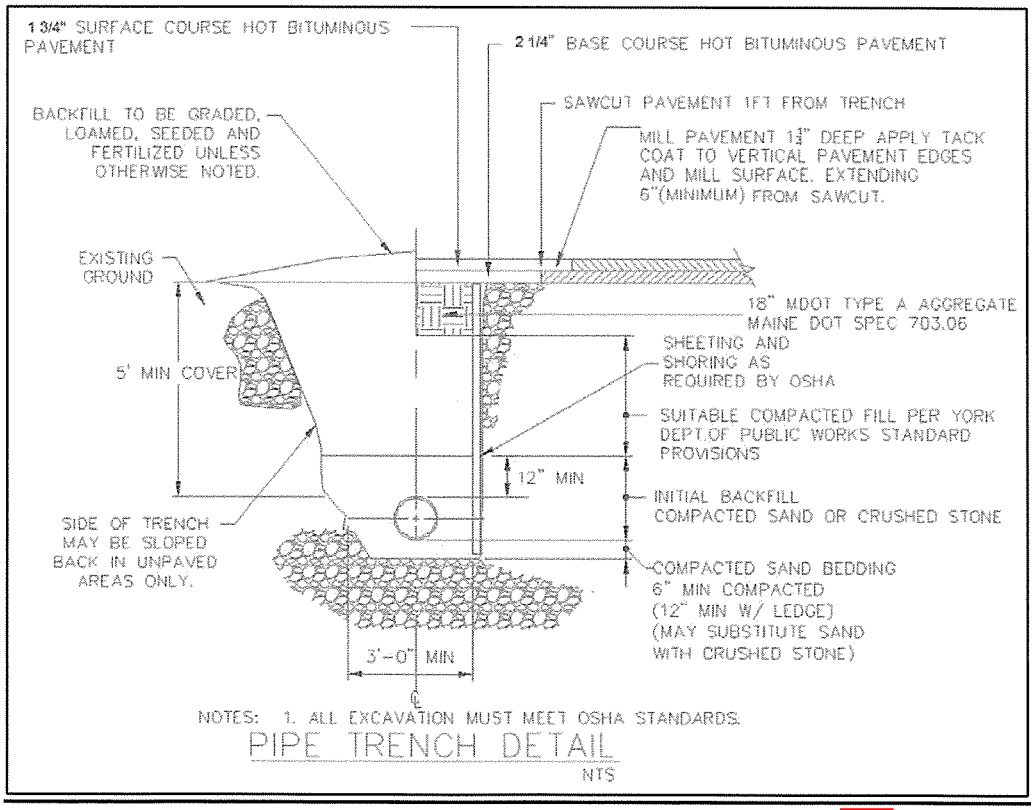
c. Roadway pavement joints will not be stacked. Existing pavement surface will be milled to a depth of 1¼ inches roughly 6 inches from the base joint and paved with hot mix "surface" asphalt. Tack coat shall be used on all exposed pavement edges.
d. The excavated pavement surface will be paved with a minimum of 4-inch hot mix asphalt placed and compacted in two lifts. Tack coat shall be used on all exposed pavement edges.
e. Removed shoulder and sidewalk pavement areas shall be paved with at least 2-inches of hot mix asphalt placed and compacted in two lifts. Tack coat shall be used on all exposed pavement edges.
f. The applicant shall notify the Superintendent at least 2 business days, or as soon as possible during emergency repairs, prior to the installation of the permanent pavement. This ensures the Superintendent has the opportunity to see the work before permanent paving begins.

3. Accounting for Existing Road Conditions. Many older public roads were not constructed to standards now in effect or are in poor condition. Standards may be varied on a case by case basis to account for local conditions, as when working in a road which was built to lesser standards or which is in poor repair, or when other unusual conditions are encountered (actual York examples include roads with pavement thickness as thin as 2" or as thick as 20"). It is also important to avoid aligning paving patch seams with wheel ruts, and other such factors.



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SECTION 6: CULVERTS

6.1. General Provisions.

A. **Permit Required.** A Culvert Installation Permit shall be obtained from the Superintendent prior to installing a culvert in or adjacent to any public street, public sidewalk, public right-of-way, or public drainage easement. If the culvert installation requires excavation through a public street or sidewalk, a Street Opening Permit shall also be required. All permits will be acted upon in accordance with the provisions of MRSA Tile 23, Sections 2701 through 3707.

