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

Town Manager/ Selectmen (207)363-1000
Town Clerk/ Tax Collector (207)363-1003
Finance/ Treasurer (207)363-1004
Code Enforcement (207)363-1002
Planning (207)363-1007
Assessor (207)363-1005
Police Department (207)363-1031
Dispatch (207)363-2557
York Beach Fire Department (207)363-1014
York Village Fire Department (207)363-1015
Public Works (207)363-1011
Harbor Master (207)363-1000
Senior Center/ General Assistance (207)363-1036
Parks and Recreation (207)363-1040
Fax (207)363-1009 (207)363-1019
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BOARD OF SELECTMEN'S MEETING AGENDA
6:00/7:00PM MONDAY, MAY 23, 2016
YORK LIBRARY

6:00PM: Executive Session: Pursuant to MRSA Title 1, Section 405.6.E (Legal)

Call to Order

Opening Ceremonies

A. Minutes
1. May 9, 2016 Meeting Minutes

B. Annual Meeting
1. Election of Chair and Vice-Chair
2. Establish a Fixed Schedule of Meetings
3. Re-adopt the Selectmen's Policy Entitled "Disbursement of Wages to Municipal Employees"
4. Re-adopt Selectmen's Policy Entitled "Transaction of Business"
5. Adopt the Town Budget as Certified by the Town Clerk and Set by the Voters per Article 2, Sections 14 (B) & (C) of the Town Charter
6. Discussion and Possible Action: Call a Special Budget Referendum in accordance with Article 2, Section 14 (F) of the Town Charter
7. Elect a member to serve on the Hartley Mason Board of Trustees
8. Review Priorities for Interaction with Municipal Committees and Set Liaison Assignments for the Coming Year
9. Update on Membership on All Municipal Boards and Committees
10. Review Timelines for the Next Three Referenda
11. Review Selectmen's Code of Ethics
12. Training Requirements and Opportunities for Board Members

C. Chairman's Report

D. Manager's Report

D. Awards
1. Bid Award: Bog Road Field
2. Bid Award: York Beach Connector Road Site Restoration

E. Reports

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

G. **Public Hearings**

H. **Endorsements**

Business Licenses:

•Hong Ji, Inc. DBA: Bamboo Garden (Food Service, Liquor, Special Amusement); located at 8 Market Place Drive

•Barbara Sheff DBA: Candleshop Inn (Bed and Breakfast); located at 44 Freeman Street

•John and Agnes Biagioni DBA: The Candy Store, Inc. (Food Service); located at 14 Railroad Avenue

•Jane Eastman DBA: Harry's Seafood and Grill (Food Service, Liquor); located at 15 Railroad Avenue

•IOTB, LLC DBA: Inn on the Blues (Food Service, Liquor, Special Amusement, Innkeeper); located at 7 Ocean Avenue

•Nicole Hill DBA: Molly O's Restaurant (Food Service); located at 2 Main Street

•Paine Ave Corporation DBA: The Salt Marsh Clam Shack (Food Service, Liquor); located at 2 US Route One

•IOTB, LLC DBA: Stones Throw (Food Service, Liquor, Innkeeper); located at 123 Long Beach Avenue

•Alec Brown DBA: Seacoast Brothers Butcher Shop (Food Service); located at 459 US Route One

•William Burnham DBA: Surfside (Food Service, Liquor); located at 1 Main Street

•William Burnham DBA: York Beach Bowling Alley (Bowling Alley, Coin-Operated Amusement); located at 3 Beach Street

•Sandra Wilson DBA: York Restaurant (Food Service); located at 1 Railroad Avenue

I. **Old Business**

1. Discussion and Possible Action: Adopt the Board of Selectmen's Fund Balance Policy

J. **New Business**

1. Discussion and Possible Action: Proposed Utility Subcommittee
2. Discussion and Possible Action: Volunteer Recognition
3. Discussion and Possible Action: Appoint Assistant Code Enforcement Officers and Alternate Local Plumbing Inspector

4. Discussion and Possible Action: Legal Matter
5. Discussion and Possible Action: York's Wild Kingdom Parking Agreement

K. **Future Agendas**

L. **Other Business**

M. **Citizens' Forum**

Adjourn

MEMO

TO: **Board of Selectmen**

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

DATE: **May 12, 2016**

RE: **Business of the Organizational Meeting**

Per the Charter, the first meeting of the Board following the May referendum elections is considered the annual Organizational Meeting. There are certain actions required at this meeting. This memorandum documents my understanding of required actions, along with the basis for each. I have also included optional matters that I believe make sense to include in the annual Organizational Meeting. I have reviewed several annual meeting agendas, the Town Charter, and reviewed the Board of Selectmen's Policy Manual to identify requirements. Please let me know if you think I've missed something.

