



# 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  
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## BOARD OF SELECTMEN'S MEETING AGENDA 6:00/7:00PM MONDAY, FEBRUARY 17, 2015 YORK LIBRARY

**6:00PM** Committee Interviews

### Call to Order

### Opening Ceremonies

**A. Minutes**

1. December 15, 2014 Meeting Minutes

**B. Chairman's Report**

**C. Manager's Report**

**D. Awards**

**E. Reports**

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

**G. Approval of Warrant #33**

**H. Public Hearings**

**I. Endorsements**

Business Licenses:

1. York Harbor Reading Room (Food Service, Liquor, Special Amusement)

**J. Old Business**

1. Discussion and Possible Action: Police Station/Connector Road Project
2. Discussion and Possible Action: Route One Maintenance

**K. New Business**

1. Discussion: LED Streetlight Concept
2. Discussion and Possible Action: Single-Use Bag Ordinance
3. Discussion and Possible Action: Future Agendas
4. Appointments
  - a. Tax Task Force
  - b. Assessment Review Board
  - c. Planning Board
5. Special Event Permits
  - a. Cystic Fibrosis Foundation - Great Strides
  - b. Leukemia and Lymphoma Society – Light the Night Walk
  - c. National MS Society – Bike MS: Great Maine Getaway
  - d. Cystic Fibrosis Foundation – Aptalis CF Cycle for Life
  - e. Traip Academy PTA – Traip Project Graduation 2015 Beach Sunrise
  - f. York Hospital – York Hospital 5K Road and Cross Country Race 2015
  - g. York Village Association – Marketfest

**L. Other Business**

**M. Citizens' Forum**

**N. Executive Session**

1. Real Estate; Pursuant to MRSA Title 1, Section 405 (6)(C)

**Adjourn**

**BOARD OF SELECTMEN'S  
MEETING MINUTES  
6:00/7:00PM MONDAY, DECEMBER 15, 2014  
YORK LIBRARY**

**6:00PM:** Executive Session - Pursuant to MRSA Title 1, Section 405.6.E;  
Consultation with Town Attorney

**Present:** Chairman Mary Andrews, Vice Chairman Robert E. Palmer Jr., Jonathan O. Speers, Torbert Macdonald, Ronald Nowell, Town Manager Stephen H. Burns, Town Attorney Mary Costigan.

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

Moved by Mr. Palmer, seconded by Mr. Speers to exit out of Executive Session.  
Without objection so ordered.

**7:00PM:** Regular Meeting

**Present:** Chairman Mary Andrews, Vice Chairman Robert E. Palmer Jr., Jonathan O. Speers, Torbert Macdonald, Ronald Nowell, Town Manager Stephen H. Burns, Recorder Melissa M. Avery and members of the press and public.

**Call to Order**

Chairman Mary Andrews called the meeting to order at 7:00PM.

**Opening Ceremonies**

**A. Minutes**

1. October 20, 2014 Meeting Minutes
2. October 22, 2014 Meeting Minutes
3. November 10, 2014 Meeting Minutes

Moved by Mr. Palmer, seconded by Mr. Speers to approve the October 20, 2014, October 22, 2014 and November 10, 2014 Meeting Minutes. Vote 5-0, motion passes.

**B. Chairman's Report**

Chairman Mary Andrews reported that the Board won't be meeting again until after the New Year and wished everyone a happy holiday season. Ms. Andrews also publicly thanked Leeward Landing for their \$15,000 donation to our General Assistance - Emergency Fuel Fund.

**C. Manager's Report**

Town Manager Stephen H. Burns reported that the Town has mailed out a notice to all hotels and motels in town letting them know that they are now obligated to comply with the Business License Ordinance and start the process for acquiring a licenses through the Town Manager's Office. Mr. Burns also stated that notices were send out to property owners surrounding Church Street regarding an upcoming Water, Sewer and pavement replacement on Church Street. Mr. Burns thanked the York Housing Authority for the "payment in lieu of taxes" check. The State Local Road Assistance Program gave the town \$186,756 instead of the \$175,000 we had budgeted to receive. Mr. Burns received a construction cost estimate from SMRT, Inc. for the Police Station, however that estimate does not include work that has already been done and materials already purchased that are in storage; we will need get a figure including all of that. The Town Manager also stated that the first draft of the FY16 Budget will hopefully be ready for the Selectmen's January 12<sup>th</sup> meeting.

**D. Awards**

**E. Reports**

1. Ashlee Iber Amenti, Executive Director – Workforce Housing Coalition of the Greater Seacoast

Ashlee Iber Amenti, Executive Director for the Workforce Housing Coalition of the Greater Seacoast gave a presentation on a workforce housing design charrette that they organized in York back in October. The charrette included a site walk on a property on Route One, a community dialogue session and a design workshop.

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

Public Comment: None

**G. Approval of Warrant #24**

There was no warrant to approve.

**H. Public Hearings**

**I. Endorsements**

**J. Old Business**

1. Discussion Regarding the Long Sands Bathhouse Project

On September 23, 2013 the Board of Selectmen directed staff to start working on the Long Sands Bathhouse enhancement project. Voters approved \$687,000 on May 18, 2013 the bathhouse. Staff was specifically asked to get survey work completed and to approach MDOT to find out about property acquisition in front of the bathhouse land. Subsequent to this the Board agreed to intergrade this project with two nearby drainage projects and an MPI-funded project to reconstruct Long Sands Road from Anchorage Hotel to the Cutty Sark Hotel. The survey work with Easterly Surveying, Inc. has gone a lot slower than anticipated, but while they are still refining details, they are very close to being finished.

**K. New Business**

1. Discussion and Possible Action to Revise the FY15 Paving List

Moved by Mr. Palmer, seconded by Mr. Speers to approve the list of revised pavement preservation project by the Director of Public Works, draft dated December 12, 2014 for FY2015. Vote 5-0, motion passes.

2. Discussion and Possible Action on FY14 Carryforwards

Moved by Mr. Macdonald, seconded by Mr. Speers to carryforward the full amount available in the Selectmen's Contingency account, which is \$90,375.11. Vote 3-2, Mr. Palmer and Mr. Nowell against.

