



Town of York

186 York Street
York, Maine 03909-1314

BOARD OF SELECTMEN'S MEETING AGENDA

6:00/7:00PM MONDAY, JANUARY 12, 2015
YORK LIBRARY

Town Manager/
Selectmen
(207)363-1000

Town Clerk/
Tax Collector
(207)363-1003

Finance/
Treasurer
(207)363-1004

Code Enforcement
(207)363-1002

Planning
(207)363-1007

Assessor
(207)363-1005

Police Department
(207)363-1031

Dispatch
(207)363-2557

York Beach Fire
Department
(207)363-1014

York Village Fire
Department
(207)363-1015

Public Works
(207)363-1011

Harbor Master
(207)363-1000

Senior Center/
General Assistance
(207)363-1036

Parks and
Recreation
(207)363-1040

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

www.yorkmaine.org

6:00PM: Executive Session – Pursuant to MRSA Title 1, Section 405.6.A; Town Manager Search and also Pursuant to MRSA Title 1, Section 405.6.E; for consultation between the Board of Selectmen and its attorney relating to bond issues and post issuance compliance.

Call to Order

Opening Ceremonies

A. Minutes

1. November 13, 2014 Meeting Minutes
2. December 1, 2014 Meeting Minutes
3. December 8, 2014 Meeting Minutes
4. December 16, 2014 Meeting Minutes

B. Chairman's Report

C. Manager's Report

D. Awards

1. Bid for Wood Pellets
2. Bid for Propane
3. YBFD Station Lighting Upgrade
4. YBFD Energy Audit

E. Reports

1. Tax Task Force – Thomas Carnicelli and Leonard Dorrian
2. Mary-Anne Szeniaowski, Town Clerk – Regarding the process when a member of the Board of Selectmen resigns

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 #28

H. Public Hearings

I. Endorsements

J. Old Business

1. Discussion and Possible Action Regarding an RFP for the Long Sands Bathhouse, Drainage Projects, and Road Work
2. Discussion and Possible Action Regarding a Committee Charter for the Long Sands Bathhouse Committee
3. Discussion and Possible Action Regarding the Police Station and Connector Road Projects

K. New Business

1. Discussion and Possible Action Regarding Registrar of Voters Appointment
2. Discussion and Possible Action Regarding the Resignation of Mr. Nowell and Filling the Vacancy
3. Discussion and Possible Action Regarding Draft FY16 Capital Program and Budget
4. Discussion and Possible Action Regarding the Draft FY16 Operating Budget
5. Acceptance of Criminal Forfeiture from Docket No. CR13-2138
6. Pole Location Permit: North Village Road

L. Other Business

M. Citizens' Forum

Adjourn

**BOARD OF SELECTMEN'S
MEETING MINUTES
3:00PM THURSDAY, NOVEMBER 13, 2014
YORK PUBLIC LIBRARY**

Present: Chairman Mary Andrews, Vice Chairman Robert E. Palmer, Jr., Jonathan O. Speers, Paul Salacain, Kathleen Kluger, Linda Scotland, Rozanna Patane, and Director of Human Resources Liam Gallagher.

Members Absent: Ronald Nowell and Torbert Macdonald

Call to Order

Chairman Mary Andrews called the meeting to order at 3:00PM.

A. Executive Session

1. Town Manager Search Discussion; Pursuant to MRSA Title 1, Section 405 (6)(A)

Moved by Mr. Palmer, seconded by Mr. Speers to enter into Executive Session.
No objection, so ordered.

Moved by Mr. Palmer, seconded by Mr. Speers to exit out of Executive Session.
No objection, so ordered.

Adjourn

Chairman Mary Andrews adjourned the meeting at 4:30PM.

**BOARD OF SELECTMEN'S
MEETING MINUTES
6:00PM MONDAY, DECEMBER 1, 2014
YORK PUBLIC LIBRARY**

Present: Chairman Mary Andrews, Vice Chairman Robert E. Palmer, Jr., Jonathan O. Speers, Ronald Nowell, and Director of Human Resources Liam Gallagher.

Call to Order

Chairman Mary Andrews called the meeting to order at 6:00PM.

A. Executive Session

1. Town Manager Search Discussion; Pursuant to MRSA Title 1, Section 405 (6)(A)

Moved by Mr. Palmer, seconded by Mr. Speers to enter into Executive Session.
No objection, so ordered.

Moved by Mr. Nowell, seconded by Mr. Speers to exit out of Executive Session.
No objection, so ordered.

Adjourn

Chairman Mary Andrews adjourned the meeting at 6:40PM.

**BOARD OF SELECTMEN'S
MEETING MINUTES
6:00/7:00PM MONDAY, DECEMBER 8, 2014
YORK LIBRARY**

6:00PM: Committee Interviews/Joint Meeting with Planning Board

Present: Chairman Mary Andrews, Vice-Chairman Robert E. Palmer, Jr., Ronald Nowell, Jonathan O. Speers, Town Manager Stephen H. Burns and members of the press and public.

Absent: Torbert Macdonald

Call to Order

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

Opening Ceremonies

A. Minutes

B. Chairman's Report

Chairman Mary Andrews commented on the Festival of Lights Parade that took place the previous weekend, along with the lights and decorations throughout the village. Ms. Andrews also spoke of the *Wreaths Across America* program that passed through York today and their donation of a wreath for every veteran's grave.

C. Manager's Report

Town Manager Stephen Burns stated that he appointed Director of Human Resources Liam Gallagher as the Alternate General Assistance Representative to aid in the General Assistance program when the General Assistance Director is unavailable. Mr. Burns also spoke of the FEMA remapping that has started being discussed again and hopes to get a timeframe of adoption within the next few months. The Town received a draft survey from Easterly Surveying on the Long Beach Bathhouse that is not yet stamped; Mr. Burns stated that it would be discussed at the next meeting.

D. Awards

E. Reports

1. Dave McCarthy - Cycle York

Dave McCarthy of *Cycle York* gave an overview of the group's request for the Selectmen to establish a Town Chartered Bicycle and Pedestrian Committee. Mr. McCarthy discussed the possibility of the Committee developing a Master Plan for the Town to achieve the benefits of safe and accessible bicycling and walking in York.

2. Natalie Gould of York Hospital – Rural Active Living Assessment Report

Natalie Gould of *Choose to be Health Coalition* gave an overview of a program from the past summer that was conducted by town staff, community members and their group called the Rural Active Living Assessment. In partnership with *Healthy Maine*, they are being asked by the State of Maine CDC to use the RALA tools to assess the community's physical, programmatic and policy environments as they relate to opportunities for physical activity.

3. Denis Lachman – York Village Study Committee

Denis Lachman and Regina Leonard of TDRC supplemented a memo to the Board of Selectmen with a presentation regarding: Earlier Revitalization Efforts, The first and second Village Study Committee public events, economic development, *Marketfest* participation, A non-profit partner event, along with Current options, connections and outreach.

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: Ana Knowles

G. Approval of Warrant #23

Moved by Mr. Nowell, seconded by Mr. Speers to approve Warrant #23. Vote 4-0, motion passes.

H. Public Hearings

1. New Business License: Velveteen Habit

Moved by Mr. Nowell, seconded by Mr. Speers to open the public hearing on the new business license for The Velveteen Habit. Without objection, so ordered.

Public Comment: None

Moved by Mr. Nowell, second by Mr. Speers to close the public hearing on the new business license for The Velveteen Habit. Without objection, so ordered.

2. General Assistance Ordinance

Moved by Mr. Nowell, seconded by Mr. Speers to open the public hearing on the General Assistance Ordinance. Without objection, so ordered.

Public Comment: Katie McWilliams

Moved by Mr. Nowell, seconded by Mr. Speers to close the public hearing on the General Assistance Ordinance. Without objection, so ordered.

3. York River Wild and Scenic Program

Moved by Mr. Nowell, seconded by Mr. Speers to open the public hearing on the York River Wild and Scenic Program. Without objection, so ordered.

Public Comment: Michael Dow
Jamie Fosburgh
Kyle Moulton
Bonita Pothier
Judith Spang
Georgia Bennett
Karen Young
Emerson Baker
Carol Donnelly
Michael Dow

Moved by Mr. Nowell, seconded by Mr. Palmer to close the public hearing on the York River Wild and Scenic Program. Without objection, so ordered.

Chairman Andrews called a 5 minute recess.

I. Endorsements

Business Licenses:

1. Anthony Graziano DBA: Anthony's Food Shop, Inc. (Food Service);
Located at 679 US Route One
2. Boardman-Ellis VFW Post 6977 (Food Service, Liquor, Special
Amusement, Coin-Operated Amusement); Located at 75 Cape
Neddick Road

3. Benjamin Goldman DBA: The Velveteen Habit (Food Service, Liquor); Located at 37 Ogunquit Road
4. Viewpoint Corporation DBA: Viewpoint Hotel (Innkeeper); Located at 229 Nubble Road
5. York Elks Lodge #2788 (Food Service, Liquor, Special Amusement, Coin-Operated Amusement); Located at 1704 US Route One

Moved by Mr. Nowell, seconded by Mr. Speers to approve the following Business Licenses: Anthony Graziano DBA: Anthony's Food Shop, Inc. for Food Service; Located at 679 US Route One, Boardman-Ellis VFW Post 6977 for Food Service, Liquor, Special Amusement and Coin-Operated Amusement; Located at 75 Cape Neddick Road, Benjamin Goldman DBA: The Velveteen Habit for Food Service and Liquor; Located at 37 Ogunquit Road, Viewpoint Corporation DBA: Viewpoint Hotel for Innkeeper; Located at 229 Nubble Road, York Elks Lodge #2788 for Food Service, Liquor, Special Amusement and Coin-Operated Amusement; Located at 1704 US Route One subject to taxes, fees and inspections being current and compliant with the usual noise stipulations. Vote 4-0, motion passes.

J. Old Business

K. New Business

1. Discussion Regarding a York Village Sign

The York Village Association has been working to install a sign along York Street notifying people that they are entering historic York Village. Mr. Burns brought this in front of the Board to see if there is any interest in looking for alternative solutions. Ana Knowles of the York Village Association spoke to the Board about the Associations opinion of needing a larger sign than allowed by the Zoning Ordinance. Mr. Burns will be looking into this item and will bring it forward on the next agenda.

2. Discussion and Possible Action to Adopt an Updated General Assistance Ordinance

RN/JS. Vote 4-0, motion passes.

3. Discussion Regarding Anticipated Ordinance and Comprehensive Plan Amendments Heading Towards the May 2015 Referendum

No further discussion after the joint workshop that the Planning Board and Board of Selectmen had before this meeting.

4. Discussion Regarding the York River Wild and Scenic Rivers Study and Local Considerations

No further discussion after the public hearing earlier in the meeting.

5. Discussion and Possible Action on Entering into Contract Negotiations for a New Town Manager

Moved by Mr. Speers, seconded by Mr. Palmer to commence contract negotiations with Stephen H. Burns for the position of Town Manager. Vote 3-1, Mr. Nowell against, motion passes.

6. Planning Board Appointment

Moved by Mr. Palmer, seconded by Mr. Speers to appoint Gordon Eldridge as a Regular Member (beach representative) to the Planning Board, with a term expiring June 30, 2015. Vote 4-0, motion passes.

7. Board of Appeals Appointment

Moved by Mr. Palmer, seconded by Mr. Speers to appoint Victor Manougian as an Alternate Member to the Board of Appeals, with a term expiring June 30, 2015. Vote 4-0, motion passes.

L. Other Business

Ron: maine townsman, gun law – legal opinions,

M. Citizens' Forum

Public Comment: None

Adjourn

Moved by Mr. Nowell, seconded by Mr. Speers to adjourn the meeting at 10:20PM. Without objection, so ordered.

**BOARD OF SELECTMEN'S
MEETING MINUTES
2:00PM TUESDAY, DECEMBER 16, 2014
YORK PUBLIC LIBRARY**

Present: Chairman Mary Andrews, Vice Chairman Robert E. Palmer, Jr., Jonathan O. Speers, Ronald Nowell, Torbert Macdonald and Director of Human Resources Liam Gallagher.

Call to Order

Chairman Mary Andrews called the meeting to order at 2:00PM.

A. Executive Session

1. Town Manager Search Discussion; Pursuant to MRSA Title 1, Section 405 (6)(A)

Moved by Mr. Palmer, seconded by Mr. Macdonald to enter into Executive Session. No objection, so ordered.

Moved by Mr. Macdonald, seconded by Mr. Palmer to exit out of Executive Session. No objection, so ordered.

Adjourn

Chairman Mary Andrews adjourned the meeting at 3:15PM.



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: January 9, 2015	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: January 12, 2015	
Regular <input checked="" type="checkbox"/> Work Session <input type="checkbox"/>	
Subject: Award Wood Pellet Bid	

TO: BOARD OF SELECTMEN
FROM: Melissa M. Avery, Assistant to the Town Manager
RECOMMENDATION:
PROPOSED MOTION: I move to award the Town Building Wood Pellet Bid to _____ for _____ per gallon, through June 30, 2015.

Discussion: The Town recently solicited bid requests for wood pellet deliveries for the Parks and Recreation's wood pellet boiler located at the Grant House through June 30, 2015. A request for bids was advertised in the York Weekly, Portsmouth Herald, York County Coast Star, as well as the Town website, in addition to a direct solicitation to several local companies.

The Town received the following bid in response to our solicitation for wood pellet bids:
Maine Woods Pellet Company, LLC \$280.00/ton

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

Prepared By: Melina M. Arroyo

Reviewed By: [Signature]

REQUEST FOR WOOD PELLET BIDS

The Town of York is soliciting fixed price, per ton bids for bulk Wood Pellet deliveries for the 2014/2015 heating season (January through June). The Town would use approximately 10 tons of pellets for one Town building that is equipped with a pellet boiler. Bids will be opened January 9, 2015 and awarded by the Board of Selectmen on January 12, 2015.

Please provide bids to the York Town Manager's Office, in person, by mail (physical and mailing address: 186 York Street, York, ME 03909) or via email (mmavery@yorkmaine.org Subject: Wood Pellet Bid) before 2:00PM on Friday, January 9, 2015. Questions and other requests can go to Melissa M. Avery in the Town Manager's Office, at (207) 363-1000 or mmavery@yorkmaine.org.