B. **Failure to Provide Proper Culvert.** In instances where a public street, right-of-way or drainage ditch has been filled for the purpose of entry to private property without the installation of a culvert, or the installation of an inadequate size culvert, the Superintendent is hereby empowered to require a culvert of the proper specifications to be installed by the involved property's owner in order to accommodate proper storm water management.

C. **Inadequate Performance.** Any culvert installed pursuant to a Culvert Installation Permit which contradicts the standards, terms and conditions of the Permit shall be removed by the property owner if so ordered by the Superintendent.

D. **Culvert Size.** The minimum required diameter of a culvert is 15" if under a driveway, or 18" if under a road, but the Superintendent shall have the authority to vary these minimums for good cause.

E. **Dig Safe.** Compliance with 23 MRSA §3360-A shall be required.

6.2. Standards.

A. **Responsibilities of the Applicant.**

1. The applicant shall be responsible for preparing and submitting to the Superintendent an application for the proposed street opening. This application shall:
   a. Be on a form provided by the Public Works Department;
   b. Specify the diameter, length, type and location of the proposed culvert;
   c. Providing a drainage analysis from a Maine-licensed Professional Engineer if, in the opinion of the Superintendent, such analysis is warranted to ensure culvert size, placement, and installation are sufficient;
   d. Specify the expected timeframe for installation;

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e. Describe the plan for traffic control and protection of public safety during installation;
f. Obtaining any other required permits; and
g. Provide other information relevant to the application.

2. The applicant shall be responsible for all completing all work in accordance with the Culvert Installation Permit obtained pursuant to this Ordinance. All costs are the responsibility of the applicant.
3. The applicant shall be fully responsible to correct any damage caused to Town property identified by Town inspection. All costs are the responsibility of the applicant.

C. Responsibilities of the Superintendent of Public Works.

1. The Superintendent, or his or her designee, shall be responsible for reviewing and deciding on each Culvert Installation Permit application received. The Superintendent shall have authority to apply engineering expertise and judgment in determining the most appropriate standards and conditions in order to protect the integrity of the public street. Each decision regarding a Culvert Installation Permit application shall be made in writing, and shall detail the requirements to be met by the applicant. Only written requirements specified as part of the Permit shall be binding on the applicant.
2. The Superintendent, or his or her designee, shall be responsible for obtaining independent expert technical assistance when he or she believes it is necessary to protect the public interest, and for obtaining reimbursement from the applicant for the Town's costs in obtaining such independent expert assistance prior to issuance of a Street Opening Permit.
3. The Superintendent, or his or her designee, shall be responsible for inspecting all work completed pursuant to a Culvert Installation Permit, and for identifying and ordering correction of any damage to Town property which may have occurred as a result of the installation.

SECTION 7: VIOLATIONS

7.1. Violations. The Superintendent shall be responsible for determining whether or not there is a violation of this Ordinance. Any time the Superintendent determines a violation exists, it shall be their responsibility to notify the responsible party and attempt to cooperatively obtain corrective action. If this fails, or if the violation poses an immediate threat to public health or safety, the Superintendent may issue a written Notice of Violation.

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7.2. Duration. Once the Notice of Violation is received by the person or firm violating the code, hereafter the violator, each day which the violation continues to exist shall constitute a separate offense.

7.3. Fine. Any person who violates this ordinance shall be subject to a civil penalty of $100.00 for each offense.

7.4. 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.

7.5. Limitation on Future Permits. Any party which has failed to comply with a Notice of Violation, or failed to pay a fine associated with a violation of this Ordinance shall be prohibited from obtaining any Permit pursuant to this Ordinance until compliance is obtained and/or such fine and any interest due the Town is fully paid.

7.6. Enforcement. When a Notice of Violation has been issued and has not resulted in compliance, the Superintendent may notify the Board of Selectmen of the problem. Upon receipt of such notification, the Board is hereby authorized to institute any and all actions and proceedings necessary to enforce the provisions of this Ordinance on behalf of the Town.