Moved by Mr. Nowell, seconded by Mr. Macdonald to approve the list of FY14 Carryforwards per the attached memo from the Town Manager, dated December 12, 2014, as amended. Vote 5-0, motion passes.

3. Discussion and Possible Action on Renewable Energy Credit Revenue Usage

On September 8, 2014 the Town Manager informed the Board of Selectmen that the Energy Steering Committee had identified possible future revenues

associated with the solar installation at the York Beach Fire Station; this would be generated by the sale of Renewable Energy Credits.

Moved by Mr. Nowell, seconded by Mr. Speers that any future revenues generated by the Renewable Energy Credits associated with the York Beach Fire Station solar project be placed in the Town's General Fund. Vote 5-0, motion passes.

4. Appointment of Tax Assessor

Moved by Mr. Macdonald, seconded by Mr. Speers to re-appoint Richard Mace to a three-year term as Tax Assessor, with said term expiring January 31, 2018. Vote 5-0, motion passes.

5. York River Wild and Scenic – Policy Position

Moved by Mr. Macdonald, seconded by Mr. Speers that the Board of Selectmen reaffirms its support for the study of York River relating to possible inclusion in the Wild and Scenic Rivers Program. Vote 5-0, motion passes.

6. State Request to Redeem Property at 153 Long Sands Road

The Town is in receipt of a letter dated October 15, 2014 from the Maine Department of Health and Human Services informing that the State has become the public guardian for the former property owner of the property at 153 Long Sands Road, and that they would like to redeem that property for the back taxes and fees owed.

Moved by Mr. Nowell, seconded by Mr. Macdonald to direct the Town Manager to work with the Maine Department of Health and Human Services with regard to redemption of the property at 153 Long Sands Road, subject to the condition that all fees to the Town and all public utilities be paid and extinguished when the State sells the property. Vote 5-0, motion passes.

7. Special Event Permit: Drive-Through Nativity

Moved by Mr. Nowell, seconded by Mr. Speers to approve the Special Event Permit for First Parish Church's Drive-Through Nativity event on December 20, 2014, with any attached conditions given by Department Heads. Vote 5-0, motion passes.

**L. Other Business**

Mr. Nowell mentioned the Worcester Wreaths of Columbia Falls, Maine who donated wreaths to all the Veterans' graves in the cemetery. Mr. Nowell also mentioned the gentleman who has been standing on the side of York Street with a sign and urges the Town to help him find a place to live. Mr. Nowell stated that

it is his understanding that the York Housing Authority property is Town owned, and therefore the proposed York Village Association sign should be placed there. Mr. Nowell also congratulated the York Water District's Superintendent Don Neumann on his new grandson.

Ms. Andrews expressed condolences from the Board to former Harbor Board member, Dave Robbins' family on his passing.

**M. Citizens' Forum**

Public Comment: Carol Donnelly

**Adjourn**

Moved by Mr. Nowell, seconded by Mr. Speers to adjourn the meeting at 9:40PM. Without objection, so ordered.

Respectfully Submitted,

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Melissa M. Avery, Assistant to the Town Manager



## REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: February 13, 2015

ACTION

DATE ACTION REQUESTED: February 17, 2015

DISCUSSION ONLY

SUBJECT: Police Station & Connector Road update

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: The Police Station Building Committee met on Sunday, February 8th. Wayne Martin was elected Chair and Jim Towle was elected Vice Chair. The Committee decided to meet on Sunday nights because of the difficulty of finding evening meeting time in the TV room at the Library.

The Committee decided it would be a good idea to reach out to neighbors with an overall update, so we are in the process of composing a letter for such distribution.

Ledgewood Construction is actively working to develop their construction cost estimates. I don't know their exact timeframe for responding to the Town, but as soon as they are ready we'll get the Building Committee meetings on a fast track. The Building Committee will be working with the folks from Ledgewood to create a LEED-compliant proposal that falls within the Town's budget limits. That's what the Board of Selectmen should be expecting from the Building Committee.

Today Wendy Anderson provided an updated list of expenditures to date (attached) on each of the 2 projects. This includes a list of all payments made to date. This will allow me to update my estimate of funds available.

Chief Bracy has taken all files for this project and is organizing everything in one central location to ensure we know what information we have and to facilitate retrieval as needed. This is a huge task involving many cases of paperwork.

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

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

**Police Bldg Connector Rd Projects  
at 2/13/15**

<b>Police Building</b>		<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>Totals</b>
<b>Account</b>	<b>Description</b>	<b>Account Type</b>					
227.0000.4326	PS Building Refunds	REVENUE	\$0.00	(\$46,751.28)	\$0.00	\$0.00	(\$46,751.28)
227.0000.4702	PS Bldg Interest Income	REVENUE	\$0.00	(\$11,392.48)	(\$13,771.93)	(\$3,990.45)	(\$30,279.33)
227.0000.4800	PS Building Transfers In	REVENUE	\$0.00	\$0.00	(\$363,000.00)	(\$6,862.75)	(\$369,862.75)
227.0000.4950	Bond Proceeds	REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	(\$6,460,539.00)
227.0000.8001	PS Bldg Contracts	EXPENDITURE	\$9,870.22	\$1,465,610.96	\$94,088.28	\$40,558.63	\$2,064,436.36
							(\$4,842,996.00) Net Bldg
<b>Connector Road</b>							
228.0000.4702	Connector Road Interest Inco	REVENUE	\$0.00	(\$3,686.17)	(\$4,577.96)	(\$1,329.47)	(\$9,910.23)
228.0000.4950	Connector Road Bond Proceeds	REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,626,882.00)
228.0000.8001	Connector Road Contracts	EXPENDITURE	\$871.90	\$25,002.78	\$0.00	\$20,832.51	\$130,833.01
							(\$1,505,959.22) Net Road
<b>Building &amp; Road Combined</b>							
	4326 Refunds	\$	(46,751.28)				
	4702 Interest Income	\$	(40,189.56)				
	4800 Transfers In	\$	(350,000.00)				
	4800 Transfers In	\$	(13,000.00)				
	4800 Transfers In	\$	(6,862.75)				
	4950 Bond Proceeds	\$	(8,087,421.00)				
	8001 Contracts	\$	2,195,269.37				
		\$	(6,348,955.22)				