Maine Woods Pellet Company LLC.

164 Harmony Rd

Athens, Me 04912

(207) 654-2237

January 6, 2015

Pellet Fuel Bid from Maine Woods Pellet Company LLC.

Town of York

Thank you for considering Maine Woods Pellet Company for you pellet fuel needs.

Delivered price per ton to your town building that is equipped with a pellet boiler that holds 10 ton would be:

Delivered Price \$280.00 a ton.

Thanks and look forward to hearing back from you.

Debra Linkletter



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: January 9, 2015	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: January 12, 2015	
Regular <input checked="" type="checkbox"/> Work Session <input type="checkbox"/>	
Subject: Award Propane Bid	

TO: BOARD OF SELECTMEN
FROM: Melissa M. Avery, Assistant to the Town Manager
RECOMMENDATION:
PROPOSED MOTION: I move to award the Town Building Propane Bid to _____ for _____ per gallon, through June 30, 2015.

Discussion: The Town recently solicited bid requests for propane deliveries to 7 propane tanks between 5 Town buildings through June 30, 2015. A request for bids was advertised in the York Weekly, Portsmouth Herald, York County Coast Star, as well as the Town website, in addition to a direct solicitation to several local propane companies.

Department of Public Works Facility (Chases Pond) – 2 Tanks 120g each – Own
Department of Public Works Transfer Facility (Witchtrot Road) – 1 Tank 120g – Own
Parks and Recreation Department’s Grant House (Route One) – 1 Tank 120g – Rent
Parks and Recreation Department’s Senior Center (Main Street) – 1 Tank 120g – Rent
Parks and Recreation Department’s Buildings on Mount Agamenticus – 2 Tanks 120g each - Rent

The Town received the following three bids in response to our solicitation for propane bids (ranked in order from lowest to highest price per gallon):

York Oil & Propane	\$1.799/gallon
Proulx Oil & Propane	\$1.9465/gallon
Eastern Propane Gas, Inc.	\$2.39/gallon or \$1.00 Over Cost Price

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared By:

Melvin M. Arvey

Reviewed By:

[Signature]

REQUEST FOR PROPANE BIDS

The Town of York is soliciting fixed price, per gallon bids for Propane deliveries for the 2014/2015 heating season (January through June). The Town would use approximately 1,500 gallons between 5 municipal buildings. Bids will be opened January 9, 2015 and awarded by the Board of Selectmen on January 12, 2015.

Please provide bids to the York Town Manager's Office, in person, by mail (physical and mailing address: 186 York Street, York, ME 03909) or via email (mmavery@yorkmaine.org Subject: Propane Bid) before 2:00PM on Friday, January 9, 2015. Questions and other requests can go to Melissa M. Avery in the Town Manager's Office, at (207) 363-1000 or mmavery@yorkmaine.org.

Melissa M. Avery

From: Jeff Dillion <jdillion@eastern.com>
Sent: Thursday, January 08, 2015 2:22 PM
To: Melissa M. Avery
Subject: Propane Bid

Ms. Avery,

Eastern Propane and Oil is please to submit the following bid for propane for the January 2015 - June 2015 time period.

Option 1

Propane to be priced for all deliveries during that time period at a fixed rate of \$2.39 per gallon

Option 2

Propane to be priced for all deliveries during that time period at a fixed margin of \$1.00 over Eastern's Landed Cost adjusted monthly, today's price is \$2.22.

If I can be of any further assistance or if you have questions please do not hesitate to contact me.

thank you

Jeff Dillion
Sales and Marketing Manager
Eastern Propane Gas Inc.
603.332.2080 ext. 1166

CONFIDENTIALITY NOTICE: The information transmitted may contain confidential and/or trade secret information. Any unauthorized review, retransmission, dissemination, copying, retention, or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you receive this in error, please contact the sender and delete the information from any computer

Melissa M. Avery

From: Jennifer Brooks <jennifer@yorkoil.net>
Sent: Wednesday, January 07, 2015 1:02 PM
To: Melissa M. Avery
Subject: Propane Bid

Hi Melissa – York Oil would like to submit a bid for a fixed price of \$1.799/gallon for LP

Thank you!

Jennifer Brooks
Office Manager
York Oil & Propane

Melissa M. Avery

From: Bud McGowan <bmcgowan@proulxoilandpropane.com>
Sent: Monday, January 05, 2015 11:21 AM
To: Melissa M. Avery
Subject: RE: Propane bids

Hi Melissa,

Proulx would like to offer a fixed price of \$1.9465 until 6/30/15

Proulx would also like to offer a locked in rate of \$1.9881 until 6/60/16

All locations will need to be inspected and up to code (piping, tank location and heating system) in order to take over the accounts. The Town owned tanks will need proof of ownership and be code compliant.

Thank You,
Bud McGowan
Sales/Account Manager
Cell # 603-422-4553
Fax # 603-659-6557
E-Mail – bmcgowan@proulxoilandpropane.com

www.proulxoilandpropane.com

PROULX Oil & Propane

From: Melissa M. Avery [mailto:mmavery@yorkmaine.org]
Sent: Monday, January 05, 2015 9:03 AM
To: Bud McGowan
Subject: RE: Propane bids

Good Morning Bud,

We own 3 of the 7 tanks. All of them a 120 gallons. The three we own go with the Public Works Department (2 at the Town Garage and 1 at the Transfer Station), and the other four go with the Parks and Recreation Department (2 at Mount Agamenticus, 1 at the Grant House on Route One and 1 at the Senior Center/Police Station).

Let me know if you need anything else!
Missy

Melissa M. Avery
Assistant to the Town Manager

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



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: January 6, 2015	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: January 12, 2015	
Regular <input checked="" type="checkbox"/> Work Session <input type="checkbox"/>	
Subject: Contract award – LED Lighting Upgrade at York Beach Fire Station	

TO: BOARD OF SELECTMEN
FROM: Beth Della Valle, Interim Community Development Director
RECOMMENDATION: I recommend the Board of Selectmen award the contract for LED Lighting Upgrade to Affinity Led Light LLC of Dover, NH in an amount not to exceed \$11,498.
PROPOSED MOTION: I move to award the contract for LED Lighting Upgrade to Affinity Led Light LLC of Dover, NH in an amount not to exceed \$19,443, but with a \$7,945 rebate from Efficiency Maine, the project cost would be reduced to \$11,498.

Discussion: This project is intended to upgrade and convert the York Beach Fire Station. It will be funded by a portion of the capital appropriations York voters approved in 2009, 2010, 2012, and again in 2014 to invest in alternative energy solutions and energy efficiency solutions.

The Energy Steering Committee prepared a RFP and sent it to a number of companies that are Efficiency Maine partners; however, only one bidder, Affinity Led Lighting LLC, responded to the request. Based on further investigation, it appears that the project is too big for most of the small contractors and too small for the larger operations. The Committee would like to undertake the improvements within the first couple of months of 2015, so the work can be done at the same time the Fire Chief has scheduled other renovation work. This would also allow the work to be completed prior to the spring/summer season when rental of the second floor is in high demand. Wayne Boardman indicated that Affinity has a reputation for a good work. We discussed the value of calling a few

former clients of Affinity Led Lighting to discuss their satisfaction with Affinity's work, whether they came in on budget and within schedule, etc. Wayne is hoping to follow up on that suggestion prior to the Board of Selectmen's meeting.

The estimated cost of the work is \$19,443, but with a \$7,945 rebate from Efficiency Maine, the project cost would be reduced to \$11,498. The upgrade is anticipated to save the Town \$2,030 a year in energy costs and the estimated annual KWh savings is 13,315.

FISCAL IMPACT: \$19,445 will be spent; \$7,945 is anticipated to be rebated for a net cost of \$11,498.
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DEPARTMENT LINE ITEM ACCOUNT: 207 – 0000 – 8001
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BALANCE IN LINE ITEM IF APPROVED: \$86,488.06 will remain in this account after the rebate is applied.

Prepared By: Beth Della Valle and Steve Burns

Reviewed By: 

**PROPOSAL
FROM**



**LED LIGHTING UPGRADE
AT YORK BEACH FIRE STATION
FOR THE TOWN OF YORK**

December 2014

original - John Brown



York Beach Fire Station Lighting Upgrade

4.1 Qualifications and Experience

- Structure
 - LLC - Affinity Led Light LLC
- Size of Firm
 - 7 employees office & warehouse in Dover, NH and sourcing office in Zhuhai China
- Years in Business
 - Established in 2012
- Principles & key personal
 - Steve Lieber – President - Resume attached
 - John Branagan – Sales.Business development - Resume attached

Regarding percentage of time devoted to the project – At Affinity LED Light we devote out attention to the customer from start to finish with no cost detailed lighting audits and comprehensive recommendation of proposed LED lighting to implementation in conjunction with contracted licensed electrician as needed. For some projects that may require 100% from each employee.

- Similar Projects

Affinity LED Light has completed numerous complete LED lighting conversions through out New England. Locally we have done full conversions at Beach Pea Baking Co., Robert's Maine Grill, Bob's Clam Hut and Warren's in Kittery Maine. Portsmouth Brewery, Portsmouth, NH We have also covered larger Campus properties such as Anchorage By the Sea and Meadowmere in Qgunquit, Maine. Large projects also include Hyde School in Woodstock, CT and Dean Warehouse, RI – to name a few.

- References

- Peter Egelston – Portsmouth Brewery - peter@smuttynose.com 603-436-4026
- Mitch Ramsey – Anchorage By The Sea - mr@anchoragebythesea.com - 646-9384
- Michael Landgarten – Robert's/Bob's Clam - mldangarten19@gmail.com -
- Lee Metz – Facilities Robert's/Bob's - lmetz@robertsmaine.grill.com 603-661-0933

- Qualifications

Affinity LED Light has undertaken numerous projects of this nature – it is the core of our business. We are Efficiency Maine Qualified Partners – and can be found on their database (<http://www.energymaine.com/at-work/qualified-partners/>) - this certification allows us to secure incentive money for our customers and complete the submission on their behalf. All Affinity LED proposed products are UL Listed, as well as Energy Star and/or DLC listed assuring quality and meeting of performance statements.

Installation that requires a licensed electrician will be subcontracted out. We work with several licensed electricians and do not have one preferred partner. We encourage customers that have facilities manager or preferred contractor use that resource in conjunction with our services often ensuring the best rate and familiarity with the property and its existing electrical infrastructure.

- Proof of Insurance - See attached doc showing compliance.



Lighting Upgrade Proposal

18 Railroad Ave
 York Beach, ME 03910
 (207) 363-1014

Project Cost Estimates*

Proposed Lighting Equipment Net Cost
 Estimated Labor & Materials
 Estimated Project Total *(before incentive - with labor estimate)*
 less: estimated Efficiency Maine incentive**
 ** Bulbs are now listed at net price incentives are paid directly to Affinity
 Total Estimated Project Incentives
 % of Project Total
 Estimated Net Investment

<u>TOTAL</u>	<u>Perscriptive</u>	<u>No Incentive</u>	<u>Up Stream</u>
\$14,643	\$11,161	\$2,675	\$1,821
\$4,800	\$0	\$4,800	\$0
\$19,443	\$11,161	\$7,475	\$1,821
(\$7,945)	(\$7,945)	\$0	\$1,014
(\$7,945)	(\$7,945)	\$0	\$1,014
-41%	-71%	0%	56%
\$11,498	\$3,216	\$7,475	\$807

Straight Payoff

Annual Savings
 Monthly Savings
 Payoff (months)

<u>TOTAL</u>	<u>Perscriptive</u>	<u>No Incentive</u>	<u>Up Stream</u>
(\$2,030)	(\$953)	(\$300)	(\$778)
(\$169)	(\$79)	(\$25)	(\$65)
68.0	40.5	299.0	12.5

Investment Return

1st Year Cumulative Return
 ROI%
 2 Years Cumulative Return
 ROI%
 3 Years Cumulative Return
 ROI%
 5 Years Cumulative Return
 ROI%
 10 Years Cumulative Return
 ROI%

<u>TOTAL</u>	<u>Perscriptive</u>	<u>No Incentive</u>	<u>Up Stream</u>
(\$9,438)	(\$2,263)	(\$7,175)	(\$29)
-82%	-70%	-96%	-4%
(\$8,185)	(\$1,311)	(\$6,875)	\$748
-71%	-41%	-92%	93%
(\$6,932)	(\$358)	(\$6,575)	\$1,526
-60%	-11%	-88%	189%
(\$4,427)	\$1,548	(\$5,975)	\$3,081
-39%	48%	-80%	382%
\$1,837	\$6,311	(\$4,474)	\$6,970
16%	186%	-60%	864%

Annual CAPEX Impact

Annual Capex (10 years)
 Annual Savings resulting from CAPEX investment
 Annual Impact: Profit / Loss

<u>TOTAL</u>	<u>Perscriptive</u>	<u>No Incentive</u>	<u>Up Stream</u>
(\$1,150)	(\$322)	(\$747)	(\$81)
\$2,030	\$953	\$300	\$778
\$881	\$631	(\$447)	\$697

Environmental Impact*

Estimated Total kWh Savings (annual)
 Per Year CO² Abatement (tons)*
 2 Years Cumulative
 3 Years Cumulative
 5 Years Cumulative
 10 Years Cumulative

<u>TOTAL</u>	<u>Perscriptive</u>	<u>No Incentive</u>	<u>Up Stream</u>
(13,315)	(6,185)	(1,860)	(5,270)
(8.1)	(3.8)	(1.1)	(3.2)
(16.2)	(7.5)	(2.3)	(6.4)
(24.4)	(11.3)	(3.4)	(9.6)
(40.6)	(18.9)	(5.7)	(16.1)
(81.2)	(37.7)	(11.3)	(32.1)

*Minimum CO² produced per kWh : 1.22 lbs. (<http://www/.eia.gov>)



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: January 6, 2015	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: January 12, 2015	
Regular <input checked="" type="checkbox"/> Work Session <input type="checkbox"/>	
Subject: Contract award – York Beach Fire Station Energy Assessment (audit)	

TO: BOARD OF SELECTMEN
FROM: Beth Della Valle, Interim Community Development Director
RECOMMENDATION: I recommend the Board of Selectmen award the contract for Energy Assessment of the York Beach Fire Station to Henningsen Inspections LLC of Eliot, ME in an amount not to exceed \$2475.
PROPOSED MOTION: I move to award the contract for Energy Assessment of the York Beach Fire Station to Henningsen Inspections LLC of Eliot, ME in an amount not to exceed \$2,475.