Required by Town Charter

1. **Establish a Fixed Schedule of Meetings** – Article III, Section 1(D)(1)
2. **Annual Adoption of Selectmen's Policy Entitled, "Transaction of Business"** – Article III, Section 1(D)(2)
3. **Election of Chair and Vice-Chair** – Article III, Section 1(D)(3)
4. **Adoption of the Town Budget** as Certified by the Town Clerk and Approved or Rejected by the Voters – Article II, Sections 14(B) & (C)
5. **(Possibly) Call a Special Budget Referendum** for Defeated Budget Requests – Article II, Section 14(F)

Required by Statute

1. **Adopt Selectmen's Policy Entitled, "Disbursement of Wages to Municipal Employees"** – Title 30-A MRS §5603(2)(1)

Required by Board of Selectmen's Policy

1. **Publish Timelines for the Next Three Future Referenda** – Selectmen's Policy entitled, "Timing of Referenda-Related Requests," Section 6.

2. **Set dates for Next Two Legal Training Sessions with the Town Attorney**, for the Board of Selectmen and for members of other boards and committees – Selectmen's Policy entitled, "Legal Training for Board and Committee Members," Section 1.

Other

1. **Elect One Member to Serve on the Hartley Mason Board of Trustees** – Mr. Mason's will establishes a 3-person board of trustees, and calls for one member to be the Chair of the Board of Selectmen.
2. **Set Board and Committee Liaison Assignments** – done annually by tradition.
3. **Review Selectmen's Code of Ethics** – not expressly required at this meeting, but consistent with Section 16.
4. **Review Membership on all Municipal Committees** – a good idea to review annually to see what vacancies exist and which people are up for possible renewal in June.

Years ago it was the practice of the Board to adopt, or re-adopt, the Selectmen's Policy Manual. That practice ceased after being challenged as unnecessary.

BOARD OF SELECTMEN'S
MEETING MINUTES
5:45/5:50/6:00/7:00PM MONDAY, MAY 9, 2016
YORK LIBRARY

5:45PM: Executive Session: Pursuant to M.R.S. § 405.6.E (Legal)

Present: Chairman Robert E. Palmer, Jr., Vice-Chairman Jonathan O. Speers, Torbert Macdonald, Dawn Sevigny-Watson, Todd A. Frederick, and Town Manager Stephen H. Burns.

Moved by Mr. Speers, seconded by Mr. Macdonald to enter into executive session. Without objection, so ordered.

Moved by Mr. Macdonald, seconded by Ms. Sevigny-Watson to exit out of executive session. Without objection, so ordered.

5:50PM: Executive Session: Pursuant to M.R.S. § 405.6.F (Poverty Abatement)

Present: Chairman Robert E. Palmer, Jr., Vice-Chairman Jonathan O. Speers, Torbert Macdonald, Dawn Sevigny-Watson, Todd A. Frederick, and Town Manager Stephen H. Burns.

Moved by Mr. Speers, seconded by Mr. Macdonald to enter into executive session. Without objection, so ordered.

Moved by Mr. Speers, seconded by Ms. Sevigny-Watson to exit out of executive session. Without objection, so ordered.

6:00PM: Annual Meeting with Auditors

Present: Chairman Robert E. Palmer, Jr., Vice-Chairman Jonathan O. Speers, Torbert Macdonald, Dawn Sevigny-Watson, Todd A. Frederick, Town Manager Stephen H. Burns, members of Budget Committee, along with Jenn Connors and Cayce Leonard of Runyon Kersteen Ouellettee Certified Public Accountants.

7:00PM: Regular Meeting

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

Call to Order

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

Opening Ceremonies

A. Minutes

1. April 25, 2016 Meeting Minutes

Moved by Mr. Macdonald, seconded by Mr. Frederick to approved the April 25, 2016 Meeting Minutes, as amended. Vote 5-0, motion passes.

B. Chairman's Report

Chairman Robert E. Palmer, Jr. read a letter he received from Rick Boardman of the York Sewer District regarding the workshop between the water/sewer districts and the Selectmen that was held previously and discussed the possibility of a Sewer Subcommittee. Also, Mr. Palmer reminded folks that the Town portion of the Voter Guide put out by the School Department was incorrect and the correct version is on the Town website.