Prepared 12/17/14

**Town of York**  
**Connector Rd Police Bldg. Expenses to Date**  
**2/13/15**

**Police Building**

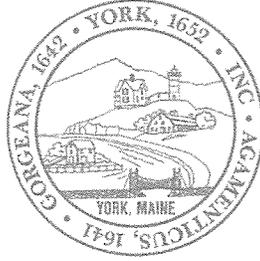
<b>Date</b>	<b>Account</b>	<b>Line Memo</b>	<b>Debit</b>	<b>TL. by Vendor</b>	<b>Vendor</b>
5/24/2012	227.0000.8001	PS Bldg Contracts	\$2,805.00		Allied Engineering
6/30/2012	227.0000.8001	PS Bldg Contracts	\$1,402.50		Allied Engineering
9/20/2012	227.0000.8001	PS Bldg Contracts	\$701.25	\$4,908.75	Allied Engineering
12/27/2012	227.0000.8001	PS Bldg Contracts	\$4,607.50		Anderson-Livingston
6/30/2014	227.0000.8001	PS Bldg Contracts	\$180.00	\$4,787.50	Anderson-Livingston
9/27/2012	227.0000.8001	PS Bldg Contracts	\$4,722.75		ATTAR Engineering, Inc
10/25/2012	227.0000.8001	PS Bldg Contracts	\$4,073.30		ATTAR Engineering, Inc
12/6/2012	227.0000.8001	PS Bldg Contracts	\$2,042.00		ATTAR Engineering, Inc
2/14/2013	227.0000.8001	PS Bldg Contracts	\$1,736.30		ATTAR Engineering, Inc
2/21/2013	227.0000.8001	PS Bldg Contracts	\$731.70		ATTAR Engineering, Inc
4/18/2013	227.0000.8001	PS Bldg Contracts	\$538.65		ATTAR Engineering, Inc
6/6/2013	227.0000.8001	PS Bldg Contracts	\$1,388.25		ATTAR Engineering, Inc
7/25/2013	227.0000.8001	PS Bldg Contracts	\$904.20		ATTAR Engineering, Inc
8/29/2013	227.0000.8001	PS Bldg Contracts	\$279.00		ATTAR Engineering, Inc
10/1/2013	227.0000.8001	PS Bldg Contracts	\$627.75		ATTAR Engineering, Inc
10/24/2013	227.0000.8001	PS Bldg Contracts	\$868.05		ATTAR Engineering, Inc
11/21/2013	227.0000.8001	PS Bldg Contracts	\$369.75		ATTAR Engineering, Inc
12/26/2013	227.0000.8001	PS Bldg Contracts	\$678.15		ATTAR Engineering, Inc
2/6/2014	227.0000.8001	PS Bldg Contracts	\$139.50		ATTAR Engineering, Inc
2/27/2014	227.0000.8001	PS Bldg Contracts	\$279.00		ATTAR Engineering, Inc
5/29/2014	227.0000.8001	PS Bldg Contracts	\$906.75		ATTAR Engineering, Inc
6/19/2014	227.0000.8001	PS Bldg Contracts	\$488.25		ATTAR Engineering, Inc
7/24/2014	227.0000.8001	PS Bldg Contracts	\$597.45		ATTAR Engineering, Inc
8/28/2014	227.0000.8001	PS Bldg Contracts	\$348.75		ATTAR Engineering, Inc
11/20/2014	227.0000.8001	PS Bldg Contracts	\$88.49		ATTAR Engineering, Inc
1/29/2015	227.0000.8001	PS Bldg Contracts	\$438.10	\$22,246.14	ATTAR Engineering, Inc
9/28/2012	227.0000.8001	PS Bldg Contracts	\$4,158.66		Ballou & Bedell
9/28/2012	227.0000.8001	PS Bldg Contracts	\$3,374.90	\$7,533.56	Ballou & Bedell
10/20/2011	227.0000.8001	PS Bldg Contracts	\$9,540.00		Berry Huff McDonald Milligan, Inc
7/26/2012	227.0000.8001	PS Bldg Contracts	\$1,875.00		Berry Huff McDonald Milligan, Inc
9/20/2012	227.0000.8001	PS Bldg Contracts	\$1,920.00		Berry Huff McDonald Milligan, Inc
11/21/2012	227.0000.8001	PS Bldg Contracts	\$650.00		Berry Huff McDonald Milligan, Inc
4/18/2013	227.0000.8001	PS Bldg Contracts	\$175.00		Berry Huff McDonald Milligan, Inc
12/26/2013	227.0000.8001	PS Bldg Contracts	\$1,125.00		Berry Huff McDonald Milligan, Inc
4/17/2014	227.0000.8001	PS Bldg Contracts	\$1,385.00		Berry Huff McDonald Milligan, Inc
5/15/2014	227.0000.8001	PS Bldg Contracts	\$300.00		Berry Huff McDonald Milligan, Inc
6/30/2014	227.0000.8001	PS Bldg Contracts	\$3,395.00		Berry Huff McDonald Milligan, Inc
8/21/2014	227.0000.8001	PS Bldg Contracts	\$200.00	\$20,565.00	Berry Huff McDonald Milligan, Inc
10/4/2012	227.0000.8001	PS Bldg Contracts	\$1,522.50	\$1,522.50	Civil Consultants
1/17/2013	227.0000.8001	PS Bldg Contracts	\$371.00	\$371.00	Everett J. Prescott, Inc.
4/17/2014	227.0000.8001	PS Bldg Contracts	\$1,491.46		Gorrill-Palmer Consulting Engineers, Inc
5/22/2014	227.0000.8001	PS Bldg Contracts	\$1,133.15		Gorrill-Palmer Consulting Engineers, Inc
6/19/2014	227.0000.8001	PS Bldg Contracts	\$1,292.72		Gorrill-Palmer Consulting Engineers, Inc
6/30/2014	227.0000.8001	PS Bldg Contracts	\$280.50	\$4,197.83	Gorrill-Palmer Consulting Engineers, Inc
1/29/2015	227.0000.8001	PS Bldg Contracts	\$366.68	\$366.68	Mobile Mini
11/8/2012	227.0000.8001	PS Bldg Contracts	\$850.00	\$850.00	Owen Haskell, Inc
11/23/2011	227.0000.8001	PS Bldg Contracts	\$6,000.00		PC Construction Company
12/29/2011	227.0000.8001	PS Bldg Contracts	\$3,000.00		PC Construction Company
9/13/2012	227.0000.8001	PS Bldg Contracts	\$288,421.00		PC Construction Company
10/25/2012	227.0000.8001	PS Bldg Contracts	\$676,260.00		PC Construction Company
2/7/2013	227.0000.8001	PS Bldg Contracts	\$187,453.00	\$1,161,134.00	PC Construction Company
5/15/2014	227.0000.8001	PS Bldg Contracts	\$3,064.75		Ransom Consulting
5/15/2014	227.0000.8001	PS Bldg Contracts	\$3,168.50		Ransom Consulting
5/15/2014	227.0000.8001	PS Bldg Contracts	\$2,576.50		Ransom Consulting
5/15/2014	227.0000.8001	PS Bldg Contracts	\$2,916.25		Ransom Consulting
6/5/2014	227.0000.8001	PS Bldg Contracts	\$8,448.50		Ransom Consulting
6/30/2014	227.0000.8001	PS Bldg Contracts	\$1,849.25		Ransom Consulting
8/21/2014	227.0000.8001	PS Bldg Contracts	\$2,545.50		Ransom Consulting
10/2/2014	227.0000.8001	PS Bldg Contracts	\$905.75		Ransom Consulting
10/2/2014	227.0000.8001	PS Bldg Contracts	\$5,957.00	\$31,432.00	Ransom Consulting
10/20/2011	227.0000.8001	PS Bldg Contracts	\$10,085.00		S.W. Cole Engineering, Inc
11/23/2011	227.0000.8001	PS Bldg Contracts	\$505.00		S.W. Cole Engineering, Inc
9/13/2012	227.0000.8001	PS Bldg Contracts	\$854.62	\$11,444.62	S.W. Cole Engineering, Inc