Discussion: This project is intended to provide a partial audit of the York Beach Fire Station to guide further investment in energy efficiency. It will be funded by a portion of the capital appropriations York voters approved in 2009, 2010, 2012, and again in 2014 to invest in alternative energy solutions and energy efficiency solutions.

The Energy Steering Committee prepared a RFP for audit services. Two bidders responded – Lassal Architects/Allied Engineering and Henningsen Inspections LLC – with very different bid prices and detail in their proposals. Lassal's bid came in at \$15,000. Henningsen's bid is \$2,475. The Committee has worked with both bidders in the past. Lassal's work is very detailed and Henningsen was very conscientious. Henningsen is one of Efficiency Maine partners, is a certified energy manager, and has the skills to do and committed to complying with the scope included in the RFP. costs and the estimated annual KWh savings is 13,315.

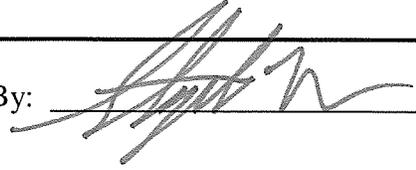
FISCAL IMPACT: \$2,475.

DEPARTMENT LINE ITEM ACCOUNT: 207-0000-8001

BALANCE IN LINE ITEM IF APPROVED: \$84,013.06

Prepared By: Beth Della Valle and Steve Burns

Reviewed By:

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



December 7, 2014

Office of the Town Manager
York Town Hall
186 York Street
York, ME 03909

Ref: Fire Station Energy Assessment Proposal

To Whom It May Concern:

Quotation: \$2,475.00
The above pricing is not to exceed.
Hourly rate is: \$ 65.00/hr

Schedule:

In order to full fill the RFP deadline of December 30th, 2014, an award must be made by Friday the 12th. It is assumed that access to the Chief for the interview will be easily scheduled with sufficient time to perform the audit and write the report.

Exceptions and Clarifications:

- 1) The audit scope will comply with the RFP.
- 2) Proposal does not include the cost of or time for applying for any permits.
- 3) The building is relatively large for a blower door test of the entire building. My approach would be to isolate the building into sections and test each section. An accurate whole building blower door value would not be possible because of leakage from adjoining spaces. But air leakage can be found using this method. The test out results should show a reduction if air sealing is done.
- 4) It is assumed the interview with the chief can be held on the same day as the audit.

Qualifications:

- 1) Henningsen Inspections LLC is a limited liability company. It consists of one employee and has been in business since 2008.
- 2) Principle is Edward Henningsen.



-
- 3) Edward Henningsen will be the primary contact and participant on this project. I may bring in contractors to provide budget pricing and specific information. The Town will not be obligated to use these companies for any work recommended.
 - 4) Similar projects include:
 - a. Town of Eliot Garage
 - b. Town of Eliot Transfer Station
 - c. Dyer Library, Saco, ME
 - d. Bonney Library, Cornish, ME
 - 5) Referrals (contact information can be provided upon request):
 - a. Joel Moulton, Facilities Manager, Town of Eliot
 - b. Dana Lee, Town Manager, Town of Eliot
 - c. Leslie Rounds, Dyer Library
 - d. Jack Bash, Bonney Library
 - 6) Other Qualifications:
 - a. See attached.

Thank you for contacting me. I look forward to hearing from you regarding this proposal.

Sincerely:

Edward Henningsen
Owner



Edward Henningsen:

Qualifications and Work History:

Professional Training and Certifications:

RESNET, HERS Rater

Certified Energy Manager (CEM) with AEE

Building Analysis Professional with BPI

Level 1 Thermographer through Flir's Infrared Training Center

Building Science Thermographer through Flir's Infrared Training Center

Maine Certified Weatherization Technician through MSHA

NEHA-National Radon Proficiency Program Residential Mitigation and Testing Provider

ASHI Certification Program, Member and Associate Inspector

Maine registered Radon Mitigator and Testing Company

Work History:

2008 to Present:

Henningsen Inspections LLC: A company providing energy audits, residential home inspections, radon testing and radon mitigation.

- a) Independent energy auditor with 7 years experience performing residential and commercial audits.
 - a. Specializing in residential and multi-family housing.
 - b. Performed audits for Maine State Housing Authority, Prop and Efficiency Maine.
- b) Home Inspections with 7 years experience.
 - a. Specializing in residential homes
- c) Radon Mitigation:
 - a. Registered with State of Maine.
 - b. Installed 300 radon air mitigation systems to date.

1990 to 2008:

Dynamic Air Corp: A sales company specializing in design applications for:

- a) Commercial and industrial, air-side, heat recovery equipment, heat wheels, heat pipes and plate exchangers.
- b) Custom air handling units including design and construction of MAU's, Recirc Units, HRU's and field erected units,
- c) Laboratory fume hood exhaust fans and systems
- d) Variable frequency drives for HVAC applications
- e) Thermally powered VAV diffusers



Prior to 1990:

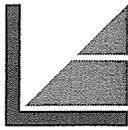
Henningesen Inc.: A ventilation contractor to General Ship Corp in S. Boston, MA specializing Navy and Coast Guard surface ships.

New England Engineering Co.: Project manager & office manager for a mechanical contractor in Waltham, MA

Cives Steel Company: Project manager for steel fabricating company.

Education:

Clarkson University, BS Industrial Distribution



LASSEL ARCHITECTS PA

Architecture
Energy Consulting/Auditing
Urban Planning

P.O. Box 370
370 Main Street
South Berwick, Maine 03908
Tel 207 384 2049
lasselarchitects.com

York Beach Fire Station Assessment

Office of the Town Manager
York Town Hall
186 York Street
York, Maine 03909

RE: Fire Station Assessment- York Beach

December 7, 2014

Dear Mr. Burns,

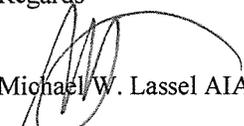
We are pleased to provide you with our proposal for an energy assessment of the York Beach Fire Station.

Lassel Architects and Allied Engineering did a preliminary walk through with the Chief on December 1. We have become familiar with the issues and condition of the fire station. From our brief observation the structure is in good condition.

Attached you will find resumes for both Lassel Architects and Allied Engineering. Both firms have many years of experience in energy assessment and upgrades to existing buildings. We recently provided energy upgrade services for the Village Fire Station.

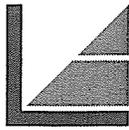
We can meet your schedule for an assessment by the end of December if a decision is made shortly after the submittal.

Regards


Michael W. Lassel AIA

CC: Anthony Davis Allied Engineering.

Attachments; resumes/firm structure, list of similar projects, references and other qualifications, assessment not to exceed fee and hourly rate sheet.



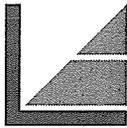
1.0: Fire Station Assessment- York Beach Overview

The town of York would like an assessment of the existing fire station to identify all energy related improvement recommendations. The recommendations will be defined as either long term or short term and will have estimated cost and energy savings. The primary goal is to define all energy related work associated with the bingo hall renovation which needs to be done starting in February of 2015.

2.0: Scope of work and Deliverables

Outline of the scope as defined in the RFP:

- **Building Shell**
 - Interview with the Chief on plans for current and future proposed modifications to the building.
 - The goal is incorporate energy savings recommendations during the bingo hall renovation.
 - Review with the Chief all energy related issues and any other future renovations that can incorporate upgrades.
 - Perform a blower door and infrared scan of the existing building to identify excessive air infiltration and air sealing opportunities.
 - Infiltration is best defined through a depressurization process of a building. This will magnify infiltration issues throughout the building especially in walls as air is pulled through the stud bays.
 - Our scope includes field measurements to develop preliminary floor plans, building section and elevations.
 - Plans are needed to create an energy model and an estimate of materials needed for energy updates.
 - These floor plans will also assist the fire department in their planning work as they work towards meeting their ADA requirements and interior modifications.
 - In addition the plans will help locate insulation problems (heat loss) and air infiltration locations.
- **Mechanical system:**
 - Review energy costs/quantities for previous years of fuel and power usage. Taking into account the volatile nature of energy.
 - Analyze the building for the feasibility of incorporating air to air heat pumps in various spaces. The goal is to determine:
 - The best locations for heat pump systems
 - Sizing of system
 - Cost of install
 - Estimated annual operation costs and payback period.
 - Analyze effectiveness of makeup air systems to improve interior air quality and energy savings.
 - Provide “energy model” based on shell existing and proposed mechanical and shell energy upgrades in a simple payback form.
- **Deliverables:**
 - The written report will speak to:
 - The overall existing conditions of the fire station regarding condition of the shell, insulation and mechanical systems.
 - Infrared photos

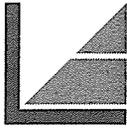


- Building plans indicating the location of the blower doors and:
 - Air infiltration.
 - Missing insulation
 - Poor air sealing
- Analysis of shell conditions from blower door and infrared scan evidence.
 - Recommendations for air sealing and insulation
 - Assumed cost for the work
 - Estimated energy savings
- Analysis of existing mechanical systems and feasibility of adding heat pumps to various spaces.
 - Outline of system options and operational benefits
 - Estimated cost for install of a recommended system
 - Estimated cost for operation
- Closing with recommendations for shell improvements and mechanical system upgrades.

3.0: Fire Station Assessment- York Beach

3.1: Qualifications and Experience

- Lassel Architects: Has been in business for over 25 years and is an S corporation with 5 employees.
 - Lead will be Mike Lassel AIA who will be involved throughout the project at meetings, blower door test, infrared scan and recommendations. He will be overseeing 100% of the project with direct involvement 50% of the time.
 - Chris Gallot, intern Architect will provide detailing, field work, measurement and cost investigation work. Chris will be involved for the majority of the time.
 - List of similar projects:
 - Kittery Schools; Shapleigh and Mitchell Schools. We provided energy audits for both and implemented a strategy and assessment for energy updates, produced specifications and over saw the work.
 - The Housing Partnership; Bethesda House a 42 unit project in Kennebunk. Our design was part of our energy model. We provided blower door testing and air sealing investigation to verify that the work met the specifications.
 - The Housing Partnership; Renovation, energy modeling and upgrades for 5 buildings in Rochester NH. Performed blower door testing and infrared scans pre and post construction. Final HERS ratings between 49 and 52.
 - York County Government Building; Conversion and adaptive reuse of the old York County Jail in Alfred. We provided energy audit and assessment for the brick and concrete building along with specifications and construction observation. This we a multiyear project.
 - Energy audit and assessment for several buildings for the town of Waterboro Maine.
 - References:
 - Kittery School District; David Batchelder, School Board Chair,
 - Telephone - 207 439 4581



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Architecture
Energy Consulting/Auditing
Urban Planning

P.O. Box 370
370 Main Street
South Berwick, Maine 03908
Tel 207 384 2049
lasselarchitects.com

York Beach Fire Station Assessment

- The Housing Partnership; Marty Chapman
 - Telephone – 603 766 3125
- York County Administration; Kathy Dumont
 - telephone-207 459 2312
- We have attached a firm resume which outlines our recent project history.
- We are Efficiency Maine Partners
- See attached Hourly rates
- Allied Engineering:
 - See attached resume and contacts.

3.2: Pricing

The cost to develop the assessment reflects all work being done in December with the final report delivered by the end of the month.

Fee for Assessment report:	\$15,000
	Plus reimbursable expenses

Fees for any subsequent work can either be based on an hourly rate or a lump sum basis.

We look forward to working with you, the energy committee, and the York Beach Fire Station to deliver you a more energy efficient and healthy building.

Regards

Michael W. Lassel AIA LEED AP and Anthony Davis PE LEED AP

LASSEL ARCHITECTS PA

Architecture
Urban Design
Energy audits and consulting

P.O. Box 370
370 Main Street
South Berwick, Maine 03908
Tel 207 384 2049
Fax 207 384 4860
mlassel@lasselarchitects.com



Lassel Architects, PA

January 2014

Schedule of fees:

Principal Architect	\$150/hr
Senior Associate Architect	\$110/hr
Energy auditor/Architect	\$100/hr
Associate Architect	\$90/hr
Drafting	\$75/hr
Secretarial	\$50/hr

Reimbursable costs: 1.10%

Printing
Long distance phone calls
FAX
Postage
Travel time at 50% hourly rate under one hour from office

Additional consultants 1.10% of their billing rate or fee

STANDARD RATE SCHEDULE

Allied Engineering
Structural Mechanical Electrical Commissioning

PERSONNEL AND EQUIPMENT

Principal	\$185.00/Hour
Associate/Senior Engineer	\$160.00/Hour
Commissioning/Construction Administrator	\$135.00/Hour
Technology Specialist	\$130.00/Hour
Engineer	\$135.00/Hour
Construction Administrator	\$115.00/Hour
Asbestos Inspector/Designer	\$115.00/Hour
Senior Designer	\$115.00/Hour
Designer	\$105.00/Hour
Technical	\$95.00/Hour
Clerical	\$50.00/Hour

* Overtime at 1.5 x billing rate over 8 hours in a day.