SECTION 8: APPEALS

Any action by the Town pursuant to this Ordinance may be appealed to the Board of Appeals. Necessary forms, submittal requirements, and fees shall be specified by the Board of Appeals. The application for an appeal must be submitted within 30 days, subject to the following exception: once physical work commences pursuant to a Street Opening Permit or Culvert Installation Permit, the applicant foregoes their right to appeal the standards, terms and conditions imposed as part of that Permit.

SECTION 9: SAVING CLAUSE

In the event any provision of this Ordinance is found by a court of competent jurisdiction to be invalid, this finding shall not affect the remainder of this Ordinance.

SECTION 10: EFFECTIVE DATE

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This Ordinance and amendments thereto, shall take effect immediately upon passage by the voters of the Town of York.

SECTION 11: NOTE ABOUT LEGISLATIVE HISTORY

It is not clear exactly when the earlier Street Opening and Culvert Regulations were adopted [prior to the November 2, 2010 version], and for this reason those standards were repealed and replaced with this Ordinance. Because the prior code referred to the Superintendent of Public Works, the code must have been adopted after the Town changed the position from an elected Road Commissioner to an appointed Superintendent of Public Works.

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REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: April 19, 2016	☒ ACTION
DATE ACTION REQUESTED: April 25, 2016	☐ DISCUSSION ONLY
SUBJECT: Selectmen's Policy Manual – Section 4 Overview – Town Buildings and Other Property	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: I realize we haven't fully finished work on Section 3, but I'd like to start on Section 4 to see if we can continue to make progress towards a complete review of the manual. There are 5 policies to be considered, and here are my recommendations for each:

- Policy for Acceptance of Gifts of Land – should be amended
- Procedural Policy for Disposition of Foreclosed Properties – already in the amendment process
- Policy on Construction of Municipal Buildings and Accessory Structures – no need to amend
- Street Light Policy – request analysis and review by the Energy Steering Committee
- Policy on Political Activity in Town Buildings – should be amended

In short, most of these need attention.

RECOMMENDATION: If there is consensus I'll scheduled these as we have time.

PROPOSED MOTION: I move to request that the Energy Steering Committee review the Street Light Policy and return with any recommended amendments.

I move to direct the Town Manager to place the Gifts of Land and Political Activities in Town Buildings policies on future Board agendas.

Prepared by Stephen H. Burns, Town Manager: _____

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REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: April 20, 2016	☒ ACTION
DATE ACTION REQUESTED: April 25, 2016	☐ DISCUSSION ONLY
SUBJECT: Contingency request for Appeals Board Salaries line	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:
1. Approve the use of contingency funds in the amount of $10,031.47 to account for the over expenditure of the Appeals Board Salaries line.
2. Deny the contingency request and the Appeals Board salary line will remain over expended.

RECOMMENDATION: Approve the use of contingency funds to account for earned, but previously unpaid, wages.

PROPOSED MOTION: I move to approve the use of contingency funds in the amount of $10,031.47 to be allocated to the Appeals Board Salaries Line to account for the payment of wages.

FISCAL IMPACT: $10,031.47
DEPARTMENT LINE ITEM ACCOUNT: 100.0113.5210
BALANCE IN LINE ITEM IF APPROVED: $29,307.55

PREPARED BY: Liam Gallagher, HR Director

REVIEWED BY: _____

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REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: April 20, 2016	☒ ACTION
DATE ACTION REQUESTED: April 25, 2016	☐ DISCUSSION ONLY
SUBJECT: Sohier Park Committee appointments	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Attached you will find a memo from Ed MacGorman, Chairman of the Sohier Park Committee, requesting that the Board of Selectmen make some changes to the current Committee. Ed is recommending that he and his wife Sally be moved from regular members to alternates and the current alternates Tony Knox and Skip Hartwell become regular members. Each of these members term expires on June 30th, 2016. With that said I believe you can simply appoint Ed and Sally MacGorman to three year terms as alternates and Tony Knox and Skip Hartwell to three year terms as full members, effective July 1st, 2016.

RECOMMENDATION: I recommend that you appoint Ed MacGorman and Sally MacGorman to three year terms as alternates on the Sohier Park Committee and Skip Hartwell and Tony Knox to three Year terms as regular members of the Sohier Park Committee, effective July 1st, 2016.

PROPOSED MOTION: I move to appoint Ed MacGorman and Sally MacGorman to three year terms as alternates on the Sohier Park Committee and Skip Hartwell and Tony Knox to three Year terms as regular members of the Sohier Park Committee, effective July 1st, 2016.