**Town of York**  
**Connector Rd Police Bldg.Expenses to Date**  
**2/13/15**

6/30/2011	227.0000.8001	PS Bldg Contracts	\$9,870.22		Smrt, Inc
9/1/2011	227.0000.8001	PS Bldg Contracts	\$23,096.94		Smrt, Inc
9/22/2011	227.0000.8001	PS Bldg Contracts	\$7,925.07		Smrt, Inc
11/10/2011	227.0000.8001	PS Bldg Contracts	\$3,518.91		Smrt, Inc
12/11/2011	227.0000.8001	PS Bldg Contracts	\$26,168.17		Smrt, Inc
12/29/2011	227.0000.8001	PS Bldg Contracts	\$29,609.30		Smrt, Inc
12/29/2011	227.0000.8001	PS Bldg Contracts	\$2,000.00		Smrt, Inc
2/9/2012	227.0000.8001	PS Bldg Contracts	\$46,390.88		Smrt, Inc
3/22/2012	227.0000.8001	PS Bldg Contracts	\$64,721.89		Smrt, Inc
3/22/2012	227.0000.8001	PS Bldg Contracts	\$47,478.12		Smrt, Inc
5/3/2012	227.0000.8001	PS Bldg Contracts	\$85,885.95		Smrt, Inc
5/31/2012	227.0000.8001	PS Bldg Contracts	\$42,225.11		Smrt, Inc
6/30/2012	227.0000.8001	PS Bldg Contracts	\$12,898.01		Smrt, Inc
6/30/2012	227.0000.8001	PS Bldg Contracts	\$2,470.40		Smrt, Inc
6/30/2012	227.0000.8001	PS Bldg Contracts	\$4,009.86		Smrt, Inc
9/27/2012	227.0000.8001	PS Bldg Contracts	\$14,660.80		Smrt, Inc
9/27/2012	227.0000.8001	PS Bldg Contracts	\$21,282.08		Smrt, Inc
11/1/2012	227.0000.8001	PS Bldg Contracts	\$8,454.06		Smrt, Inc
12/6/2012	227.0000.8001	PS Bldg Contracts	\$12,317.88		Smrt, Inc
1/3/2013	227.0000.8001	PS Bldg Contracts	\$4,963.98		Smrt, Inc
1/24/2013	227.0000.8001	PS Bldg Contracts	\$959.84		Smrt, Inc
3/7/2013	227.0000.8001	PS Bldg Contracts	\$2,603.30		Smrt, Inc
7/3/2013	227.0000.8001	PS Bldg Contracts	\$5,951.29		Smrt, Inc
8/1/2013	227.0000.8001	PS Bldg Contracts	\$1,660.51		Smrt, Inc
8/29/2013	227.0000.8001	PS Bldg Contracts	\$2,188.48		Smrt, Inc
10/10/2013	227.0000.8001	PS Bldg Contracts	\$2,717.75		Smrt, Inc
10/31/2013	227.0000.8001	PS Bldg Contracts	\$1,635.24		Smrt, Inc
12/12/2013	227.0000.8001	PS Bldg Contracts	\$1,736.25		Smrt, Inc
1/30/2014	227.0000.8001	PS Bldg Contracts	\$949.23		Smrt, Inc
2/27/2014	227.0000.8001	PS Bldg Contracts	\$2,804.35		Smrt, Inc
4/3/2014	227.0000.8001	PS Bldg Contracts	\$4,068.67		Smrt, Inc
5/1/2014	227.0000.8001	PS Bldg Contracts	\$12,329.62		Smrt, Inc
5/22/2014	227.0000.8001	PS Bldg Contracts	\$6,023.23		Smrt, Inc
6/19/2014	227.0000.8001	PS Building Contractors	\$13,455.48		Smrt, Inc
7/31/2014	227.0000.8001	PS Bldg Contracts	\$12,026.64		Smrt, Inc
8/21/2014	227.0000.8001	PS Bldg Contracts	\$6,727.49		Smrt, Inc
9/25/2014	227.0000.8001	PS Bldg Contracts	\$1,021.87		Smrt, Inc
10/30/2014	227.0000.8001	PS Bldg - Contracts	\$851.51		Smrt, Inc
12/18/2014	227.0000.8001	PS Building Contracts	\$315.90		Smrt, Inc
1/29/2015	227.0000.8001	PS Bldg Contracts	\$8,167.50	\$558,141.78	Smrt, Inc
12/6/2012	227.0000.8001	PS Bldg Contracts	\$12,499.89		Stantec Consulting Services
12/13/2012	227.0000.8001	PS Bldg Contracts	\$6,809.83		Stantec Consulting Services
1/10/2013	227.0000.8001	PS Bldg Contracts	\$2,955.68		Stantec Consulting Services
3/7/2013	227.0000.8001	PS Bldg Contracts	\$2,121.05		Stantec Consulting Services
5/16/2013	227.0000.8001	PS Bldg Contracts	\$1,054.88		Stantec Consulting Services
4/24/2014	227.0000.8001	PS Bldg Contracts	\$770.00		Stantec Consulting Services
6/30/2014	227.0000.8001	PS Bldg Contracts	\$931.00	\$27,142.33	Stantec Consulting Services
2/7/2012	227.0000.8001	PS Bldg Contracts	\$8,812.00		Treasurer, State Of Maine (2573)
8/30/2012	227.0000.8001	PS Bldg Contracts	\$1,000.00		Treasurer, State Of Maine (2573)
9/13/2012	227.0000.8001	PS Bldg Contracts	\$1,000.00		Treasurer, State Of Maine (2573)
6/26/2014	227.0000.8001	PS Building Contracts	\$1,332.00	\$12,144.00	Treasurer, State Of Maine (2573)
6/19/2014	227.0000.8001	PS Bldg Contracts	\$5,000.00	\$5,000.00	York Land Trust
2/16/2012	227.0000.8001	PS Bldg Contracts	\$2,500.00		York Sewer District
6/19/2012	227.0000.8001	PS Bldg Contracts	\$8,500.00		York Sewer District
12/13/2012	227.0000.8001	PS Bldg Contracts	\$5,274.22		York Sewer District
3/15/2013	227.0000.8001	PS Bldg Contracts	\$9,500.00	\$25,774.22	York Sewer District
2/2/2012	227.0000.8001	PS Bldg Contracts	\$1,000.00		York Water District
7/11/2012	227.0000.8001	PS Bldg Contracts	\$163,874.45	\$164,874.45	York Water District
			<b>\$2,064,436.36</b>	<b>\$2,064,436.36</b>	<b>Total Police Building</b>
				\$0.00	