REIMBURSABLES

Miscellaneous In-House Expenses:	5% of Fee
Laboratory Testing:	Cost Plus 15%
Asbestos Bulk Samples:	Cost Plus 20%
Printing:	
8-1/2" x 11" copies	\$.08/Page
Blue Line Prints	\$.20/Square Foot
Sepias, Mylar	\$ 2.25/Square Foot
Sepias, Paper	\$ 1.00/Square Foot
Bindings	\$ 1.50/Each
Outsourced	Cost Plus 15%
Postage:	Cost Plus 15%
Travel:	
Mileage	\$.55/Mile
Lodging	Actual Cost
Food	Actual Cost
Photographs:	\$ 1.00/Each
Photography Reproductions - Not In-house:	Cost Plus 15%
Geotechnical Work and Borings:	Cost Plus 15%
Advertising:	Cost Plus 15%
Colored Renderings:	Cost Plus 15%
Rental Equipment:	Cost Plus 15%
Subcontractors:	Cost Plus 15%



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: January 7, 2015	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: January 12, 2015	
Regular <input checked="" type="checkbox"/> Work Session <input type="checkbox"/>	
Subject: RFP - Long Sands Beach Master Plan	

TO: Board of Selectmen
FROM: Michael Sullivan, Director of Parks and Recreation Dean Lessard, Director of Public Works
RECOMMENDATION: We recommend that the Board of Selectmen approve the RFP for planning, engineering and project management services for the Long Sands Beach Master Plan Project and authorize the project team to solicit proposals from interested firms.
PROPOSED MOTION: Move to approve the RFP for planning, engineering and project management services for the Long Sands Beach Master Plan Project and authorize the project team to solicit proposals from interested firms.

Discussion: The attached RFP has been developed for the combined "Long Beach Master Plan Project" previously approved by the Board of Selectmen. The project includes the construction of a new bathhouse, complete street design, signage, pavement marking and traffic control, bicycle and pedestrian enhancements, green space and landscape design, public parking, public space creation and design, possible underground and aboveground utility relocations and drainage modifications and improvements.

It is the intent of the project team to review proposals and select the most qualified consultant for recommendation to the Board of Selectmen. It is our goal to have the recommendation for the February 9th, 2015 Selectmen's meeting.

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared By: _____

Reviewed By:  _____

**REQUEST FOR PROPOSALS
TOWN OF YORK
NOTICE TO CONSULTANTS**

**LONG SANDS BEACH MASTERPLAN, DESIGN & CONSTRUCTION BID
DOCUMENTATION**

Proposals will be received by the Town of York at the office of the Town Manager, 186 York Street, York, Maine, 03909, until **1:30 p.m.**, prevailing time as determined by the Town on **January 30, 2015**. Proposals will be accepted from those Consultants which the Town determines are the most likely to be qualified and capable of performing the work. All other proposals may be rejected. In order to be considered responsive, five (5) copies and one (1) electronic copy (PDF) of the complete proposal must be submitted. Proposals shall be limited to 20 single sided pages (8.5x11), size 12 point font, including appendices. One sheet of paper consists of one page single-sided size 12 point font or two pages double-sided size 12 point font. Page count does not include covers, the transmittal letter or dividers. Proposals need to be clearly marked "Request for Proposals for LONG SANDS BEACH MASTER PLAN."

The Town of York through the Departments of Parks & Recreation and Public Works is soliciting proposals for planning, engineering and project management services for the development of the Long Sands Beach Master Plan Project in York Beach, Maine. The Master Plan includes a new bathhouse with a lifeguard/first aid area, Complete Street design in the project area and major drainage modifications and improvements. Some of the Complete Street design elements to be addressed are: signage; pavement markings and traffic control; bicycle and pedestrian enhancements; green space and landscape design; public parking, public space creation and design; possible underground and above ground utility relocations or any other engineering related activity as determined by the Town of York. The successful firm will also be required to develop and lead a thorough public participation and acceptance process.

For general information regarding Bidding and Contracting procedures, contact Erin O'Dea at the Parks & Recreation Department. She can be reached at (207) 363-1040 or eodea@yorkmaine.org. All questions need to be provided by January 23, 2014 at 4 o'clock PM in order for the Town to respond to Consultants prior to acceptance time. Consultants shall not contact any other Town staff or board members for clarification of Contract provisions, and the Town will not be responsible for any interpretations so obtained. Responses will not be prepared for questions received by telephone. Verbal responses by Town staff or others are not valid. If any changes are made to the RFP, an addendum will be issued. Addenda will be emailed to all bidders on record. All questions regarding the RFP must be submitted in writing. Questions in writing shall be directed to: "Owner Representative, Long Sands Beach Master Plan Project" and emailed to eodea@yorkmaine.org. A response to all questions submitted in writing will be provided in the form of an RFP Addendum to all bidders of record. In order to facilitate this process, questions and responses will be transmitted by email.

A bidder may correct, modify, or withdraw a proposal by written notice received by the Town prior to the time and date set for the proposal submittal. All bid prices submitted in response to this RFP must remain firm for thirty days (30) days following the bid opening.

I. BACKGROUND

The public facilities (Bathhouse, Roadway, Sidewalks and Drainage) in the Long Sands Beach area of York Beach were constructed in the 40's & 50's. These much used facilities are functionally deficient and have out lived there useful life. The voters of the Town of York have approved three separate capital improvement projects. A drainage project just north of the Anchorage Inn was approved in May of 2012. A second drainage project just north of the Long Sands Bathhouse and the replacement and expansion of the Long Sands Bathhouse was approved in May of 2013. In April of 2014 the Board of Selectmen authorized the Department of Public Works to apply for a Municipal Partnership Initiative (MPI) Grant from Maine DOT to secure the funds for the Long Beach Avenue improvements. In June of 2014 the Town received notification that the grant request was approved.

In an effort to take advantage of economies of scale, close proximity and improve coordination between the above mentioned capital improvement projects the Board of Selectmen authorized combining the survey work for all four capital projects. An RFP was developed and the Board awarded the existing conditions survey to North Easterly Surveyors, Inc. of Kittery, Maine. The completed existing conditions survey and associated data will be available to the successful consultant.

Because of the successful outcome of the survey bid process the Board of Selectmen authorized the same approach for the project development phase in order to create a master plan for the Long Sands Beach area. The road realignment, the proximity of the drainage projects to the bathhouse, and any additional improvements brought about by the MPI grant make a strong case for a well thought out master plan approach. In addition, the footprint of the bathhouse, complete streets design, drainage improvements, MS4 compliance, parking as well as handicapped accessibility to the beach, bathhouse, street, parking, green space, sidewalks and crosswalks must all be coordinated and addressed.

With this RFP, the Town would like to develop up to three possible conceptual plans within the frame work of a thorough public process. The Town's vision is to emerge with a single plan and design for the Long Sands Beach area. This vision includes a design that encompasses a replacement and expansion of the existing Long Sands Beach Bathhouse, a "complete streets" design for Long Beach Avenue, traffic flow, parking, drainage improvements and MS4 compliance, utility placement, sidewalks, provisions for bicycles, streetscape elements such as furniture, way-finding signs, public space creation, and public realm landscaping in order to promote the vitality and beauty of Long Sands Beach as a dynamic, safe, and sustainable family attraction reflecting the history of a community that is both welcoming to visitors and supportive of local businesses and its residents.

It's the Town's intentions to bid the construction of the bathhouse separately from the roadway, drainage and other infrastructure improvements. This will require two separate sets of construction bid documents to be developed. The Parks and Recreation Director along with a Town appointed Building Committee would manage the construction of the bathhouse. The Public Works Director would manage the construction of the road, drainage and other infrastructure improvements.

A. Project Area

The project begins approximately 325 feet south of State Route 1A (Long Beach Avenue)/Juniper Road intersection (near the Sun and Surf Restaurant's driveway) and continues north on State Route 1A (Long Beach Avenue) towards Short Sands Village, including Ocean Side Avenue intersection and ending approximately 290 feet south of State Route 1 A/Nubble Road intersection. The total project length is approximately 1 mile.

Long Beach Ave. Survey Area



B. Anticipated Scope of Services

Town Officials have been working on these important capital improvements for more than two years. The projects have now reached a stage of requiring technical assistance from a multi-disciplinary planning, engineering and design team. The Public Works Director and the Parks and Recreation Director along with a Town appointed Building Committee intend to play a leadership role in seeing this project to completion and in its interface with all aspects of the community. The project involves a Complete Streets design of the State Route 1A/Oceanside Avenue intersection (including green space, pedestrian ways, parking and drainage), leveling shim and overlay (outside reconstruction area), removing and resetting granite curbing, removing and replacing bituminous curbing with granite curbing, reconstructing or replacing additional concrete and/or brick existing sidewalks (bring new curb to grade), resetting existing CB grates/frames in overlay area, adding crosswalk and pedestrian improvements with ADA ramps and restriping for lanes and parking spaces. In addition, the project involves drainage improvements to the existing pipes and outfall structures located approximately 600 feet north of the State Route 1A/Oceanside Avenue Intersection and south near the Sun and Surf Restaurant. Dean Lessard, Director of Public Works will oversee the roadway improvements and drainage work.

Likely tasks included in the scope of services are as follows.

- Initial assessment of existing condition plans and the perfecting of property rights and ownership.
- create preliminary design reports; perform field surveys; plot topography and cross sections; prepare submissions for utility verification and relocation engineering; develop right-of-way plans; prepare drainage reports; perform geotechnical investigations and prepare geotechnical reports; prepare structure drawings, including culverts, catch basins and bathhouse rehabilitation or replacement; prepare erosion control details and narrative; prepare applications for environmental and other federal, state and municipal permits; perform traffic counts and analyses, including detour planning and mapping; prepare traffic control plans and narrative; investigate utility and property involvements and coordinate with utilities; prepare submissions for meetings; attend meetings with the Parks & Recreation and Public Works, Town boards or other agencies; and prepare construction plans, documents, specifications and estimates.
- Conceptual plan development of proposed improvements, suitable for presentation at public meetings. The plan shall include the demolition and removal of all or part of the existing restroom facility. Design of a new modern facility capable of meeting the demands of a large public beach. The new facility will be at a minimum of two times the size and capacity of the existing Long Sands Beach Bathhouse and include private handicapped accessible bathrooms, ample storage for supplies and equipment and a lifeguard/first aid area. It is likely that the bathhouse project will require Long Beach Avenue to be realigned to make room for the expansion. The plan shall include a Complete Streets design for Long Beach Avenue, traffic flow, parking, drainage improvements and MS4 compliance, utility placement, sidewalks, provisions for bicycles, streetscape elements such as furniture, way-finding signs, public space creation, public realm landscaping and location of lighting fixtures. This should include not only the central intersection (Long Beach Avenue & Oceanside Avenue) being considered, but these improvements as applied to the entire area of

Long Beach Avenue. Final limits of improvements to be determined, but will not exceed the limits of the areas shown in the graphics above.

- Recommendations for specific locations and species of new street landscaping/plantings.
- An assessment of on-street parking spaces, including existing parking that will be lost through the eventually proposed design, and total maximum available at conclusion of project.
- Preliminary or Conceptual Design and Engineering for up to three possible options & Opinion of Costs.
- Final Design and Engineering (Civil, Structural, Traffic, Architectural, Mechanical, Interior Design, Electrical and Landscape Architecture) Plans for construction and associated costs.
- Permitting and Construction Bid Documents and Administration.
- Multiple Public Meetings.
- Attendance at Board of Selectmen, Planning Board and Building Committee meetings.

Final proposal and details of a contract to be determined after a qualified team is selected, and some of the above list may vary somewhat in final form after discussion between staff, consultant team, and the Board of Selectmen.

II. GENERAL INFORMATION

Interested firms shall respond to this request by submitting a proposal on or before the time due for submission. Following the receipt of the proposal, a review committee will evaluate the proposals and select a firm, or at the discretion of the review committee, select a short list of firms to interview. In selecting consulting firms, emphasis will be placed on the firm's qualifications and experience with projects similar to the York's Long Sands Beach Master Plan, Design & Construction Bid Documentation Project.

A. Consultant Selection

The Town of York is soliciting proposals from a team of qualified consultants with demonstrated experience in the planning, design, permitting, and construction administration of municipal project initiatives similar in size and scope, with, at minimum, expertise in civil and/or traffic engineering, landscape architecture, economic development, community planning and design. One or more consultants may be selected to negotiate with. The Town will select the best qualified consultant to serve the Town.

In particular the Town will consider the following factors during the evaluation of the firms submitting Statements of Interest for this project:

1. Specialized experience and technical competence of the prime Consultant and any Subconsultants. The Team must clearly demonstrate an ability to analyze available data to make decisions and develop plans to complete the project in a timely and cost effective manner.

2. Past record of performance with respect to cost control, work quality, ability to meet schedules and previous experience on similar projects. The Consultant should identify similar projects that have been completed by that firm as the prime, the magnitude of the project and the client.
3. The specific experience and number of individuals who constitute the firm.
4. Successfully completed projects that were subject to Maine public bidding regulations.
5. Location of the local or regional office.
6. Other factors, if any, specific to the needs of a particular project.

Projects completed by current staff while employed by others shall not be considered. Each proposal shall provide examples of representative projects demonstrating compliance with these factors along with references and current phone numbers. Firms will indicate members of the project team proposed who contributed significantly to each of the project examples cited in the proposal.

B. Proposals

The Town will select the best consultant for the project and present a contract agreement to that consultant for approval. During the evaluation of the proposals, if necessary, the Town may wish to request supplemental information from some or all of the Consultants. A pre-execution review will be conducted to ensure all is in order prior to signing the contract. The pre-execution review may include review of insurance certificates and verification of overhead rates. The Town will negotiate with another firm if an agreement cannot be reached.

The Contract will include the Town's Final Scope of Work for the project.

III. GUIDELINES FOR PROSPECTIVE CONSULTANTS

Prospective consultants must meet the following standards as they relate to this request:

- A. Have the necessary experience, organization, technical and professional qualification, skills and facilities;
- B. Be able to comply with the proposed or required time of completion or performance schedule;
- C. Have a demonstrated satisfactory record of performance.

IV. PROPOSAL PREPARATION

Proposals shall be typewritten, with pages numbered and shall include sufficient description, itemization, documentation, and reference to allow a total and accurate evaluation of the Consultant and the work to be performed. To facilitate the evaluation, the Consultant shall organize its proposal to coincide with the sequence of items 1 through 8 below. All cost information shall be placed in the cost section and no mention of costs shall be made in other sections of the proposal. Those statements that do not follow the outline, or do not contain the required information may be considered unresponsive.

If the Consultant proposes to subcontract a portion of the proposed work, each section of the Statement of Qualifications shall identify the name of the Sub-consultant and the services that are to be provided by the Sub-consultant(s).