FISCAL IMPACT: None
DEPARTMENT LINE ITEM ACCOUNT:
BALANCE IN LINE ITEM IF APPROVED:

PREPARED BY: _____ REVIEWED BY: _____

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Nubble Lighthouse and Sohier Park

Sohier Park Committee
Town of York
186 York Street
York, Maine 03909
www.nubblelight.org

43 Eureka Avenue
York, ME 30909

TO: MR. STEVE BURNS, TOWN MANAGER OF YORK, ME

RE: SOHIER PARK COMMITTEE MEMBERSHIP

Presently, we have six(6) active members and two(2) alternates and we have been constituted as such for three years as the Sohier Park Committee as follows:

Name	Status	Term Expired
Ed Mac Gorman	Chairman	6/30/2016
Sally Mac Gorman	Secretary	6/30/2016
Brenda Knapp	Member	6/30/2018
Evie Lipka	Member	6/30/2018
Lorraine Moulton	Member	6/30/2018
Brian Ross	Member	6/30/2017
Tony Knox	Alternate	6/30/2016
Skip Hartwell	Alternate	6/30/2016

Ed & Sally Mac Gorman are desirous of being designated as Alternates to make way for Tony Knox and Skip Hartwell to move to Member status effective July 1, 2016 for three year terms. The committee would like to make such moves effective prior to 6/30/2016 with new officers being elected hopefully in our April 26, 2016 regular meeting. It has been most effective operating with six(6) members and two(2) alternates during a very busy three years 2013-2016 and our schedule looking forward will be even more demanding with our recently approved capital expenditure projects and re-focusing on implementing the Sohier Park Master Plan approved by York's citizenry a few years ago.

If you have any questions, I am more than willing to answer them.

Thank you for your consideration in this matter.

Ed MacGorman
Ed Mac Gorman, Chairman

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REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: April 20, 2016	☒ ACTION
DATE ACTION REQUESTED: April 25, 2016	☐ DISCUSSION ONLY
SUBJECT: Request for Temporary Housing	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Pursuant to Article 7.1 of the Zoning Ordinance, a recreational vehicle may be located on a property during construction of a home with permission of the Board of Selectmen. Attached is the request and Article 7.1 of the Zoning Ordinance.

A recreational vehicle was approved by the Board of Selectmen on March 28, 2016, at 19 Fort Hill Avenue. The request is to rescind approval of the recreational vehicle at 19 Fort Hill Avenue and approve a recreational vehicle during construction at 21 Lock Lane.

RECOMMENDATION: Rescind approval of the recreational vehicle at 19 Fort Hill Avenue (Map 25 Lot 151). Approve recreational vehicle during construction at 21 Lock Lane (Map 72 Lot 5-D).

PROPOSED MOTION: Move to authorize rescinding recreational vehicle approval at 19 Fort Hill Avenue and approve a recreational vehicle at 21 Lock Lane for a period of one year, while their home is being built.

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

PREPARED BY: _Amber Harrison_____ REVIEWED BY: _____

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ARTICLE SEVEN

SPECIAL PROVISIONS

7.1 Temporary Use of Manufactured Housing Unit

Any person who can show good intentions of building a home may apply to the Board of Selectmen for a permit to locate a manufactured housing unit or recreation vehicle on the proposed home site during the construction of said home for a period of one year. If the applicant, at the end of one year, has not finished the proposed home to a livable state, the applicant may re-apply to the Board of Selectmen for a maximum of twelve (12) months extension of said permit. The Board of Selectmen, after being satisfied of good faith on the part of the applicant, may issue such permit for one year and extend such permit not to exceed twelve (12) months beyond the initial year. This allowance shall apply within the following zones:

A. RES 1-A, RES 1-B, RES-2, RES-3, YBVC, GEN-1, GEN-2 and GEN-3 base zoning districts;

B. Watershed Protection Overlay District; and

C. Shoreland Overlay District - Mixed Use subdistrict (Shoreland Permit from CEO also required), Limited Residential Subdistrict (Shoreland Permit from CEO also required) and Resource Protection Subdistrict (Special Use Permit from Planning Board per §18.2.7 also required), but prohibited in the Stream Protection Subdistrict.