**Town of York**  
**Connector Rd Police Bldg.Expenses to Date**  
**2/13/15**

Connector Road					
Date	Account	Line Memo	Debit		Vendor
2/14/2013	228.0000.8001	Connector Road Contracts	\$1,736.30		ATTAR Engineering, Inc
4/18/2013	228.0000.8001	Connector Road Contracts	\$538.65		ATTAR Engineering, Inc
9/25/2014	228.0000.8001	Connector Road Contracts	\$906.75		ATTAR Engineering, Inc
10/16/2014	228.0000.8001	Connector Road Contracts	\$348.75		ATTAR Engineering, Inc
11/20/2014	228.0000.8001	Connector Road Contracts	\$796.36	\$4,326.81	ATTAR Engineering, Inc
4/18/2013	228.0000.8001	Connector Road Contracts	\$175.00		Berry Huff McDonald Milligan, Inc
10/30/2014	228.0000.8001	Connector Road Contracts	\$2,850.00	\$3,025.00	Berry Huff McDonald Milligan, Inc
9/25/2014	228.0000.8001	Connector Road Contracts	\$3,250.00	\$3,250.00	Central Maine Power
5/17/2012	228.0000.8001	Connector Road Contracts	\$2,864.65		Gorrill-Palmer Consulting Engineers, Inc
6/30/2012	228.0000.8001	Connector Road Contracts	\$888.77		Gorrill-Palmer Consulting Engineers, Inc
8/16/2012	228.0000.8001	Connector Road Contracts	\$2,202.57		Gorrill-Palmer Consulting Engineers, Inc
9/20/2012	228.0000.8001	Connector Road Contracts	\$1,150.26		Gorrill-Palmer Consulting Engineers, Inc
8/6/2014	228.0000.8001	Connector Road Contracts	\$803.60		Gorrill-Palmer Consulting Engineers, Inc
9/18/2014	228.0000.8001	Connector Road Contracts	\$11,978.51	\$19,888.36	Gorrill-Palmer Consulting Engineers, Inc
8/28/2014	228.0000.8001	Connector Road Contracts	(\$1,200.00)	(\$1,200.00)	Jensen, Baird, Gardner & Henry (Survey)
11/23/2011	228.0000.8001	Connector Road Environ Assst	\$2,200.00	\$2,200.00	S.W. Cole Engineering, Inc
6/30/2011	228.0000.8001	Connector Road Contracts	\$871.90		Smrt, Inc
9/1/2011	228.0000.8001	Connector Road Contracts	\$12,378.70		Smrt, Inc
9/22/2011	228.0000.8001	Connector Road Contracts	\$1,915.20		Smrt, Inc
11/10/2011	228.0000.8001	Connector Road Contracts	\$1,276.80		Smrt, Inc
12/1/2011	228.0000.8001	Connector Road Contracts	\$13,970.00		Smrt, Inc
12/29/2011	228.0000.8001	Connector Road Contracts	\$3,406.25		Smrt, Inc
2/9/2012	228.0000.8001	Connector Road Contracts	\$10,591.00		Smrt, Inc
3/22/2012	228.0000.8001	Connector Road Contract	\$11,917.15		Smrt, Inc
3/22/2012	228.0000.8001	Connector Road Contract	\$14,473.15		Smrt, Inc
5/3/2012	228.0000.8001	Connector Road	\$3,404.90		Smrt, Inc
5/31/2012	228.0000.8001	Connector Road Contracts	\$2,979.25		Smrt, Inc
6/30/2012	228.0000.8001	Connector Road Contracts	\$1,860.00		Smrt, Inc
9/27/2012	228.0000.8001	Connector Road Contracts	\$5,990.00		Smrt, Inc
9/27/2012	228.0000.8001	Connector Road Contracts	\$4,834.67		Smrt, Inc
11/7/2012	228.0000.8001	Connector Road Contracts	\$340.50		Smrt, Inc
9/25/2014	228.0000.8001	Connector Road Contracts	\$239.70		Smrt, Inc
10/30/2014	228.0000.8001	Connector Road Contracts	\$199.74		Smrt, Inc
12/18/2014	228.0000.8001	Connector Road Contracts	\$74.10		Smrt, Inc
1/8/2015	228.0000.8001	Connector Road Contracts	\$585.00	\$91,308.01	Smrt, Inc
12/13/2012	228.0000.8001	Connector Road Contracts	\$6,809.83		Stantec Consulting Services
6/6/2013	228.0000.8001	Connector Roads Contraact	\$1,225.00	\$8,034.83	Stantec Consulting Services
			<b>\$130,833.01</b>	<b>\$130,833.01</b>	<b>Total Connector Road</b>
		<b>Total Both</b>	<b>\$2,195,269.37</b>	<b>\$2,195,269.37</b>	



## REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: February 13, 2015	<input checked="" type="checkbox"/> ACTION
DATE ACTION REQUESTED: February 17, 2015	<input type="checkbox"/> DISCUSSION ONLY
SUBJECT: Route One Maintenance Options	

**DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:** This is a follow-up from earlier discussions, and is intended to supplement the packet materials already provided by Dean Lessard.

I met with Dean to discuss options for reducing costs of the outsourced Route One maintenance. Public Works will take on Route One and will contract out other winter maintenance work, but even doing that Dean is not convinced that he can reduce the costs without significant reductions in service. A couple matters come into play. First, referring to the table that compares public works departments across 8 towns, York and Scarborough have the highest number of miles of road per employee. This is an indicator there isn't much excess capacity with regard to winter maintenance. Take this with a grain of salt, however, because this was a very coarse comparison pulled together quickly between storms. Second, Dean is concerned that we haven't utilized contract plowing for public roads before and he is very concerned that we don't know what we're going to get until we've tried it for a year. He is fearful of under-budgeting. The road will need lines painted, potholes filled, culvers repaired, snow plowed, and so forth. Each of these requirements costs money, and Dean has identified the budget lines he expects will be impacted.

The Board expressed concerns about the cost. It was noted that DPW is typically well under budget, therefore indicating there is ample slack in the budget. Wendy Anderson prepared an analysis (copy attached) of audited data and found that DPW is not, in fact, under budget with regard to its winter and summer road maintenance budgets. The carry-forwards that relate to road paving make it look the budgets are typically under-spent, but in fact the budgets are spent down close to the limit in most years.

So I am hearing my Public Works Director expressing caution and my Board of Selectmen saying be frugal. I am seeking a compromise that respects the wishes of both perspectives.

RECOMMENDATION: First, I recommend the Town budget for the larger-size plow truck in FY16, but purchase the larger size only if the State transfers the Route One maintenance responsibilities to the Town. If they don't give us Route One then the regular size plow truck should be purchased regardless of the dollar amount available. The Town has no use for the larger size truck if we don't take over Route One plowing because those trucks aren't suitable for smaller roads and cul-de-sacs. The specific truck to be purchased should be decided by the Board in the start of FY16.

Second, I recommend the Board propose a \$180,000 Selectmen's Policy Item for Route One Maintenance for FY16. I arrived at this number by taking Dean's estimate of total expected cost and subtracting the approximate amount of money the State would provide in increased Local Roads Assistance Program (LRAP) funding to the Town. ( $\$220,000 - \$40,000 = \$180,000$ ) By placing this with the Selectmen's policy budget items rather than the Public Works Department budget, the Board will get to decide what expense level to propose next year. This is a good work-around for the concern that once a budget is approved the first time it's never going to drop. If the Board feels we over-budgeted in FY16 then the Board can drop the request despite the Charter system of reverting to the prior year's budget.

The Board, of course, has the option of reducing the amount requested to cover new operating expenses. There will be service impacts associated with that decision and it is not something I recommend.

PROPOSED MOTION: There are two proposed motions.

I move to change the FY16 plow truck replacement cost in the Capital Program from \$157,000 to \$205,000 to allow for the purchase of a larger size plow truck relating to the Town being required to take over maintenance of Route One between the Kittery line and Cape Neddick Village. In the event the Town is not required to assume Route One maintenance, the amount spent shall not exceed \$157,000.

I move to propose a Selectmen's Policy Budget Request of \$180,000 to pay for new Route One Maintenance, to be placed in the FY16 Operating Budget and to be spent only if the Town is required to take over maintenance of Route One between the Kittery line and Cape Neddick Village.

FISCAL IMPACT: Capital – adds \$48,000 to the FY16 Capital Budget. Operating – adds \$180,000 to the FY16 Operating Request.

DEPARTMENT LINE ITEM ACCOUNT: n.a.

BALANCE IN LINE ITEM IF APPROVED: n.a.

PREPARED BY:



REVIEWED BY:

## Stephen H. Burns

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**From:** Wendy Anderson  
**Sent:** Friday, January 30, 2015 12:56 PM  
**To:** Stephen H. Burns  
**Subject:** DPW Overages  
**Attachments:** Summary of DPW Budget To Actual FY14 thru FY10.xls

Hi Steve

Attached is a sort of "down and dirty" reconciliation of Deans General and Winter budgets over the past 4 years. It's my opinion that he is not drastically off with his budgeting. In almost all instances the differences can be accounted for in the timing of our budget year. Almost all overages are carried forward as the work is ongoing. The only exception is the salt and sometimes gravel budgets are off, but how one would know a winter would call for less salt than budgeted at budget time I'm not sure.

Please let me know if you have questions about the data. You'll see the worksheet has a tab at the bottom for each budget year. FY2010 is not included as that was the year of software conversion and all the budget numbers appear to have not been entered therefore a comparison cannot be made without extensive research.