1. Project Understanding & Technical Approach

The Consultant shall describe its understanding of the project and its technical approach to complete the project in a timely and efficient manner. Emphasis should be placed on project coordination and a thorough public participation and acceptance process within a well-defined project schedule. The Consultant shall give a complete and detailed outline of the work effort required. A proposed work plan shall be included which divides the entire project into finite and discrete tasks. This segment of the proposal shall not exceed two pages (single sided).

2. Project Management

The Consultant shall identify the project team which it will commit to the work, the relationship of project personnel to the overall structure of the Consultant's organization. The Consultant shall identify the Consultant's Principal Manager that will be assigned to administer the contract with the Town. The specific function and responsibilities of proposed Sub-consultants, if introduced, shall be shown. Organization charts shall be provided showing the corporate structure and the project team. This section shall clearly indicate the Consultant's capability to undertake this multi-dimensional municipal project. This section of the report shall not exceed two pages (single sided). The Consultant shall include in an appendix resumes for each employee that is proposed to be utilized as well as an indication of the nature and extent of each individual's participation. Any deviation from the Sub-consultants listed in the proposal will require written approval from the Town.

3. Company Qualifications and Experience

The Consultant shall describe its range and depth of experience relevant to this solicitation and the extent to which such services are one of the Consultant's principal areas of activity. This section shall also discuss the Consultant's available resources for carrying out the work including labor, equipment, facilities, and so forth. This segment of the proposal shall not exceed two pages (single side). Profiles of similar, previously performed projects (within the last five (5) years), which highlight the Consultant's qualifications may be included in an appendix (limited to five project profiles).

4. Schedule

The Consultant shall indicate its commitment to an expeditious completion of the work. It is the Town's preference that the consultant shall commence work on the project within seven (7) days of the date of contract award date, and all required easements, design and permitting

work will be completed no later than September 1st, 2015, and that the final construction documents and deliverables will be provided no later than October 15th, 2015. Ability to achieve this schedule should be described by the Consultant.

5. Cost

The proposal shall describe the Consultant's estimated cost to perform the work, and shall include tables displaying, in terms of each task and for the entire contract, the estimated total costs for all labor categories, equipment, and other costs. Per Diem and mileage costs shall be calculated as outlined in the Scope of Work. The proposal shall specify all multipliers to be applied against or included within the rates, and all rates and prices quoted in the proposal shall be binding for the entire term of the contract. Costs which are assigned to subcontractors shall be so designated. The Town of York is not responsible and will provide no compensation for costs incurred during proposal preparation and/or negotiations. The following details shall be applied to the Cost section of the proposal.

- a. Labor Rates - Give job titles and daily or hourly rates for personnel performing under the contract. Describe the standard workday, conditions when standby and overtime rates are applicable, and the method for computing labor charges.
- b. Equipment - Indicate types, rates and other relevant information including any policy for applying rates.
- c. Printing - Indicate costs for printing reports.
- d. Other costs - Detail other costs including that for Sub-consultants.
- e. Profit - Indicate profit as a percentage of labor and expenses.
- f. Overhead Rate - The overhead rate of the Consultant shall be provided. The Consultant shall provide documentation that verifies the proposed rate.

6. References

The Consultant shall include three references for the Consultant team or key project personnel. Required information: Reference name, his or her position, their company and contact information. Also describe the Consultant team's relationship with the reference and what projects the reference would have knowledge of.

7. Misconduct

During the period of the last five years, list all citations or notices of violation issued to your organization's local office and employees being proposed; labor law violation, environmental law or regulation violations, or citations issued for safety law violations or results of adjudatory procedures/hearings against licensed individuals being proposed. Indicate any proposed or pending litigations or unresolved claims, including State Licensure Board, or other formal claim using arbitration/mediation regarding employee's performance.

8. Appendices

Appendices shall be used to compile resumes and project profiles, but should be limited to a combined total of no more than ten pages.

IV. CONTRACT AWARD

The Town of York will likely make an award based upon review of the proposals as submitted. However, if interviews are required to distinguish between finalists, Consultants may be invited to make a presentation before a selection committee. The Town reserves the right to determine the Consultant it feels will perform the services in a manner that is in the best interests of the Town for this project. The Town will award the contract to the Consultant offering the most advantageous proposal, from a responsible and responsive proposer, taking into consideration all evaluation criteria set forth in the RFP, as well as price. Any contract entered into by the Town of York shall be in response to the proposal and subsequent discussions. The contract award shall be based on the criteria described herein. Once the contract has been agreed to and executed, the Town will authorize work to proceed.

The Town of York reserves the unqualified right to reject any or all Proposals and to accept the Proposals or waive any informality in the bidding process which in its sole judgment will under all circumstances serves its best interest. The Town of York reserves the right to negotiate the final product and cost with the selected Consultants. If the Town is unable to enter into an agreement with any selected Consultant, the Town reserves the right to terminate negotiations and initiate negotiations with another Consultant. No compensation will be paid for the failed negotiations.

Contact

Erin O'Dea
Parks & Recreation Department
York Town Hall
186 York St.
York, ME 03909
207-363-1040
eodea@yorkmaine.org



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: January 7, 2015	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: January 12, 2015	
Regular <input checked="" type="checkbox"/> Work Session <input type="checkbox"/>	
Subject: Municipal Building Committee – Long Sands Bathhouse Project	

TO: Board of Selectmen
FROM: Michael Sullivan, Director of Parks and Recreation
RECOMMENDATION: I recommend that the Board of Selectmen approve the Municipal Building Committee Charter for the Long Sands Bathhouse Project, as presented or with changes or modifications as requested by the Board. Additionally, I recommend that the Board authorize Town staff to advertise for Committee Members to be appointed by the Board of Selectmen.
PROPOSED MOTION: Move to approve the Municipal Building Committee Charter for the Long Sands Bathhouse Project and authorize Town staff to advertise for Committee Members to be appointed by the Board of Selectmen.

Discussion: York's Charter requires the formation of a Building Committee for each municipal building project. The committee will be responsible for construction of the bathhouse only.

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

Prepared By: _____

Reviewed By:  _____

Municipal Building Committee – Committee Charter

Long Sands Bathhouse

Ad Hoc Committee. The Municipal Building Committee is an ad hoc committee created by and answerable to the Board of Selectmen. It shall operate until completion of the new bathhouse facility or until terminated by vote of the Board of Selectmen.

Membership. The Committee shall be comprised of five (5) voting members, four (4) of which shall be members at large appointed by the Board of Selectmen, one (1) member of the Parks and Recreation Board appointed by the Parks and Recreation Board, and one (1) ex-officio (non-voting) member of the Board of Selectmen appointed by the Board of Selectmen. A quorum for the purposes of voting shall require a minimum of three (3) members present and voting, and decisions shall be by majority vote.

Meetings. Minutes shall be taken in accordance with Roberts Rules of Order and shall be provided to the Town Clerk upon approval of the Committee.

Scope of Responsibilities. The Committee shall advise the Board of Selectmen with respect to completion of the Long Sands Bathhouse project and with respect to related matters as are required to complete the project. Further, the Committee shall supervise construction of the Bathhouse as required by the Town of York Home Rule Charter.

Project Goal. It is the goal of the Town to successfully complete the Bathhouse project, within the approved budget, and in a manner that results in full compliance with all applicable laws. Success will be determined by receipt of an occupancy permit for the building. The goal is to have the project completed in time for the 2016 beach season (May 1st, 2016)

Duties: The Committee Shall:

1. Become familiar with the plans, permits and approvals necessary to complete the project.
2. Develop an understanding of project budgets and project costs.
3. Advise the Board of Selectmen through the process of building construction, and as necessary, recommend to the Board of Selectmen modifications necessary to complete the project within the limits of the approved budget.
4. Serve as the Town's liaison with the design consultants.
5. Solicit any decision of the Board necessary to successfully complete the project.
6. Implement the decisions of the Board of Selectmen with regards to the project.
7. Supervise the clerk of the works with regards to construction of the Bathhouse.

8. At least once a month, report to the Board of Selectmen about the physical and budget status of the project.

Modification of the Committee Charter. Any time after the formation, the Committee may propose to the Board of Selectmen any modification of its Charter believed necessary to enhance the ability to achieve the above stated project goal. The Board of Selectmen may accept, modify or reject proposed changes.



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: January 8, 2015	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: January 12, 2015	
Regular <input checked="" type="checkbox"/> Work Session <input type="checkbox"/>	
Subject: Police Station & Connector Road Projects	

TO: BOARD OF SELECTMEN
FROM: Stephen H. Burns, Town Manager
RECOMMENDATION: I recommend the Board proceed with the 3-step process I have outlined to resume the Police Station and Connector Road projects.
PROPOSED MOTION: Two motions are recommended: I move to authorize Ledgewood Construction to research the Town's records relating to the Police Station and Connector Road projects, as recommended by the Town Manager in his January 8, 2015 Memo. I move to direct the Town Manager to issue a Request for Proposals to solicit the services of a person or firm to serve as the Owner's Representative for the duration of the Police Station and Connector Road projects, with the selection to be made by the Board at a subsequent meeting.

Discussion: Please see the attached memo dated January 8th.

FISCAL IMPACT: none at this time

DEPARTMENT LINE ITEM ACCOUNT: n.a.

BALANCE IN LINE ITEM IF APPROVED: n.a.

Prepared By: 

Reviewed By: _____

MEMO



TO: Board of Selectmen
FROM: Stephen H. Burns, Town Manager *SHB*
DATE: January 8, 2015
RE: 3-Step Process to Resume the Police Station Project

I recommend the Board of Selectmen initiate a 3-step process to resume the Police Station and Connector Road projects. This implements the majority votes of the Board on November 10, 2014, to move forward with these projects.

The projects essentially shut down in the fall of 2012, and virtually no physical work has happened on the site since. We have a newly revised site plan approval, but we have no contractor. PC Construction, the Town's Construction Manager at Risk, has terminated their contract with the Town. There is some completed or partially-completed work in the ground, and we have a cost estimate that clearly indicates changes will be necessary if we are to complete these projects within the current budget limits.

My recommendation is based on the premise that, because the chosen contractor has failed to deliver the project per our needs, it is therefore advisable to turn to the second-ranked contractor from that selection process. The second-ranked construction management firm is Ledgewood Construction. From review of available records and from speaking with people involved in the initial contractor selection process, Ledgewood Construction was a close second to PC Construction. Of the 7 people who comprised a selection sub-committee, 4 voted to recommend PC Construction and 3 voted to recommend Ledgewood Construction. A third firm, Wright-Ryan Construction, received no votes, and two other firms were not found to be suitable to be hired. Ledgewood Construction is an excellent firm with a solid reputation. Ledgewood completed recent renovations at York High School, and they completed the York High School Music Wing addition. They are also the firm that constructed the new Police Station in Brunswick.

With this as background, here are the 3 steps I recommend to move forward:

- STEP 1:** Board of Selectmen vote to authorize Ledgewood Construction to analyze plans, budgets, financial data, the cost estimate and all other public data to develop a clear understanding of projects and our current status. This is at no cost to the Town, and carries with it no obligation to hire Ledgewood Construction.

- STEP 2: Board of Selectmen vote to initiate the process of hiring an Owner's Representative. This person or firm will guide and advise the Town through the remainder of this project. They would bring technical and professional expertise with regard to construction management to the Town. They would advise the Town in negotiation and construction oversight processes to ensure Town needs are met, the project proceeds efficiently, and further mistakes are avoided.
- STEP 3: Upon completion of Steps 1 and 2, bring together Ledgewood Construction, the Owner's Representative and the Municipal Building Committee to work through process of design revisions to see how best to deliver these projects within available budget limits. This is a value-engineering process, where alternative changes must be weighed against one another, and where choices must be made to develop realistic solutions. Assuming the results of this effort show a police station and road can be construction within available financial limits, the Building Committee would recommend the Board of Selectmen enter into a contract with Ledgewood Construction to serve as the Construction Manager at Risk.

If the results of this effort show that delivery of these projects within budget limits is not realistic, this will be reported to the Board of Selectmen, who will then have to evaluate the impact of this finding and consider alternatives.

This approach brings us the opportunity to capture the expertise and knowledge of an experienced construction management firm to see if it is possible to move forward to complete these projects. The firm has an incentive to find workable solutions for the Town because they want the job. There will be some difficult choices to make to bring costs down, and we will need to be open to unusual options such as use of the Public Works Department crew and equipment to supplement road and site construction. It is not possible to know in advance the outcome, but these are the steps I believe are necessary to move forward.



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: December 29, 2014	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: Next regular meeting	
Regular <input checked="" type="checkbox"/> Work Session <input type="checkbox"/>	
Subject: Appointment Registrar of Voters	

TO: Board Of Selectmen
FROM: Mary-Anne Szeniaewski, Town Clerk/Tax Collector
RECOMMENDATION: N/A
PROPOSED MOTION: A motion to appoint Mary-Anne Szeniaewski as the Registrar of Voters for the Town of York for the ensuing two years pursuant to Title 21-A M.R.S. § 101.2

Discussion:

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

Prepared By: Mary-Anne Szeniaewski _____ Reviewed By: 



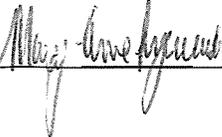
AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: January 6, 2015	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: Next regular meeting	
Regular <input checked="" type="checkbox"/> Work Session <input type="checkbox"/>	
Subject: Special General Referendum to fill a Vacancy on the Board of Selectmen	

TO: Board Of Selectmen
FROM: Mary-Anne Szeniewski, Town Clerk/Tax Collector
RECOMMENDATION: N/A
PROPOSED MOTION: There are 2 options available to the Board of Selectmen: <u>Option 1:</u> I move to accept the resignation of Ronald Nowell from the Board of Selectmen and to set the date of March 14, 2015 for a Special General Referendum to fill a vacancy on the Board of Selectmen, term expiring May 16, 2015. Nomination papers to be available commencing January 13 th , 2015, due back no later than January 27, 2015. <u>Option 2:</u> I move to postpone the acceptance of the resignation of Ronald Nowell from the Board of Selectmen to the next regularly scheduled Board of Selectmen meeting, January 26, 2015.