(This provision is not meant to exclude trailers used for the sole purpose of a "Construction Office" located at the building site. "Construction Office" trailers shall not be equipped with sleeping accommodations and shall be removed from the site within 30 days after occupancy of the principal use.) - **AMENDED 11/04/08, 5/19/2012**

7.1-A. Temporary Use of Recreation Vehicles

On any lot other than a campground, one recreation vehicle may be occupied overnight for not more than 1 week per calendar year. Occupancy by more units or longer than 1 week shall be prohibited. – **AMENDED 5/19/2012**

7.2 Campgrounds

7.2.1 Provisions Applicable to BUS-2 District

Campgrounds shall be allowed only under the following conditions:

7.2.1.1 No building shall be used or erected to be used in connection with a campground within BUS-2, without a permit therefore, issued by the Code Enforcement Officer. Such person shall file an application for said permit to erect said structure, specifying the location of such buildings, the nature of their constructions, and the size and design of said buildings. Upon the filing of such application, if the Code Enforcement Officer shall determine that said structures are of adequate strength and are so located and constructed to be safe against fire, and have proper sanitary and toilet facilities, then he may grant a permit for the erection and use of the same for a campground. The word "building" as herein used, shall include an overnight bungalow, store, filling station, toilet, or other structure which shall be used in connection with a camping ground.

7.2.1.2 No person keeping a campground shall permit an accumulation of offal, garbage, rubbish or waste of any kind on or near said campgrounds. He shall, at all times keep said camping ground and the buildings thereon in a sanitary and wholesome condition and shall at all times provide adequate sanitary toilet facilities for his patrons. He shall not allow any patrons to remain on said campground who shall disturb the peace of the neighborhood or annoy the residents of the town by trespassing upon their property or by other unlawful conduct.

7.2.2 Provisions Applicable to all zones other than the BUS-2 Zone – AMENDED 11/7/2006

7.2.2.1 No trailers other than such as are recreational vehicles as defined herein shall be permitted within any camper park, temporarily or otherwise.

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REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: April 21, 2016	☒ ACTION
DATE ACTION REQUESTED: April 25, 2016	☐ 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

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:

a. American Diabetes Association's *New England Classic Tour de Cure* on July 10, 2016
b. York Harbor Reading Room's *Annual July Independence Day Fireworks* on July 2, 2016
c. American Legion Post #56's *Memorial Day Parade and Ceremony* on May 30, 2016
d. Old York Garden Club's *Plant Sale* on May 21, 2016
e. Maine Obsolete Autoleague Car Show on May 1, 2016

FISCAL IMPACT: N/A

DEPARTMENT LINE ITEM ACCOUNT: N/A

BALANCE IN LINE ITEM IF APPROVED: N/A

PREPARED BY: Melissa M. Avery

REVIEWED BY: _____

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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: 3/22/2016

Name of Event: New England Classic Tour de Cure

Type of Event: Non-Profit American Diabetes Assoc. cycling event

Organization Name: American Diabetes Association Phone #: 617-482-4580

Organization Address: 10 Speen St, 2nd Fl City Framingham State: MA Zip: 01701

Applicant Name: Kait Allaby Phone #: 617-482-4580

Applicant Address: 10 Speen St, 2nd Fl City: Framingham State: MA Zip: 01701

Contact Name for Day of Event: Tim Wilson Contact Phone # 978-821-9229

Date of Event: Sunday, July 10th, 2016 Day of Week: Sunday

Starting Time: 9am Ending Time: 1pm

Assembly Area: Nubble Light House Parking lot

Dispersal Area: Some will go to the water others will stay to the right side of lot

Event Route: See turn-by-turn attached. Riders usually show up sporadically in groups of 5-10.

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed)
200 riders from 9am-1pm

Describe number of bands, vehicles, signs, floats, or other articles carried or displayed along with method of participation (walking, bicycles, motorcycles etc):
2-3 vehicles will be stationed with water, gatorade, snacks and first aid supplies. If riders visit water/lighthouse they will put their bikes out of the way of parking spaces.

Describe how group is organized and supervised to insure order: There is one ADA staff member with over 20 years of experience. There will also be 5-6 alumni volunteers present.

Purpose of the Event: Fundraising event for diabetes.