Thanks  
Wendy

*Wendy C. Anderson*  
Finance Director  
Town of York, Maine  
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f: (207) 363-1019

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**COMPARING RELEVANT PUBLIC WORKS INFORMATION WITH SIMILAR MUNICIPALITIES IN MAINE**

MUNICIPALITY	COUNTY	2014 STATE VALUATION	SQUARE MILES	2010 POPULATION	DPW TOTAL BUDGET FY15	DPW FTE's	TOWN ROAD LANE MILES	COST/LANE MILE	COST/POP	MILE/FTE
YORK	York	\$ 3,885,750,000	55.6	12,529	\$4,788,364	17	272	\$17,604	\$382	16
SCARBOROUGH	Cumberland	\$ 3,579,450,000	47.72	18,919	\$6,020,087	22	350	\$17,200	\$318	16
SOUTH PORTLAND	Cumberland	\$ 3,537,700,000	12.08	25,002	\$4,039,989				\$162	
WELLS	York	\$ 2,773,550,000	57.09	9,589	\$1,179,588	11	150	\$7,864	\$123	14
FALMOUTH	Cumberland	\$ 2,253,889,200		11,185	\$1,914,233	11	180	\$10,635	\$171	16
BRUNSWICK	Cumberland	\$ 2,026,250,000	47.28	20,287	\$3,756,201	24	290	\$12,952	\$185	12
SACO	York	\$ 2,001,150,000	38.89	18,482	\$5,566,092	39	250	\$22,264	\$301	6
CAPE ELIZABETH	Cumberland	\$ 1,652,255,600		9,015	\$1,128,969	9	124	\$9,105	\$125	14

**Public Works: Summer and  
Winter Maintenance**

**Net Underspending**

FY14	\$9,465.54
FY13	\$36,717.03
FY12	\$151,449.23
FY11	\$85,331.65

Updated! Agenda Item K.4 - Future Agendas

## SELECTMEN'S AGENDA PLANNING

**February 23, 2015**

**6:00 PM – Possible Executive Session for Personnel** – goal-setting and quarterly review of Town Manager's performance

V. Manager's Report

- Financial Update

Reports

- REPORT -

VI. Public Hearings

- **Dylan, Doug, Dean & Steve** – Ordinances PH #1 for stuff heading to a May vote
- **Joe Hogan/David Webber** – Maynard dock application???

IX. Bid Openings & Awards

- **Mike & Dean** – Long Sands Project

Agenda Planning Time

XI. Old Business

- **Joe Hogan/David Webber** – Maynard dock application
- **Steve** – Capital Program and the Geothermal Option for the proposed Community Auditorium
- **Dylan, Doug, Dean & Steve** – Ordinances and other stuff heading to a May vote
- **Mike/Dean** - appointments to the Bathhouse Building Committee

XII. New Business

- **Amber** – Taylor request to alter conditions relating to 8 Gunnison Rd. (via Tim DeCoteau)
- **Mike** – Start a discussion with the BOS about Goodrich Park with respect to deed restrictions and the wishes of the donor

## Agenda-Planning for dates farther in the future

### March 2015

#### On the radar

- Parks & Recreation Department – Brochure Bid Award
- Quarterly joint meeting of Board of Selectmen and Planning Board (tentatively at PB on March 26<sup>th</sup>)
- PH for ordinance amendments moving towards a May vote
- PH on warrant, setting polling hours, and other matters relating to the May referenda
- Cliff Walk committee charter (follow-up from 1/26/15 BOS)
- Cycle York wants follow-up on meeting of December 8<sup>th</sup>
- **Steve** – Time Warner Cable TV contract extension and request to start new negotiations
- **Steve** – properties from YSD – Bayhaven, Ridge
- **Leslie** – initial discussion about a 2015 Section 319 Grant
- **Steve** - Authorize BOS members to meet with officials from the First Parish Church to begin discussions about future expansion of the Town Hall
- **Steve** – Start discussion about fiscal policies – fund balance, bonded debt ratios, etc.
- 

### April 2015

#### On the radar

- Calling the School Budget Meeting
- Decide whether to terminate the Town Manager prior to the end of probation period that expires on May 1<sup>st</sup>
- Review BOS Policy Manual. Which are standing policies? Which, if any, need to be adopted annually? Which need attention?
- Matters relating to York's Wild Kingdom – parking lease, boundary agreement, other???
- 

### May 2015

#### On the radar

- BOS/Town Manager quarterly review/check-in
- Annual Organizational Meeting (May 18<sup>th</sup>)
  - Election of officers
  - Set meeting schedule
  - Adopt Selectmen's Policies
  - Policy about Disbursement of Wages
- Appoint Warden for June Primary (needed this year???)
- Start bidding process for FY15 heating fuels – oil, propane, wood pellets
- Expect a bunch of applications for medical marijuana grower business licenses – the new ordinances passed in November 2014 require licensing within 6 months of the vote

## June 2015

### On the radar

- Quarterly joint meeting of Board of Selectmen and Planning Board (at BOS on June 8<sup>th</sup>)
- *Possible* Utilities Summit to be hosted by our water and sewer utility districts/departments
- *Possible* joint meeting of Board of Selectmen with School Committee
- Renew appointment of board and committee members
- Maybe – review the paving list for FY16
- Maybe – paving bid for FY16 (although this may need to be adjusted based on paving season – check with Dean)

## July 2015

### On the radar

- Public hearing on ordinance amendments going to vote in November
- MMA Legal Policy Committee ballot
- MMA Vice President and Executive Committee ballot (*not sure what this is...*)
- Start annual BOS goal-setting process (a month or 2 after election of new members)
- 

## August 2015

### On the radar

- BOS/Town Manager quarterly review/check-in
- Public hearing on ordinance amendments going to vote in November
- Assessor's Annual Report

## September 2015

### On the radar

- Quarterly joint meeting of Board of Selectmen and Planning Board (at PB on September 24<sup>th</sup>)
- PH on Warrant, set polling hours, and all the other stuff associated with getting ready for November referendum
- Knights of Columbus proclamation
- Elect/appoint BOS delegate for the MMA Convention