FISCAL IMPACT: \$2,000 (if Option 1 is chosen)
DEPARTMENT LINE ITEM ACCOUNT: ELECTIONS
BALANCE IN LINE ITEM IF APPROVED: \$15,504.68

Prepared By: Mary-Anne Szeniewski  Reviewed By: 



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: January 8, 2015	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: January 12, 2015	
Regular <input checked="" type="checkbox"/> Work Session <input type="checkbox"/>	
Subject: FY16-20 Capital Program and Capital Budget Requests	

TO: BOARD OF SELECTMEN
FROM: Stephen H. Burns, Town Manager
RECOMMENDATION: Review and provide feedback on the draft FY16-20 Capital Program and Town's FY16 capital budget requests. One specific motion is requested to change the working definition of "capital" and I recommend approval of the proposed change.
PROPOSED MOTION: In addition to any others... I move to replace the Selectmen's Policy definition of "capital" adopted in 2003 with the newly proposed definition of "capital" as recommended by the Town Manager and the Capital Planning Committee.

Discussion: The Capital Program is an important financial document that helps to guide change in the Town. This is our plan for the coming 5 years of big ticket purchases – vehicles, land, buildings, roads, utilities and so forth. The voters have approved more than \$40M in capital expenditures during the past decade, so the value to the community, the impacts of decisions, and the cost to taxpayers are all significant.

Format: The most obvious change is that the Capital Program is now a document rather than just a table. There is a descriptive text to orient readers, then the Capital Program Table, then all the support information that was provided by requesters. This is a standard arrangement. NOTE: to save about 100 pages in this meeting packet, all the supporting request pages are not included here, but they are readily available to anyone who wants them.

A Work in Process. While this new format is a significant departure from years past, there is much room for improvement. Some ideas for changes have been listed in the text to help guide subsequent revisions. Each will continue to elevate the quality and usefulness of this budget tool. I had hoped to get to more of these improvements this year, but time wasn't on my side this time around.

Process: This was a group effort of staff and the Capital Planning Committee. The focus was on transparency. All the meetings were held in the Library and were broadcast on Channel 3. Minutes were taken at each meeting. People requesting funds appeared before the Committee to discuss the requests.

What is Capital? The current definition of capital, adopted by the Board of Selectmen in 2003, is an asset that is valued at \$10,000 or more and which has a useful life over one year. This Capital Program is based on a proposed change to the definition of capital. As proposed, an item is capital if it is a physical asset valued at \$20,000 or more, and which has a life expectancy of 3 or more years, and which also includes all licensed motor vehicles. **A copy of the current Board of Selectmen's Policy and the new proposal are attached, and a motion to adopt the new definition is recommended.** The purpose of the change is to start to shift the focus of the Capital Program away from small purchases that can be readily accommodated in operating budgets.

The Capital Program Table: This table, which shows each capital item recommended for funding, remains the key component of the Capital Program. The capital items are grouped by category: vehicles, properties/buildings, roads/utilities, and equipment/other. Each item is identified, and is categorized by the year to be acquired, the cost of acquisition, and the method of financing (bond, short-term loan, current year funded, capital reserve, and grant/external funded). While this table is rather simple as presented, the spreadsheet from which it is derived is far more complex and information-rich, and will serve as the basis for continued refinement of the Program in the future.

FY16 Capital Budget Requests: Those projects listed in the FY16 column will each be presented individually to the voters in May. I think it would be worth a quick run through of each project at the meeting so the public has an opportunity to hear the requests likely coming their way just 4 months from now.

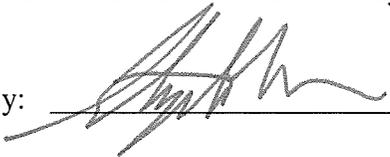
The Big Request. The York High School Auditorium is the single largest capital request in the 5-year program. We have a \$5.5M placeholder in FY16. This represents almost 3/4 of the total request for FY16 and 1/4th of the total 5-year request. The School's building committee is working with their design team on the plans and it is anticipated that a more accurate cost projection will be provided to the School Committee at their meeting on January 21st. The Board of Selectmen will know this new cost estimate by the time of our January 26th meeting. While the magnitude of this one request may have implications for other capital and even operating budget requests, I believe it is important to allow the School Committee to pursue this request as the voters already approved funding to develop the application.

Opportunities for Board Action. This is a comprehensive, expensive package of proposed public investments, and this is the Board's first look at a complete product. We will review this again in 2

weeks, so no action at this meeting is necessary, but early input is always helpful. My suggestion is that the Board consider whether it wants to offer any feedback or make any changes now, recognizing this isn't the Board's last opportunity. While it's all important, I think you might want to consider focusing on the following:

- Focus on any item listed as a "New Policy Item" (a "YES" in this column). These things aren't maintenance or replacements, but represent something new.
- Adding \$3M in placeholders in FY18-20 to address expansion of the public sewer service area, perhaps in the lower Cape Neddick watershed, behind Long Sands Beach, and along Route One. Critically important, but the idea of putting Town money into public sewer infrastructure is a big change in public policy.
- Capital reserve accounts for the two fire trucks. A good idea? Worth trying to save up for the entire purchase price, or perhaps better to save only for a good down payment?
- Town property issues – acquiring the Hodgin Parking Lot, roofing and siding the Blinn House, continuing to develop the Mount A Universal Trail, creating a new parking lot at the base of the Mount A Summit Road, and supporting the York Land Trust's efforts to acquire 200 acres of working forest.
- York Village improvements listed in the Roads and Utilities section.
- Purchasing new dispatch consoles now because there is too much uncertainty in waiting until the new Police Station is constructed and these are desperately needed now. I think this is the most urgently needed capital purchase for FY16. If acquired and installed in the old police station, they can be moved to the new station when it's ready. The Police Station bond included money to purchase the dispatch consoles, but that money can't be used on the old station.
- Capital requests as this relates to the possibility that the State will turn over maintenance of Route One to the Town for the winter of FY16.

Next Steps. I will forward the FY16-20 Capital Program to the School Committee following this meeting of the Board of Selectmen. I anticipate a vote of the School Committee to add an FY16 request for \$163,000 for safety improvements at the 4 school buildings – a proposal developed in conjunction with the Police Department. After this the Selectmen will have one more opportunity to make changes, then it will be sent to the Budget Committee for review and public hearings. Last, it will be sent to the voters for action in May.

Prepared By:  _____

Reviewed By: _____

Selectmen's Policy on the Capital Program

Annually the Town Manager shall submit to the Selectmen a Capital Program as required by Article II, Section 9 of the Charter. The capital program shall include both Town and School capital improvements. Capital improvements are defined as equipment, facilities, infrastructure or land that costs more than \$10,000 and provides a useful life of two or more years.

Capital Program

DRAFT Change to Definition of Capital

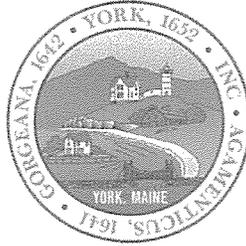
SHB, 12/10/14

Current Policy is essentially this:

Capital, in terms of the Capital Program, shall be defined as equipment, facilities, infrastructure and land that costs more than \$10,000 and provides a useful life of 2 or more years.

Proposed Policy Change:

Capital, in terms of the Capital Program, is defined as any equipment, facility, infrastructure or land that costs more than \$20,000 and provides a useful life of 3 or more years, and all licensed motor vehicles. Further, capital shall be classified as New Capital when it is part of or related to a new function or purpose (ie: not maintenance or regularly scheduled replacement of existing capital).



Proposed
FY16 to FY20 Capital Program
and
FY16 Capital Budget Requests

*Prepared by the
Town Manager & Capital Planning Committee*

DRAFT: January 8, 2015

INTRODUCTION

The Town of York Home Rule Charter requires annual preparation of a 5-year Capital Program (reference: Article II, Town Meetings; Section 9, Capital Program). It is the responsibility of the Town Manager to prepare the Capital Program and submit it to the Board of Selectmen. It is then considered by the Budget Committee, which conducts public hearings on the matter. Finally, it is submitted to the voters for consideration at the annual Budget Referendum. Approval or rejection of the Program does not affect actual public spending because each requested purchase in the first year (FY16) of the Program is subject to individual approval or rejection by the voters.

This remainder of this document is broken into 4 parts. The first provides a brief overview of the process followed to draft the Capital Program. The second provides the past and proposed future definitions of capital. The third contains a summary of capital spending approved by voters over the past 10 years. The fourth is the actual substance of the Capital Program.

PROCESS FOLLOWED

Though the Town Manager is tasked with developing the Capital Program, it has been the practice for the Manager to appoint a Capital Planning Committee to assist with the process. This has proven an excellent means for engaging key policy boards as the document is prepared, which in turn helps to build consensus and prevent surprises. The Committee this year included 2 members of the Budget Committee, 2 members of the Board of Selectmen, 1 member of the School Committee (though 2 seats were offered), and 1 member of the Planning Board. The Town Manager served as the Chair, and the Superintendent served as the Vice Chair. Minutes were taken at each meeting, and the meetings were all televised.

The Committee met at a series of 6 meetings in November and December, during which time people from various departments and committees presented their capital funding requests. This process was a change from past years, and consumed considerably more time than anticipated. The schedule in future years should may need to be lengthened and meetings added to better accommodate this expanded interaction of requesters with the Committee. One additional meeting in early January was held to conclude the Committee's work before sending the document on to the Board of Selectmen and School Committee.

The proposed Capital Program is different than those prepared in years past. It is designed to provide a more comprehensive look at capital spending than has been done in the past. For example, rather than simply listing vehicles to be purchased in the 5 year period, there is the foundation of a comprehensive vehicle inventory. A similar approach is taken for building and land projects, starting to place individual projects within an overall inventory to establish a better context for the public spending decisions. As a result of this approach, the Program is more comprehensive and therefore longer than in years past.

The format and content of this document are significantly improved from prior years, but there remains much room for added improvement. Improvements to be considered include:

- There should be more clear ties to overall fiscal policy to ensure both adequate investment in the Town's infrastructure and compliance with statutory bond-spending limits.
- Input from the Town's bond counsel and financial advisor should be obtained to determine the debt duration for each item to be financed with a bond.
- The program should develop a clearer picture of the annual payment for each recommended financed purchase so that the annual spending impacts are more clearly understood. This would include the full development of the Annual Cost Table.
- Though a longer timeframe was considered when drafting this Program, only 5 are shown. As additional time allows, showing a longer timeframe would be beneficial, particularly when looking at vehicle fleet replacement issues and matters of a similar nature.
- The various components of the Program should be explained in more detail where this would be useful. For instance, a vehicle fleet analysis could be provided, or expenses could be grouped by category – vehicles, properties, roads/utilities, and equipment/other – to provide a better overview and facilitate better understanding.

DEFINITION OF CAPITAL

Since 2003 the Board of Selectmen has defined capital through an adopted Selectmen's Policy. The current policy reads as follows:

Annually the Town Manager shall submit to the selectmen a Capital Program as required by Article II, Section 9 of the Charter. The capital program shall include both Town and School capital improvements. Capital improvements are defined as equipment, facilities, infrastructure or land that costs more than \$10,000 and provides a useful life of two or more years.

With the development of this Program, the Committee has reached consensus that it will request a change to the definition of capital. The following definition has been proposed for adoption by the Board of Selectmen:

Capital, in terms of the Capital Program, is defined as any equipment, facility, infrastructure or land that costs more than \$20,000 and provides a useful life of 3 or more years, and all licensed motor vehicles. Further, capital shall be classified as New Capital when it is part of or related to a new function or purpose (ie: not maintenance or regularly scheduled replacement of existing capital).

The proposed new definition of capital accomplishes 3 purposes. The first benefit is that it removes smaller items from inclusion in the Capital Program. This document is intended to

focus on larger cost, long-lasting purchases, so doubling the minimum dollar threshold and expanding the required durability helps to focus more appropriately. It was not possible, however, to increase the limit much higher in one year because doing so would dump significant expenses into various operating budgets essentially without warning.

The second benefit of this change is that defines all licensed motor vehicles as capital. This will help facilitate evaluation of the Town’s entire fleet of vehicles, which is rather extensive when considered as a whole.

The third benefit of this change is the classification of New Capital. The intent is to flag for policy makers and the public those items which represent something new. Such spending decisions are necessarily different than those decisions about maintaining an existing property of replacing an existing vehicle, and as such they warrant a greater degree of scrutiny.

One other important characteristic of capital is that each proposed purchase is presented individually to the voters for consideration. Such votes differ from operating budget votes in that a “no” vote results in zero funding, whereas operating budget votes revert to the prior year’s funded amount.

CAPITAL SPENDING HISTORY

The Town of York has authorized the purchase of well over \$40 million of capital over the past decade. The following table is based on the capital spending ballot questions from each Budget Referendum.

YEAR	AMOUNT APPROVED
FY06	\$1,173,932
FY07	\$2,365,057
FY08	\$668,500
FY09	\$5,172,425
FY10	\$7,386,022
FY11	\$5,103,893
FY12	\$12,293,569
FY13	\$4,727,006
FY14	\$3,033,652
FY15	\$2,166,415
TOTAL	\$44,090,471
ANNUAL AVERAGE	\$4,409,047

In addition to providing a useful benchmark, the pattern of past capital spending helps allows evaluation of compliance with a recommended limit of the Tax Task Force on capital spending. In past years the Tax Task Force suggested that capital purchases not exceed \$35 million in any 5-year period. The table below demonstrates this limit was not exceeded in any 5-year span contained within the past 10 years.

5-YEAR PERIOD	TOTAL APPROVED CAPITAL
FY06-10	\$16,766,000
FY07-11	\$20,696,000
FY08-12	\$30,624,000
FY09-13	\$34,683,000
FY10-14	\$32,544,000
FY11-15	\$27,325,000

FY16 TO FY20 CAPITAL PROGRAM

The FY16-20 Capital Program is broken out into various components. The Capital Program Table is the essence of the Program, and all other information is simply a supplement to this Table.

Capital Program Table. The FY16-20 Capital Program Table identifies capital expenditures, and associates with each the amount, the year and the method of funding. This table is provided in the Capital Program Table. Much information is entered into a spreadsheet during the development process, then various rows and columns are hidden to simplify the resulting recommendation. This excess information remains available for public use upon request, but only the resulting table provided, and not the source spreadsheet, is officially part of this Program.