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

Signature of Applicant:

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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: _____

Name of Event: Annual July Independence Day Fireworks

Type of Event: Fireworks Display

Organization Name: The York Harbor Reading Room Phone #: 207-363-2563

Organization Address: 491 York St. City: York Harbor State: ME Zip: 03911

Applicant Name: The York Harbor Reading Room Phone #: 207-363-2563

Applicant Address: 491 York St City: York Harbor State: ME Zip: 03911

Contact Name for Day of Event: Ben Lawlor Contact Phone #: 207-363-2563

Date of Event: July 2, 2016 Day of Week: Saturday

Starting Time: 9:05 PM Ending Time: 9:30 PM

Assembly Area: York Harbor Beach

Dispersal Area: York Harbor Beach

Event Route: N/A

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

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

N/A

Describe how group is organized and supervised to insure order: Police and Fire Oversight

Purpose of the Event: Celebrate Independence Day

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

Signature of Applicant: Benjamin Lawlor

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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: _____

Name of Event: TOWN MEMORIAL DAY CEREMONY

Type of Event: PARADE & CEMETERY CEREMONY

Organization Name: AMERICAN LEGION POST 56 Phone #: 363-0376

Organization Address: 647 RTE 1 STE 6 City: YORK State: ME Zip: 03909

Applicant Name: PETE DOE Phone #: 603.498 4586

Applicant Address: 647 RTE 1 STE 6 City: YORK State: ME Zip: 03909

Contact Name for Day of Event: PETE DOE Contact Phone # 6034984586

Date of Event: 30 MAY Day of Week: MONDAY

Starting Time: 0900 Ending Time: 1000

Assembly Area: ST. CHRISTOPHERS PARKING LOT

Dispersal Area: FROM 1ST PARISH CEMETERY

Event Route: ST. CHRISTOPHER'S TO FLAGPOLE IN 1ST PARISH CEMETERY VIA YORK STREET

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

Describe number of bands, vehicles, signs, floats, or other articles carried or displayed along with method of participation (walking, bicycles, motorcycles etc):
HIGH SCHOOL & MIDDLE SCHOOL BANDS WITH NAME BANNERS; 2 VEHICLES (MARSHALL + TROLLEY),

Describe how group is organized and supervised to insure order: ORDER OF MARCH DETERMINED BY AM. LEGION & SUPERVISED BY UNIT LEADERS.

Purpose of the Event: HONOR MEMORY OF DEPARTED VETERANS.

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

Signature of Applicant: Pete Doe

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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: 3-21-16

Name of Event: Plant Sale Old York Garden Club

Type of Event: Plant Sale

Organization Name: Old York Garden Club President Phone #: 363 8069

Organization Address: _____ City _____ State: ____ Zip: ____

Applicant Name: Maria Mahoney Phone #: 207 332 7139

Applicant Address: 52 Scotland bridge City: York State: ME Zip: 03909

Contact Name for Day of Event: Maria Mahoney Contact Phone # 207 332 7139

Date of Event: May 21st Day of Week: Sat

Starting Time: 9A Ending Time: 1pm

Assembly Area: the Yard

Dispersal Area: _____

Event Route: Route one York Grant House

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

350

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

tent CARS wagon (plants)

Describe how group is organized and supervised to insure order: will have police officer

Purpose of the Event: plant sale

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

Signature of Applicant: Maria Mahoney

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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: 04/04/2016

Name of Event: Maine Obsolete Autoleague Car Show

Type of Event: Antigue Vehicle Show

Organization Name: M.O.A.L.S Seacoast Region Phone #: 207-642-6835

Organization Address: 6 Village View Rd City Standish State: ME Zip: 04084

Applicant Name: Edwin Gove Phone #: 207-363-2293

Applicant Address: 1550 US RT. One City: Cape Neddick State: ME Zip: 03902

Contact Name for Day of Event: Edwin Gove Contact Phone #: 207-451-3923

Date of Event: 05/01/2016 Day of Week: Sunday

Starting Time: 8:00 AM Ending Time: 12:00 PM

Assembly Area: Starkey Ford - RT-1 and RT-91

Dispersal Area: Starkey Ford - RT-1 and RT-91

Event Route: NONE - Stationary

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed)
300

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

NONE

Describe how group is organized and supervised to insure order: People have assign duties for show

Purpose of the Event: To show antigue vehicles

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

Signature of Applicant: Edwin Gove

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