C. Manager's Report

Town Manager Stephen H. Burns announce on behalf of Mary-Anne Szeniawski, Town Clerk, that already 1,500 absentee ballots have been taken out for the May Referenda. Mr. Burns also reminded citizens and visitors that parking meters will be put up and the speed limit on Long Beach Avenue will be reduced, coming up on May 15. A few more reminders were regarding the Open School Budget Meeting at 6:30PM tomorrow evening, and the May 21st Referenda held at York High School. Mr. Burns also announced that David Moulton and Alan Covel, who between the two of them, have 68 years of service to the Public Works Department, have been promoted to crew supervisors.

D. Awards

E. Reports

F. Citizens' Forum – The Citizens' Forum is open to any member of the audience for comments on any matter. All comments should be respectful in tone and should be directed to the Chair. Comments should be brief and to the point. Questions that require extended answers or that cannot be readily answered will be referred to the Town Manager for follow-up. Anyone who wishes to submit a

written request for future agenda items can do so on the form available at this meeting or may obtain the form through the Town Manager's Office.

Public Comment: Carol Allen
Jim Carmody
Fred Knox
Howard Koeppel
Patty Hymanson
Dean Lessard, Director of Public Works
David Brinkman
Arthur Kryicos
David Chase

G. Public Hearings

H. Endorsements

Business Licenses:

- Chapman Family Realty Trust DBA: Chapman Cottage (Bed and Breakfast, Food Service, Liquor, Special Amusement); located at 370 York Street
- Garry Dominguez DBA: York Harbor Inn (Innkeeper, Food Service, Liquor, Special Amusement); located at 480 York Street
- Trustees of St. Aspinquid DBA: St. Aspinquid Lodge (Food Service, Flea Market); located at 101 Long Sands Road
- Karen McElmurry DBA: Simply Grown at Rocky Acres (Food Service); located at 81 Webber Road
- The Goldenrod DBA: The Goldenrod (Food Service); located at 2 Railroad Avenue
- Martha Danolowqicz DBA: Wicked Good Ice Cream (Food Service); located at 4 Main Street
- York Golf and Tennis Club DBA: York Gold and Tennis Club (Food Service, Liquor, Special Amusement); located at 62 Organug Road
- Kathleen Kelley DBA: Coppa Magic Gelato (Food Service); located at 852 US Route One
- Joseph and Garry Dominguez DBA: Harbor Hill Inn (Bed and Breakfast); located at 472 York Street
- Joseph and Garry Dominguez DBA: 1730 Harbor Crest (Bed and Breakfast); located at 378 York Street
- Joseph and Garry Dominguez DBA: Harbor Cliffs Bed and Breakfast (Bed and Breakfast); located at 484 York Street
- IOTB, LLC DBA: Guac-N-Roll (Food Service, Liquor); located at 9 Ocean Avenue
- Rising Tide, LLC DBA: Fun-O-Rama (Coin-Operated Amusement); located at 7 Beach Street

Moved by Mr. Macdonald, seconded by Mr. Speers to approve the following licenses: Chapman Family Realty Trust DBA: Chapman Cottage (Bed and Breakfast, Food Service, Liquor, Special Amusement); located at 370 York Street, Garry Dominguez DBA: York Harbor Inn (Innkeeper, Food Service, Liquor, Special Amusement); located at 480 York Street, Trustees of St. Aspinquid DBA: St. Aspinquid Lodge (Food Service, Flea Market); located at 101 Long Sands Road, Karen McElmurry DBA: Simply Grown at Rocky Acres (Food Service); located at 81 Webber Road, The Goldenrod DBA: The Goldenrod (Food Service); located at 2 Railroad Avenue, Martha Danolowqicz DBA: Wicked Good Ice Cream (Food Service); located at 4 Main Street, York Golf and Tennis Club DBA: York Gold and Tennis Club (Food Service, Liquor, Special Amusement); located at 62 Organug Road, Kathleen Kelley DBA: Coppa Magic Gelato (Food Service); located at 852 US Route One, Joseph and Garry Dominguez DBA: Harbor Hill Inn (Bed and Breakfast); located at 472 York Street, Joseph and Garry Dominguez DBA: 1730 Harbor Crest (Bed and Breakfast); located at 378 York Street, Joseph and Garry Dominguez DBA: Harbor Cliffs Bed and Breakfast (Bed and Breakfast); located at 484 York Street, IOTB, LLC DBA: Guac-N-Roll (Food Service, Liquor); located at 9 Ocean Avenue, Rising Tide, LLC DBA: Fun-O-Rama (Coin-Operated Amusement); located at 7 Beach Street, subject to taxes, fees and inspections being current and compliant with the usual noise stipulations. Vote 5-0, motion passes.

I. Old Business

1. Discussion and Possible Action: Selectmen's Investment Policy

Finance Director Wendy Anderson and Northeast Municipal Advisor Richard Ranaghan proposed a draft Investment Policy for further edit or adoption by the Board of Selectmen.