See Appendix A for the actual table.

Capital Requests. Supporting information provided for new capital request is included in Appendix B. Ideally, every request will be supported by comprehensive information, but in reality those requests in out-years (FY17 through FY20) have far less information because they are farther into the future, project details are more speculative and costs are far less certain. Order of magnitude estimates

Bonds. Based on the Capital Program Table, it is anticipated that the following amounts will need to be secured by bond funding in future years if all requests shown in this Program as submitted to and approved by the voters.

YEAR	AMOUNT BONDED
FY16	\$7,076,000
FY17	\$3,538,300
FY18	\$3,724,000
FY19	\$4,693,000
FY20	\$1,879,000

No attempt has been made at this time to indicate the duration of bonds based on the nature of each purchase. Bonded items are typically funded over 5, 10, 15 or 20 years, and a single bond may include a combination of these.

Short Term Loans. Based on the Capital Program Table, it is anticipated that the following amounts will need to be secured by short-term loan funding in future years if all requests shown in this Program as submitted to and approved by the voters.

YEAR	AMOUNT BORROWED
FY16	\$0
FY17	\$250,000
FY18	\$0
FY19	\$0
FY20	\$0

Short term loans have been used occasionally in the past and may prove suitable for lower-cost items that can be financed for a period of less than 5 years, or items that may be obtained with special financing from the vendor.

Current Year Spending. All items in the Capital Program not otherwise financed would be put to the voters to be funded entirely in the current year. Unlike operating requests, however, a “no” vote results in zero funding.

Capital Reserve Accounts. Capital reserve accounts have been used in the past to help save for large purchases. Fire truck purchases, in particular, are commonly approached in this matter because they are so expensive. Currently a form of capital reserve account is used for the purchase of Police Department vehicles, though this is a hybrid system because it is used as a fleet funding source rather than vehicle-specific funding. Moving forward, it is proposed here to retain the current Police Department approach for their vehicles and to begin using capital reserve accounts to help prepare for the eventual replacement of two fire trucks expected to be purchased well beyond the 5-year time horizon of this Program. One account is proposed for replacement of a York Village Fire Department fire truck (Squad 2) in FY23 at an anticipated

cost of about \$560,000. The other account is proposed for replacement of the York Beach Fire Department's ladder truck, expected to cost in excess of \$1.1 million in FY26.

Payment into a capital reserve account is taken from the current year and set aside for that future purchase. No interest accrues to the reserve account, though the Town may gain some interest by having this money in its reserves. The money accrues in the reserve account each time the voters add funds, but no money can be spent from the capital reserve account without express approval of the voters. A capital reserve request is a form of current year spending, so a "no" vote results in zero funding for that particular year.

FY16 Capital Budget Requests. The purchases listed in FY16 are the Capital Budget Requests. Each is to be listed individually on the ballot of the FY16 Budget Referendum, and the voters will get to decide for or against the items.

APPENDIX A

FY16-20 Capital Program Table

DRAFT: January 8, 2015

All acquisition costs rounded to the nearest \$1,000.

Capital: cost of \$20,000 or more and useful life of 3+ years, and all licensed motorized vehicles

								FY16	FY17	FY18	FY19	FY20
Item	Year Acquired (FY)	Current Cost to Replace	Year to Replace or Retire (FY)	Finance Method	New Policy Item?	Consistent with Comp Plan?	External Funding?					
Village Fire - Engine 6; American LaFrance Pumper	1983 (FY?)	\$525,000	2017 -		n.a.	yes		\$0	\$0	\$0	\$0	\$0
Village Fire - Tank 4; Mack Tank Truck	1991 (FY?)	\$510,000	2017 -		n.a.	yes		\$0	\$0	\$0	\$0	\$0
Village Fire - something to replace the 2 trucks above	-	\$630,000	FY17 Bond		no	yes		\$0	\$630,000	\$0	\$0	\$0
Beach Fire - Rescue 1; GMC	1989	\$200,000	2017 Bond		no	yes		\$0	\$200,000	\$0	\$0	\$0
Beach Fire - Rescue 3; GMC	2005 (FY?)	\$30,000	2017 YBFD Funds		no	yes	YES	\$0	\$30,000	\$0	\$0	\$0
Beach Fire - Engine 3; E-1	1995 (FY?)	\$450,000	2020 Bond		no	yes		\$0	\$0	\$0	\$0	\$450,000
Village Fire - Squad 2; Pierce Pumper Rescue	2009(FY?)	\$560,000	2023 Capital Reserve (8 years)		no	yes		\$70,000	\$70,000	\$70,000	\$70,000	\$70,000
Village Fire - Brush 10; F-350 Brush Truck	2004 (FY?)	\$32,000	2025 bond		no	yes		\$0	\$0	\$0	\$0	\$0
Beach Fire - Ladder 1; E-1	1989 (FY?)	\$1,108,000	2026 Capital Reserve (10 years)		no	yes		\$111,000	\$111,000	\$111,000	\$111,000	\$111,000
Parks & Rec - GMC 3500 Pick-up Truck	FY04	\$34,000	FY16 bond		no	yes		\$34,000	\$0	\$0	\$0	\$0
Parks & Rec - 2WD Pick-up Truck (used, for cemetery maintenance)	FY16	\$18,000	bond		YES	yes		\$18,000	\$0	\$0	\$0	\$0
Parks & Rec - Chevy 3500 Pick-up Truck	FY05	\$37,000	FY17 bond		no	yes		\$0	\$37,000	\$0	\$0	\$0
Parks & Rec - Ford F-350 Pick-up Truck	FY08	\$37,000	FY18 bond		no	yes		\$0	\$0	\$37,000	\$0	\$0
Parks & Rec - John Deere 4600 Utility Tractor	FY00	\$40,000	FY18 bond		no	yes		\$0	\$0	\$40,000	\$0	\$0
DPW - Plow Truck 05	FY05	\$157,000	FY16 current year		no	yes		\$157,000	\$0	\$0	\$0	\$0
DPW - Plow Truck 06	FY06	\$160,000	FY17 current year		no	yes		\$0	\$160,000	\$0	\$0	\$0
DPW - Plow Truck 07	FY07	\$160,000	FY18 current year		no	yes		\$0	\$0	\$160,000	\$0	\$0
DPW - Plow Truck 08	FY08	\$160,000	FY19 current year		no	yes		\$0	\$0	\$0	\$160,000	\$0
DPW - Plow Truck 09	FY09	\$160,000	FY20 current year		no	yes		\$0	\$0	\$0	\$0	\$160,000
DPW - 2 Heavy Duty Plow Trucks	n.a.	\$450,000	FY16 bond		YES	yes		\$0	\$0	\$0	\$0	\$0
DPW - Bucket/Sign Truck 96	FY96	\$94,000	FY16 bond		no	yes		\$94,000	\$0	\$0	\$0	\$0
DPW - One-Ton Dump 04	FY04	\$46,300	FY17 bond		no	yes		\$0	\$46,300	\$0	\$0	\$0
DPW - Loader 88	FY88	\$158,000	FY17 bond		no	yes		\$0	\$158,000	\$0	\$0	\$0
DPW - 1 1/2 Ton Dump 05	FY05	\$59,000	FY18 bond		no	yes		\$0	\$0	\$59,000	\$0	\$0
DPW - 4WD Pick-up Truck 06	FY06	\$45,000	FY18 bond		no	yes		\$0	\$0	\$45,000	\$0	\$0
DPW - Backhoe 86	FY86	\$130,000	FY18 bond		no	yes		\$0	\$0	\$130,000	\$0	\$0
DPW - 4WD Pick-up Truck 07	FY07	\$48,000	FY19 bond		no	yes		\$0	\$0	\$0	\$48,000	\$0
DPW - Trackless Sidewalk Tractor 04	FY04	\$125,000	FY19 bond		no	yes		\$0	\$0	\$0	\$125,000	\$0
DPW - Wheeler 01	FY01	\$129,000	FY20 bond		no	yes		\$0	\$0	\$0	\$0	\$129,000
DPW - 4WD Pick-up Truck 08	FY08	\$50,000	FY20 bond		no	yes		\$0	\$0	\$0	\$0	\$50,000
Community Development - code car #1	FY12	\$18,000	FY18 current year		no	yes		\$0	\$0	\$18,000	\$0	\$0
Community Development - code car #2	FY15	\$15,000	FY21 current year		no	yes		\$0	\$0	\$0	\$0	\$0
School Vehicle - Ford Expedition #1	FY08	\$34,000	FY16 short term loan/operating		no	yes		\$34,000	\$0	\$0	\$0	\$0
School Vehicle - Ford Expedition #2	FY12	\$34,000	FY20 short term loan/operating		no	yes		\$0	\$0	\$0	\$0	\$34,000
School Vehicle - Ford Expedition #3	FY14	\$34,000	FY22 short term loan/operating		no	yes		\$0	\$0	\$0	\$0	\$0
Police... to be added next year								\$0	\$0	\$0	\$0	\$0
Vehicles Subtotal								\$518,000	\$1,442,300	\$670,000	\$514,000	\$1,004,000

PROPERTIES

Property	Year Acquired (FY)	Current Cost to Replace	Year to Replace or Retire (FY)	Finance Method	New Policy Item?	Consistent with Comp Plan?	External Funding?					
Superintendent's Office								\$0	\$0	\$0	\$0	\$0
Superintendent's Roof		\$175,000	FY17 bond		no	yes		\$0	\$175,000	\$0	\$0	\$0
York Middle School								\$0	\$0	\$0	\$0	\$0
YMS Roof	2019	\$220,000	- bond		no	yes		\$0	\$0	\$0	\$220,000	\$0

York High School							\$0	\$0	\$0	\$0	\$0
YHS Auditorium (2006 cost estimate)	1977	\$5,500,000	FY16 bond	no	yes		\$5,500,000	\$0	\$0	\$0	\$0
YHS Field House	2017	\$500,000	- bond	YES	yes		\$0	\$500,000	\$0	\$0	\$0
Town Hall							\$0	\$0	\$0	\$0	\$0
Town Hall Expansion	FY19	\$3,000,000	- bond	YES	yes		\$0	\$0	\$0	\$3,000,000	\$0
Acquire the Hodgkin Parking Lot	FY16	\$325,000	- bond	YES	yes		\$325,000	\$0	\$0	\$0	\$0
Improvements to Hodgkin Parking Lot	FY17	\$305,000	- bond	YES	yes		\$0	\$305,000	\$0	\$0	\$0
Blinn House							\$0	\$0	\$0	\$0	\$0
Blinn House - new roof and siding to protect the building	FY16	\$44,000	- bond	no	yes		\$44,000	\$0	\$0	\$0	\$0
Mount Agamenticus							\$0	\$0	\$0	\$0	\$0
Mt. A Universal Trail, Phase II	2016	\$86,000	- bond & grant	YES	yes	YES	\$86,000	\$0	\$0	\$0	\$0
Mt. A Universal Trail, Phase III & IV	2016	\$159,000	- bond	YES	yes		\$159,000	\$0	\$0	\$0	\$0
Mt. A Parking Lot	2017	\$98,000	bond	YES	yes		\$0	\$98,000	\$0	\$0	\$0
Ellis Short Sands Park							\$0	\$0	\$0	\$0	\$0
6 Multi-Space Parking Meters	FY17	\$39,000	Short Sands Park Funds	n.a.	yes	YES	\$0	\$39,000	\$0	\$0	\$0
Bog Road Fields							\$0	\$0	\$0	\$0	\$0
Bog Road Phase II	2016	\$300,000	bond & grant	YES	yes	YES	\$300,000	\$0	\$0	\$0	\$0
Land							\$0	\$0	\$0	\$0	\$0
York Land Trust Request for Assistance with Purchase	FY17	\$300,000	bond	YES	yes	YES	\$0	\$300,000	\$0	\$0	\$0
Open Space Acquisition	multiple	\$700,000	current year	YES	yes		\$0	\$0	\$0	\$100,000	\$100,000
Properties Subtotal							\$6,414,000	\$1,417,000	\$0	\$3,320,000	\$100,000

ROADS & UTILITIES

<i>Item</i>	<i>Year Acquired (FY)</i>	<i>Current Cost to Replace</i>	<i>Year to Replace or Retire (FY)</i>	<i>Finance Method</i>	<i>New Policy Item?</i>	<i>Consistent with Comp Plan?</i>	<i>External Funding?</i>					
DPW - Bell Marsh Road Improvements		\$300,000	FY17 bond		no	yes		\$0	\$300,000	\$0	\$0	\$0
DPW - Road and Sidewalk Reconstruction - York Village	2017	\$400,000	bond		no	yes		\$0	\$400,000	\$0	\$0	\$0
DPW - Road and Sidewalk Reconstruction - York Village	2018	\$350,000	bond		no	yes		\$0	\$0	\$350,000	\$0	\$0
DPW - Road and Sidewalk Reconstruction - York Village	2019	\$300,000	bond		no	yes		\$0	\$0	\$0	\$300,000	\$0
DPW - Road Reconstruction	2020	\$250,000	bond		no	yes		\$0	\$0	\$0	\$0	\$250,000
VSC - Trails and Pathways	2017	\$100,000	bond		YES	yes		\$0	\$100,000	\$0	\$0	\$0
VSC - Undergrounding/Relocating Utilities in York Village	2018	\$900,000	bond		YES	yes		\$0	\$0	\$900,000	\$0	\$0
VSC - Stormwater Drainage Improvements in York Village	2018	\$500,000	bond		no	yes		\$0	\$0	\$500,000	\$0	\$0
Municipal Building Energy Upgrades	multiple	\$20,000	bond		no	yes		\$10,000	\$10,000	\$0	\$0	\$0
Solar Roads Demonstration Project	2018	\$100,000	bond		YES	?		\$0	\$0	\$100,000	\$0	\$0
Expansion of Utilities in the Growth Area	multiple	\$3,000,000	bond		YES	yes	YES	\$0	\$0	\$1,000,000	\$1,000,000	\$1,000,000
Roads & Utilities Subtotal							\$10,000	\$810,000	\$2,850,000	\$1,300,000	\$1,250,000	