## October 2015

### On the radar

- Salt bid award
- FY15 Carryforwards

## November 2015

### On the radar

- BOS/Town Manager quarterly review/check-in
- Usually – Annual update to the General Assistance Ordinance appendices
- Games of Chance approvals
- FY17 operating budget discussion

## December 2015

### On the radar

- Quarterly joint meeting of Board of Selectmen and Planning Board (at BOS on December 14<sup>th</sup>)
- *Possible* joint meeting of Board of Selectmen with School Committee
- **Doug** – annual adoption of Emergency Plan per Section 9 of the Emergency Management Ordinance
- 

## January 2016

### On the radar

-

## **RECURRING AGENDA ITEMS**

1. Annual Organizational Meeting (first meeting after May elections)
2. Town Manager/BOS quarterly check-ins
3. Quarterly joint meetings with PB (March, June, September, December)
4. Public Hearings and other actions relating to the May and November referenda
5. Annual utilities summit (new this year – probably in June after new members elected)
6. Monthly agenda-planning time
7. Annual goal-setting
8. Joint meetings with the School Committee twice a year (June and December?)
9. Annual adoption of Emergency Plan per Section 9 of the Emergency Management Ordinance

## **IDEAS FOR AGENDA ITEMS**

### **POLICE/PUBLIC SAFETY**

- new fine schedules in Town codes to accommodate the new unified court docket system
- Special Events Regulation – now that we have a new Ordinance, we need to propose a regulations with the actual standards
- Safe Zones Map and Signs
- 

### **PARKS & RECREATION**

- Discussion about Grant House and Goodrich Park w.r.t. the deed, deed restrictions and the donor's wishes.
- drafting a policy to address the seaweed problem
- Mary Andrews asked about the Parks & Rec Board and the concept of a new community center. Met with Nancy Stahlberg/Parks & Rec. Board – initial discussion about initial investigations for a new community center
- Senior Center, and what happens when the Police Department moves out?

### **FINANCE**

- Fiscal Policies. Discuss ideas for establishing policies about debt limits, fund balance goals, etc., in a comprehensive manner.
- When the Audit is finalized, present it to the BOS, and provide an overview of new changes to our cash handling procedures and other changes introduced to improve our internal controls

- Parking meter rates, areas that are metered, and parking fines – review these with respect to summer of 2016 as a mean of increasing municipal revenue. *Issue raised at BOS 1/29/15*
- Consider subdividing the property to allow the Blinn House to be sold

### **DPW/UTILITIES**

- Continue pushing back – urban compact boundary and Route One maintenance
- Public Hearing for the Main Street road reconstruction project
- Ask the BOS to consider applying the Lost Boundary Statute to facilitate a portion of the Broadway drainage project.
- Convene a meeting of the BOS, PB, YWD and YSD to discuss options for expanding utility services in the growth area. This is a core BOS goal, so make it happen! Tim mentioned there were discussions about TIFs in the past. We have placeholders in our Cap. Program.
- Amendment to the Road Posting Ordinance. We need to integrate the utility districts into this ordinance.
- Acceptance of the property on Bayhaven from YSD. (May ref. coming up)
- invasive species discussion to follow-up on abortive discussions in the fall about this matter
- trash contract expires June 2016. We can extend, or change to pay-per-bag, or... Start pondering during the summer of 2015 so we have a year to work on this.
- Joint meeting with the York Sewer District Board to discuss Main Street specifically, and sewer expansions generally

### **ENERGY**

- Selectmen’s Street Light Policy – does this needs an update? There should be reference to energy conservation goals. Energy-efficient lights should be preferred. Solar-powered lights should be discussed. Also, we need to get at the new policies in Maine about the right for the Town to hang its own infrastructure on utility poles rather than being limited to renting lights from CMP.
- Energy Steering Committee – solar farm and other issues relating to budget
- replace our LEED standard with a new performance-based, non-commercial standard

### **OTHER**

- present the Immediate Comp Plan priorities to BOS
- Acceptance of the Norton property from YSD adjacent to the new police station site. (May ref. coming up)
- local circuit breaker ordinance options – apparently discussed during a joint BOS/School Committee meeting in August 2014. Also reference state’s “property tax fairness credit” which was implemented to replace the circuit breaker program at the state level.
- creating some sort of economic development capacity within Town government to guide and facilitate the types of development and change the Town would like to see rather than waiting for everything to be decided for us

### **Public Requests**

- Meg Goldberg’s question: should the Town propose an ordinance that would make recreational use of marijuana illegal? (see her e-mail 9/15/14)
- Request for taxi regulations

## REPORTS & JOINT MEETINGS

### **Municipal Boards**

1. Appeals Board
2. Assessment Review Board
3. Budget Committee – hopefully February 23, 2015
4. Cable TV Regulatory Commission
5. Capital Planning Committee
6. Conservation Commission
7. Design Review Board
8. Energy Steering Committee – *October 6, 2014; November 17, 2014*
9. Harbor Board
10. Historic District Commission
11. Municipal Social Services Review Board – January 26, 2015
12. Parks & Recreation Board
13. Planning Board – *September 25, 2014; December 8, 2014*
14. Shellfish Conservation Commission
15. Sohler Park Committee – *September 22, 2014*
16. Senior Citizen Advisory Board
17. Tax Task Force – January 12, 2015
18. Village Study Committee – *December 8, 2014*

### **Other Relevant Organizations**

1. York School Board – *August 20, 2014*
2. York Housing – *November 17, 2014*
3. York Public Library Trustees
4. York Water District – ?
5. York Sewer District – *August 28, 2014*
6. KK&W Water District
7. Kittery Water District
8. Ogunquit Sewer District
9. Kittery Sewer Department
10. Workforce Housing Coalition – *December 15, 2014*
11. Southern Maine Planning & Development Commission
12. Cycle York – *December 8, 2014*
13. First Parish Cemetery – *November 17, 2014*
14. Legislative Delegation – *January 26, 2015*
15. Leeward Landing – *February 23, 2015*
16. York Community Services Association – *February 23, 2015*