The Board asked that the Policy be amended to page 7 to include the word "to".

Moved by Mr. Speers, seconded by Mr. Macdonald to approve the Investment Policy prepared by Northeast Municipal Advisors, as amended. Vote 5-0, motion passes.

2. Discussion and Possible Action: Selectmen's Fund Balance Policy

Finance Director Wendy Anderson and Northeast Municipal Advisor Richard Ranaghan proposed a draft Fund Balance Policy for further edit or adoption by the Board of Selectmen.

After discussion with the Board, Finance Director and Mr. Ranaghan, it was decided that an amended draft would come back after further discussion and possible action.

3. Discussion and Possible Action: Priorities for Comp Plan Implementation

As a result of the Town Manager's annual review, the Comprehensive Plan was an area of which he was asked to take a stronger role in. Mr. Burns recommends implementation in the following priorities and seeks guidance from the Board: Expanding public sewer service, LED streetlights, Comprehensive assessment of fees, dedicated reserve funds, enterprise funds for stormwater and floodplain management, donation of properties to Habitat for Humanity, protection of un-fragmented habitat blocks, migration of tidal marsh with respect to rise and removed of existing tidal restrictions, creating a town forest, address circulation on the Nubble particularly on the Nubble Road loop, green enterprise Recreation Overlay, policies regarding the Cliff Walk, Revise the Capital Investment Plan, and a Multi-Generational Community Center.

The Board agreed that each item is important in its own rights, and that a workshop would be a great start to addressing these items.

J. New Business

1. Discussion and Possible Action: New Selectmen's Policy – Sunset Clauses

The purpose of adopting this policy is to establish an evaluation process for the need to incorporate such a clause within a standalone ordinance as well as to establish an assessment process prior to the ordinances expiration date.

Moved by Mr. Macdonald, seconded by Mr. Speers to approve the attached Selectmen's Policy "Sunset Clause's and Town Ordinances", as amended. Vote 5-0, motion passes

2. Discussion and Possible Action: Traffic Safety Ordinance Amendments – Parking Restrictions along Route One

Moved by Mr. Macdonald, seconded by Mr. Frederick to direct the Town Manager to post proposed changes to the Traffic Safety ordinance for a public hearing and possible Board action on June 13, 2016.

3. Discussion and Possible Action: New Ordinance Amendments for November

This item was simply to inform the Board and get guidance on possible ordinance amendments coming up in November 2016.

4. Discussion and Possible Action: Appoint Warden for the Maine Primary Election

Moved by Mr. Macdonald, seconded by Mr. Speers to approve the Town Clerk's appointment of David N. Ott as the warden for the State of Maine Primary election on June 14, 2016 pursuant to Title 21A, Section 501. Vote 5-0, motion passes.

5. Discussion and Possible Action: Historic District Commission Resignation

The Board chose to table this for more discussion with Scott Stevens.

6. Discussion and Possible Action: Special Event Permits

   a. York Parks and Recreation's *Four on the Fourth Road Race* on July 4, 2016
   b. York Parks and Recreation's *Amidon Family Dentistry York Days 5K* on July 24, 2016
   c. York Parks and Recreation's *York Days Craft Fair* on July 24, 2016
   d. York Parks and Recreation's *Christmas in July – Lighting of the Nubble* on July 24, 2016
   e. Josias River Farm Weddings on May 28, June 11, June 25, July 16, July 30, August 6, August 20, August 27, September 3, September 10, September 24 and October 1, 2016

Moved by Mr. Macdonald, seconded by Mr. Speers to approve the following Special Event Permit Applications subject to all, if any, conditions given by Department Heads: York Parks and Recreation's Four on the Fourth Road Race on July 4, 2016, York Parks and Recreation's Amidon Family Dentistry York Days 5K on July 24, 2016, York Parks and Recreation's York Days Craft Fair on July 24, 2016, York Parks and Recreation's Christmas in July – Lighting of the Nubble on July 24, 2016, and Josias River Farm Weddings on May 28, June 11, June 25, July 16, July 30, August 6, August 20, August 27, September 3, September 10, September 24 and October 1, 2016. Vote 5-0, motion passes.

7. Discussion and Possible Action: Poverty Abatement

Moved by Mr. Speers, seconded by Ms. Sevigny-Watson to grant an Abatement Request for Case 316-02 made pursuant to MRSA Title § 841.2 in the sum of $5,928.60 for partial payment of FY15 taxes and FY16 taxes. Vote 5-0, motion passes.

K. Future Agendas

A request was sent to the Town Manager's Office requesting an ordinance providing a tax exemption be awarded to military families regarding their vehicle excise tax. The Board agreed to bring tax issue back on the agenda in June.