EQUIPMENT & OTHER

<i>Item</i>	<i>Year Acquired (FY)</i>	<i>Current Cost to Replace</i>	<i>Year to Replace or Retire (FY)</i>	<i>Finance Method</i>	<i>New Policy Item?</i>	<i>Consistent with Comp Plan?</i>	<i>External Funding?</i>					
School Network Hardware	2016	\$150,000	bond		no	yes		\$150,000	\$0	\$0	\$0	\$0
Town IT Infrastructure - first year	2016	\$230,000	bond		no	yes		\$230,000	\$0	\$0	\$0	\$0
Town IT Infrastructure - second year	2017	\$155,000	bond		no	yes		\$0	\$155,000	\$0	\$0	\$0
Town IT Infrastructure - third year	2018	\$125,000	bond		no	yes		\$0	\$0	\$125,000	\$0	\$0
Town Financial Software	2017	\$250,000	short term loan		no	yes		\$0	\$250,000	\$0	\$0	\$0
Village Fire - Replacement Medical Defibrillator		\$24,000	FY16 bond		no	yes		\$24,000	\$0	\$0	\$0	\$0
Village Fire - Replace 2 Outboard Motors for Water Rescue	2002	\$21,000	FY16 bond		no	yes		\$21,000	\$0	\$0	\$0	\$0
DPW/MS4 - Pipe Camera System	FY18	\$60,000	bond		YES	yes		\$0	\$0	\$60,000	\$0	\$0
Police Department - 30 Multi-Space Parking Meters	FY18	\$195,000	bond		no	yes		\$0	\$0	\$195,000	\$0	\$0
Police Department - move the PSAP (E-911) Phone System to new PD	FY16	\$42,000	bond		no	yes		\$42,000	\$0	\$0	\$0	\$0
Police Department - replace Radio Dispatch Console	FY16	\$215,000	bond		YES	yes		\$215,000	\$0	\$0	\$0	\$0
Police Department - implement the Microwave Communications System	multiple	\$207,000	bond		YES	yes		\$0	\$124,000	\$83,000	\$0	\$0
Equipment & Other Subtotal							\$682,000	\$529,000	\$563,000	\$0	\$0	

FISCAL YEAR TOTALS	FY16	FY17	FY18	FY19	FY20
	\$7,624,000	\$4,198,300	\$4,083,000	\$5,134,000	\$2,354,000



AGENDA ITEM NUMBER: _____

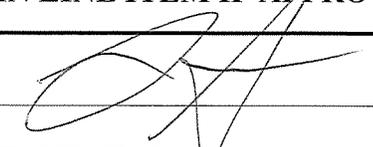
REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: January 9, 2015	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: January 12, 2015	
Regular <input checked="" type="checkbox"/> Work Session <input type="checkbox"/>	
Subject: Cost of Living Adjustment for Non-Union Personnel	

TO: BOARD OF SELECTMEN
FROM: Liam Gallagher, Director of Human Resources
RECOMMENDATION: Implement Cost of Living Adjustment for Non-Union Personnel in the amount of 2%, consistent with the adjustment approved for the Town's collective bargaining groups.
PROPOSED MOTION: We move to implement a 2% cost of living adjustment to non-union wage scales, as will be proposed in the fiscal year 2016 budget.

Discussion: Per the Non-union Personnel Policy, the Board of Selectmen will grant a cost of living increase in compensation to employees in the pay scale plan, effective July 1 of each year.

FISCAL IMPACT: \$47,013
DEPARTMENT LINE ITEM ACCOUNT: (Multiple – wages department based)
BALANCE IN LINE ITEM IF APPROVED: \$0

Prepared By: 

Reviewed By: 



AGENDA ITEM NUMBER: _____

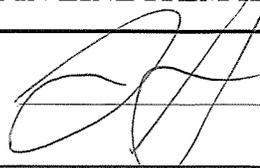
REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: January 9, 2015	Type of Action: <input type="checkbox"/> Procedural <input type="checkbox"/> Formal Action <input checked="" type="checkbox"/> Other: <u>Discussion</u>
Date Action Requested: January 12, 2015	
Regular <input checked="" type="checkbox"/> Work Session <input type="checkbox"/>	
Subject: In-lieu of Insurance Policy for Non-Union Personnel	

TO: BOARD OF SELECTMEN
FROM: Liam Gallagher, Director of Human Resources
RECOMMENDATION: Discuss revising the existing non-union personnel policy for employees who do not elect medical insurance coverage through the Town of York to a benefit level equal to the collective bargaining groups.
PROPOSED MOTION: No motion proposed.

Discussion: The existing non-union personnel policy provides employees who do not elect medical insurance coverage through the Town of York \$1,200/annually. Bargaining employees who decline Town medical insurance are eligible to receive 25%-50% of the employer portion of the premium, a figure ranging from \$1,868 - \$8,380 depending on date of hire and family status for 2015.

FISCAL IMPACT: \$50,265
DEPARTMENT LINE ITEM ACCOUNT: (Multiple – benefits department based)
BALANCE IN LINE ITEM IF APPROVED: \$0

Prepared By: 

Reviewed By: 



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: 12/17/2014	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: 01/12/2015	
Regular <input checked="" type="checkbox"/> Work Session <input type="checkbox"/>	
Subject: Criminal Forfeiture	

TO: BOARD OF SELECTMEN
FROM: Chief Douglas P. Bracy
RECOMMENDATION: To accept the forfeiture of \$1,224.00 of U.S. Currency and items documented in the attached State of Maine Superior Court Criminal Action Docket No: CR 13-2138
PROPOSED MOTION: I would like to make a motion that we as a Board approve the signing of the asset forfeiture documented in the State of Maine Superior Court Criminal Action Docket No: CR13-2138 and as required by Title 15 M.R.S.A. Subsection 5824(3) & 5826(6)

Discussion: The procedure by which the State conducts forfeiture transactions is outlined in a letter from Attorney General's Office of Maine and the attached documentation from State of Maine Superior Court Docket #: CR 13-2138. These funds are to be returned to the department to be used to fund drug investigations, equipment, and/or education to help combat illegal drugs.

FISCAL IMPACT: none
DEPARTMENT LINE ITEM ACCOUNT: n/a
BALANCE IN LINE ITEM IF APPROVED: n/a

Prepared By:

Douglas P. Bracy

Reviewed By:

[Signature]

JANET T. MILLS
ATTORNEY GENERAL



TEL: (207) 626-8800
TTY USERS CALL MAINE RELAY 711

STATE OF MAINE
OFFICE OF THE ATTORNEY GENERAL
6 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0006

REGIONAL OFFICES
84 HARLOW ST. 2ND FLOOR
BANGOR, MAINE 04401
TEL: (207) 941-3070
FAX: (207) 941-3075

415 CONGRESS ST., STE. 301
PORTLAND, MAINE 04101
TEL: (207) 822-0260
FAX: (207) 822-0259

14 ACCESS HIGHWAY, STE. 1
CARIBOU, MAINE 04736
TEL: (207) 496-3792
FAX: (207) 496-3291

December 2, 2014

York Police Department
Chief Douglas Bracy
36 Main Street
York, ME 03909

RE: State of Maine vs. Edmond J. Audet IV
York County Superior Court Doc. No. CR-13-2138 - **Criminal Forfeiture**
Required Vote of Municipal Officers/Approval of Transfer of Forfeiture Assets

Dear Chief Bracy:

Enclosed please find a draft Approval form for submission to the municipal officers.

Please inform the municipal officers that:

- A. 15 M.R.S.A. §5824(3) requires that, before any forfeitable item may be transferred to a State Agency, County or Municipality, the municipal legislative body must publicly vote to accept the item(s) **if subsequently ordered forfeited by the Court;**
- B. Under Rules issued by the Department of the Attorney General, a public vote must be made on each forfeiture "approval" and a "continuing resolution" of approval cannot be accepted;
- C. As with all forfeitures, an approval of a transfer by the municipal legislative body does not guarantee either that the Defendant(s) *In Rem* will in fact be forfeited or, if forfeited, that the Court will order the item(s) transferred to the approving Department, Agency, County or Municipality. The municipal legislative body's approval only signifies that, if the Defendant(s) *In Rem* are in fact ordered forfeited and, if the Attorney General and the Court agree to a transfer of all or part of the Defendant(s) *In Rem* to a Department, Agency, County or Municipality based upon the "*substantial contribution*" of that Department, Agency, County or Municipality, then that entity is in fact, willing to accept the Defendant(s) *In Rem* or portions thereof. In order to streamline what is otherwise a cumbersome forfeiture process, it is our practice to seek State, county or municipal approval in anticipation of the final order of forfeiture. However, final forfeiture is not guaranteed and both the municipal legislative body and the law

enforcement agency involved are **cautioned** that they **should not encumber** funds or property until a Final Order granting them lawful title to the property is delivered to them;

D. Under the provisions of the Forfeiture Statute, if the municipal legislative body fails to approve a transfer in a timely manner, any forfeited items shall be transferred to the State of Maine General Fund.

Assuming your municipal legislative body does grant its approval, kindly see to it that the accompanying form is signed by the appropriate person and is “embossed” with the seal of the municipality. Then, please return the **original** to me for filing, and retain a copy for your records.

My sincere thanks for your attention to this matter. Should you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Raphaele Silver for".

Raphaele Silver
Assistant Attorney General

Enclosure

STATE OF MAINE
York, ss

SUPERIOR COURT
Criminal Action
Docket No. CR-13-2138

State of Maine	}	
	}	
v.	}	Municipality of York
	}	Approval of Transfer
	}	15 M.R.S.A. §5824(3) &
	}	§5822(4)(A)
Edmond J. Audet IV,	}	
Defendant;	}	
	}	
And	}	
	}	
\$1,224.00 U.S. Currency	}	
Defendant(s) In Rem #1	}	
One Smith & Wesson .38, Serial #67289	}	
Defendant(s) In Rem #2	}	
One Mossberg .410, Serial #U317482	}	
Defendant(s) In Rem #3	}	
One Mossberg short barrel 12 guage shotgun,	}	
Serial # U177295	}	
Defendant(s) In Rem #4	}	
One Windham Weaponry .223 cal.,	}	
Serial #HH093352	}	
Defendant(s) In Rem #5	}	
One Bushmaster .223, serial #L8M02145	}	
Defendant(s) In Rem #6	}	
One Ruger .22 cal., Serial #82055564	}	
Defendant(s) In Rem #7	}	
One Marlin .22, Serial #MM32837H	}	
Defendant(s) In Rem #8	}	
One Quest Crossbow with arrow	}	
Defendant(s) In Rem #9	}	
One Gun Scope Black CPI/G1	}	
Defendant(s) In Rem #10	}	
One Magazine clips & ammunition	}	
Defendant(s) In Rem #11	}	

NOW COMES the municipality of York, Maine, by and through its municipal officers, and does hereby grant approval pursuant to 15 M.R.S.A. § 5824(3) & §5826(6) to the transfer of the above captioned Defendant(s) in Rem, #1 - 11, or any portion thereof, on the grounds that the York Police Department did make a substantial contribution to the investigation of this or a related criminal case.

WHEREFORE, the municipality of York, Maine does hereby approve of the transfer of the Defendant(s) in Rem, or any portion thereof, pursuant to 15 M.R.S.A. § 5824(3) & §5826(6) by vote of the York municipal legislative body on or about _____.

Dated: _____

Municipal Officer
York, Maine
(Impress municipal legislative body seal here)



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: January 8, 2015	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: January 12, 2015	
Regular <input checked="" type="checkbox"/> Work Session <input type="checkbox"/>	
Subject: Pole Location Permit: North Village Road	

TO: BOARD OF SELECTMEN
FROM: Melissa M. Avery, Assistant to the Town Manager
RECOMMENDATION:
PROPOSED MOTION: I move to approve the Pole Location Permit for 2 poles on North Village Road, in a Southeasterly direction, 400 feet from pole #37.

Discussion: The permit request has been reviewed by Director of Public Works, Dean Lessard and an onsite inspection of the area completed; Mr. Lessard recommends approval of the permit requested.

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

Prepared By:

Melissa M. Avery

Reviewed By:

[Signature]

Form 4503

Notification: 301268137

Work Order: 1000536024

LOCATION PERMIT

Upon the Application of Center Maine Power Company and Northern New England Telephone Operations LLC ME ,
 dated 08/19/2014 , asking for permission, in accordance with law, to construct and
 maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances
 over, under, along or across certain highways and public roads in the location described in said application,
 permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location,
 said facilities and appurtenances in the City / Town of York ,
 approximately located as follows:

1. Starting Point: 37
2. Road (State & CMP): Haven Winn Road / North Village Rd
3. Direction: Southeasterly
4. Distance: 400' feet
5. Number of Poles: 2

Facilities shall consist of wood poles and appurtenances with a minimum of wire and cable not less than 18 feet over the public highway and/or buried cables or conduit and appurtenances placed a minimum depth of 36 inches under pavement and 30 inches elsewhere, all in a manner conforming to the National Electric Safety Code.

By: _____

By: _____

By: _____

By: _____

By: _____

Municipal Officers

Office of the _____

Received and Recorded in Book _____, Page _____

Attest: _____

Clerk

Melissa M. Avery

From: Dean Lessard
Sent: Friday, January 09, 2015 10:44 AM
To: Melissa M. Avery
Subject: FW: Pole Permits
Attachments: Mill Lane.pdf; north village aka haven winn.pdf

Hi Missy

North Village Road aka Haven Winn Road is all set.

Thanks
Dean

Dean A. Lessard, P.E. | *Director of Public Works*

Town of York, Maine

186 York Street | York, Maine 03909

Phone: (207) 363-1010, Ext. 6201

Fax: (207) 363-1012

E-Mail: dlessard@yorkmaine.org

Online: www.yorkmaine.org

Follow us!

Facebook: www.facebook.com/YorkMainePublicWorks

From: Melissa M. Avery
Sent: Wednesday, October 08, 2014 9:08 AM
To: Dean Lessard
Subject: Pole Permits

Morning Dean,

Have you had a chance to look at these two permit applications? I can't remember if I sent you both of them

Missy

Melissa M. Avery
Assistant to the Town Manager

Town of York, Maine

186 York Street, York, ME 03909

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

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