L. Other Business

Mr. Macdonald stated that due to the impending election on the 21st that this may be his last meeting with this board, he thanked the Board for all the cooperation between members and that it was a pleasure to serve with them.

M. Citizens' Forum

Public Comment: None

Adjourn

Moved by Mr. Speers, seconded by Mr. Macdonald to adjourn the meeting at 9:01PM. Without objection, so ordered.

Executive Session: Pursuant to M.R.S. § 405.6.A (Quarterly Review and Check-In with Town Manager)

Present: Chairman Robert E. Palmer, Jr., Vice-Chairman Jonathan O. Speers, Torbert Macdonald, Dawn Sevigny-Watson, Todd A. Frederick and Town Manager Stephen H. Burns.

Moved by Mr. Speers, seconded by Mr. Macdonald to enter into executive session. Without objection, so ordered.

Moved by Mr. Macdonald, seconded by Mr. Frederick to exit out of executive session. Without objection, so ordered.

Respectfully Submitted,

Melissa M. Avery
Assistant to the Town Manager

REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: May 12, 2016	☒ ACTION
DATE ACTION REQUESTED: May 23, 2016	☐ DISCUSSION ONLY
SUBJECT: Establish a Fixed Schedule of Meetings	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: The Town Charter (Article III, Section 1.D.1) requires the Board to establish a fixed schedule of meetings. These are your regular meetings. To this you will likely add workshops and other special meetings as needed.

Missy and I have prepared a proposed set of meeting dates for your consideration. These are highlighted in yellow on the attached calendar and extend through next year's annual organizational meeting. Also shown with red boxes are the required quarterly meetings with the Planning Board. We have worked this schedule around holidays, the Library Book Sale (July 11th) and my planned time away from the office (memo attached).

RECOMMENDATION: I recommend approval of the proposed schedule of meetings.

PROPOSED MOTION: I move to approved the proposed schedule of meetings for the coming year, as required by the Town Charter.

Prepared by Stephen H. Burns, Town Manager: _____

Board of Selectmen's Meeting Schedule

DRAFT 4/29/2016

June 2016

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Holidays

July 4, 2016	Independence Day
September 5, 2016	Labor Day
October 10, 2016	Columbus Day
November 11, 2016	Veterans Day
November 24, 2016	Thanksgiving Day
November 25, 2016	Day After Thanksgiving
December 26, 2016	Christmas Day (Observed)
January 2, 2017	New Years Day (Observed)
January 16, 2017	Martin Luther King, Jr. Day
February 20, 2017	Presidents Day
April 17, 2017	Patriots Day
May 29, 2017	Memorial Day

Quarterly - Joint Planning Board Meetings

June 27, 2016	Monday
September 22, 2016	Thursday
December 12, 2016	Monday
March 24, 2017	Thursday

MEMO

TO: **Board of Selectmen**

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

DATE: **May 12, 2016**

RE: **Anticipated Time Out of Office in FY17**

As the Board considers fixing its schedule of regular meetings for the coming year, I thought it would be helpful to share with the Board dates on which I anticipate being out of the office where this might affect the meeting schedule.

Vacation – July 1 (Fri) through July 8 (Fri)

Vacation – July 25 (Mon) through July 29 (Fri)

Vacation – August 29 (Mon) to September 2 (Fri)

ICMA conference, St. Louis – week of Sept. 26th to 30th

Vacation – November 21st to 23rd (all of Thanksgiving week)

Vacation – December 27th to 30th

Vacation – May 8th to 10th

As these dates approach or if anything changes I'll let you know, and if these dates cause any problems please let me know.

REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: May 12, 2016	☒ ACTION
DATE ACTION REQUESTED: May 23, 2016	☐ DISCUSSION ONLY
SUBJECT: Annual Adoption of the Policy - Disbursement of Wages to Municipal Employees	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: State law, specifically Title 30-A MRS Section5603(2)(1), allows the Board to adopt the policy regarding disbursement of wages and benefits to municipal employees, but requires it be re-adopted annually. Practice has been to do this at the annual organizational meeting.

This policy establishes that the signature of a single member of the Board of Selectmen is adequate to approve paying employees, but requires three or more signatures for any other payments to be made by the Town. In short, one signature on the warrant allows payroll to be process, but three are required to pay the rest of the bills.

RECOMMENDATION: I recommend the Board re-adopt this policy.

PROPOSED MOTION: I moved to re-adopt the Selectmen's Policy, Disbursement of Wages to Municipal Employees, and to direct the Town Manager to file a copy of this action and the renewed policy with the Town Clerk.

Prepared by Stephen H. Burns, Town Manager: _____

e.

Disbursement of Wages to Municipal Employees

It shall be the policy of the Board of Selectmen of the Town of York to permit the disbursement of employees' wages and benefits when the applicable disbursement warrant has been signed by one or more designated municipal officers. No other disbursements may be made until the majority of the municipal officers has signed the disbursement warrant.

(This policy is made pursuant to Maine State Law, Title 30A MRSA § 5603)

Reviewed, left unchanged 8/10/15

Adopted October 16, 1991
Readopted June 23, 1993
Readopted June 22, 1993
Readopted September 12, 1995
Readopted May 20, 1997
Readopted May 26, 1998

Maine Revised Statutes

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§5603 MS-WORD
STATUTE SEARCH
CH. 221 CONTENTS
TITLE 30-A CONTENTS
LIST OF TITLES
DISCLAIMER
MAINE LAW
REVISOR'S OFFICE
MAINE LEGISLATURE

§5602 Title 30-A: §5604

MUNICIPALITIES AND COUNTIES
HEADING: PL 1987, C. 737, PT. A, §2 (NEW)
Part 2: MUNICIPALITIES HEADING: PL 1987, C. 737, PT. A, §2 (NEW)
Subpart 9: FISCAL MATTERS HEADING: PL 1987, C. 737, PT. A, §2 (NEW)
Chapter 221: MUNICIPAL TREASURER HEADING: PL 1987, C. 737, PT. A, §2 (NEW)

§5603. Powers and duties

The treasurer has the following powers and duties. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

1. Powers. The treasurer may:

A. Make deductions from the salary of a municipal employee and pay the money deducted to the proper payee, when the employee gives the written authority to do so. The treasurer's authority to make a deduction continues until:

(1) The employee revokes the authorization in writing; or

(2) The treasurer knows that the reason for the deduction no longer exists. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

2. Duties. The treasurer shall:

A. Except as provided in subparagraphs (1) to (3), and except as otherwise provided by charter or ordinance, disburse money only on the authority of a warrant drawn for the purpose, affirmatively voted and signed by a majority of the municipal officers.

(1) The municipal officers may adopt a written policy to permit the disbursement of employees' wages and benefits when a disbursement warrant has been signed by one or more designated municipal officers. The policy must be filed with the town clerk and the municipal treasurer and renewed annually by vote of the municipal officers.

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REVISOR'S OFFICE
MAINE LEGISLATURE

(2) The municipal officers may adopt a written policy to permit the disbursement of payments for municipal education costs when a disbursement warrant has been signed by the school superintendent and approved by a majority of the school board or by a finance committee appointed or duly elected by the school board. The policy must be filed with the town clerk and the municipal treasurer and renewed annually by vote of the municipal officers.

(3) The municipal officers may adopt a written policy to permit the disbursement of state fees when a disbursement warrant has been signed by one or more designated municipal officers. The policy must be filed with the town clerk and the municipal treasurer and renewed annually by vote of the municipal officers; [2009, c. 6, §1 (AMD).]

B. Upon request, provide an account of the finances of the municipality and exhibit the official records to the municipal officers or to any committee appointed by them to examine the accounts. The municipal officers shall examine the treasurer's accounts at least once every 3 months; and [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

C. Maintain a bank account in the municipality's name for the deposit of cash receipts. The treasurer shall deposit all cash receipts in the bank within 10 days. The treasurer may not commingle funds of the municipality with any personal funds or in any personal account of the treasurer. [2009, c. 193, §2 (AMD).]

[2009, c. 6, §1 (AMD); 2009, c. 193, §2 (AMD) .]

SECTION HISTORY
1987, c. 737, §§A2,C106 (NEW). 1989, c. 6, (AMD). 1989, c. 9, §2 (AMD). 1989, c. 104, §§C8,10 (AMD). 1991, c. 271, (AMD). 1993, c. 96, §2 (AMD). 1995, c. 83, §1 (AMD). 1995, c. 549, §1 (AMD). 2009, c. 6, §1 (AMD). 2009, c. 193, §2 (AMD).

Data for this page extracted on 05/27/2015 10:06:02.

The Revisor's Office cannot provide legal advice or interpretation of Maine law to the public.
If you need legal advice, please consult a qualified attorney.

Office of the Revisor of Statutes
7 State House Station
State House Room 108
Augusta, Maine 04333-0007

REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: May 12, 2016	☒ ACTION
DATE ACTION REQUESTED: May 23, 2016	☐ DISCUSSION ONLY
SUBJECT: Annual Adoption of the Policy – Transaction of Business	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: At the annual organizational meeting, the Town Charter requires the Board to re-adopt its policy about transaction of business. This policy establishes the Board's practice for calling and conducting its meetings.

RECOMMENDATION: I recommend the Board re-adopt this policy.

PROPOSED MOTION: I move to re-adopt the Selectmen's Policy, Transaction of Business.

Prepared by Stephen H. Burns, Town Manager: _____

TOWN OF YORK
SELECTMEN'S POLICY
TRANSACTION OF BUSINESS

The Board of Selectmen shall transact all official business at a public meeting. The following items deal with the transaction of business at official meetings of the Board of Selectmen.

Right to Know

Except for Executive Sessions, the proceedings of all meetings of the Board of Selectmen are open to the public.

Rules of Order

Roberts Rules of Order shall govern the proceedings of all Board of Selectmen meetings.

Regular Meetings and Work Sessions

Regular meetings and work sessions of the Board of Selectmen shall be held on the days and the time and place determined by the Board at the annual Organizational Meeting. Abbreviated Regular Meetings may be held at the same time as Work Sessions.

Selectmen will be furnished with the date, time and place for each meeting along with an agenda. This information will be provided by the Town Manager's Office no later than two (2) workdays prior to the Regular Meeting.

Special and Emergency Meetings

Special and Emergency Meetings of the Board may be called by the Chairman, or in the absence of the Chairman, by the Vice Chairman, or by a majority of the Board. The Selectmen will be furnished with the date, time and place and an agenda (if necessary) by the Town Manager's Office. Meeting notification requirements are pursuant to State Statute.

Requests for Agenda Items

All Selectmen requests for regular meeting agenda items must be submitted to the Chairman of the Board of Selectmen along with supporting background material, or a position paper not less than one (1) week prior to the scheduled meeting date. The Chairman of the Board shall review agenda requests with the Town Manager to assure proper background and staff support has been afforded the item requested. If, in the opinion of the Chairman additional information and/or study are required, the requested agenda item will be postponed until proper preparation has been made. The Chairman of the Board will subsequently notify the affected Selectman.

If the Chair refuses to place an item on the agenda that has been properly prepared, the written request of one Board member is sufficient to place the item on the Agenda for the next regular meeting.

Order of Business

A. Call to Order
B. Pledge of Allegiance
C. Minutes
D. Chair's Report
E. Manager's Report
F. Public Hearings
G. Citizen Forums
H. Approval of Warrants
I. Bid Opening & Award
J. Endorsements
K. Old Business
L. New Business
M. Other Business
N. Future Agendas
O. Citizen's Forum
P. Adjournment

Majority Vote

Three affirmative votes are required for the transaction of business.

Meeting Curfew

No new discussion should be initiated after 10:00 P.M. The Selectmen may, on a case by cases basis, waive this restriction if requested by a member of the board and a majority of the board is in agreement.

Original Adoption 3/29/82
Amended 7/8/91
Amended 3/11/92
Amended 3/11/97
Amended 5/13/97
Amended 5/26/98
Amended 5/20/2004
Amended 12/12/2005
Amended 03/21/2011
Amended 07/06/2015

REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: May 12, 2016	☒ ACTION
DATE ACTION REQUESTED: May 23, 2016	☐ DISCUSSION ONLY
SUBJECT: Adopt Town Budget	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: The Charter requires the Board to adopt the Town budget following the public voting. As the referendum has not yet taken place I haven't included the necessary supporting documents, but will provide the documents at the meeting.

RECOMMENDATION: I recommend the Board adopt the Town budget as decided by the voters and certified by the Town Clerk, per Charter Article II, Sections B and C.

PROPOSED MOTION: I moved to adopt the Town budget as decided by the voters and certified by the Town Clerk, per Town of York Home Rule Charter Article II, Sections B and C.

(If any articles are defeated, motion should be expanded to identify each defeated article along with its resulting budget amount.)

Prepared by Stephen H. Burns, Town Manager: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: May 19, 2016	☒ ACTION
DATE ACTION REQUESTED: May 23, 2016	☐ DISCUSSION ONLY
SUBJECT: Call a Special Budget Referendum	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: In the event the voters fail to approve any proposed budget warrant article, the Board of Selectmen may choose to present the matter to the voters again, with a lesser budget request, in a Special Budget Referendum. Because of the deadlines for action set in the Town Charter (see Article II, Section 14.F), the agenda for the Selectmen's annual Organization Meeting includes an item of business to call this meeting because failure to do so would preclude compliance with the schedule deadlines. If the Board accept the results of the voters decisions, no action is taken on this matter.

I have not prepared any sort of timeline or response, but will do so prior to the meeting if any of the lines are rejected and, in my opinion, such votes would cause serious problems for operations. The one example that comes to mind for me is our new ballot question for police vehicle purchases. In the past this was treated as operating and was $78,000 regardless of the outcome of the vote. Now it is treated as capital and it is $78,000 if approved and $0 if not. Failure to fund anything for vehicle purchases would be potentially crippling to Police services, so this would be an article I would recommend bringing back to the voters. Most, however, I would not. I will work out the details on this matter if necessary.

RECOMMENDATION: no recommendation at this time

PROPOSED MOTION: no proposed motion at this time

FISCAL IMPACT: about $1,000 total cost to conduct a Special Budget Referendum

DEPARTMENT LINE ITEM ACCOUNT: t.b.d.

REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: May 12, 2016	☒ ACTION
DATE ACTION REQUESTED: May 23, 2016	☐ DISCUSSION ONLY
SUBJECT: Appoint member to serve on the Hartley Mason Reserve Board of Trustees	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Mr. Mason's will established the reserve for public use and enjoyment. It also created a three-person board of trustees, one member of which shall be the Chair of the Board of Selectmen. I would note that, at times in the past, the Chair has asked another member of the Board of Selectmen to serve instead.

RECOMMENDATION: n.a.

PROPOSED MOTION: I move to appoint _____ to the Hartley Mason Reserve Board of Trustees.

Prepared by Stephen H. Burns, Town Manager: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: May 19, 2016	☒ ACTION
DATE ACTION REQUESTED: May 23, 2016	☐ DISCUSSION ONLY
SUBJECT: Interactions with Committees and Liaison Assignments	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Under a separate Request for Action (update on committee membership) there is a list of Town committees. At this time you should review the list and identify any priorities you have for having these committees coming to meet with the Board of Selectmen.

It would also be appropriate for the Board to appoint any liaison members. In the past there were many such appointments, but last year the Board defaulted to the concept that any committee that needed to communicate to the Board could reach be scheduled to report to the Board in short order. There is the appointment to the Hartley Mason Board (addressed separately) There have also been appointments to other organizations in the past, such as the York Public Library. This entire matter is open for Board discussion and action.

RECOMMENDATION: n.a.
PROPOSED MOTION: n.a.

Prepared by Stephen H. Burns, Town Manager: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: May 19, 2016	☒ ACTION
DATE ACTION REQUESTED: May 23, 2016	☐ DISCUSSION ONLY
SUBJECT: Update on Membership of all Municipal Boards and Committees	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Attached is the current list (as of May 19) of Board, Committee and Commission members that have been either Elected by the voters or appointed by the Board of Selectmen; highlighted names are members who expire this year. This is just for informational purposes, no action is necessary.

RECOMMENDATION:

PROPOSED MOTION:

FISCAL IMPACT: n/a

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

PREPARED BY: _____ REVIEWED BY: _____

Town of York Appointments

As of 5/19/2016

		Term Expiration
Town Officials		
	Richard Mace - ASSESSOR	1/31/2018
	David Ott - MODERATOR	Election 2017
	Mary-Anne Szeniawski - TOWN CLERK	Election 2018
	Wendy Anderson - DEPUTY TREASURER	Open-Ended
	Margaret McIntosh - TOWN TREASURER	Election 2016
	Amber Harrison - CEO	Open-Ended
	Amber Harrison - LPI	Open-Ended
	Amber Harrison - HEALTH OFFICER	Open-Ended
	Kathryn Newell - ASSISTANT CEO	Open-Ended
	Kathryn Newell - ALTERNATE LPI	Open-Ended
	Luke Vigue - ASSISTANT CEO	Open-Ended
	Luke Vigue - ALTERNATE LPI	Open-Ended
	Leslie Hinz - ASSISTANT CEO	Open-Ended
	Leslie Hinz - ALTERNATE LPI	Open-Ended
	Liam Gallagher - ALTERNATE GA REP.	Open-Ended
	Melissa M. Avery - Public Access Officer	Open-Ended
Board of Appeals		
R	Michael Swant	2018
R	Joseph Carr	2016
R	Leon Moulton	2016
R	Robert Lascelles	2017
R	Ted Motolla	2018
A	Victor Manougian	2018
A	John Kraus	2016
A	Britton Garon	2017
Assessment Review Board		
R	Leon Moulton	2017
R	Gregory Gosselin	2018
R		
R		
R		
Bike/Ped Committee		
R	Peter Yauch	2017
R	Donna Hayford	2017
R	Brian Ross	2018

R	David McCarthy	2018
R	Leah Drennan	2016
Budget Committee		
R	Donald Lawton	Election 2017
R	Charles Steedman	Election 2016
R	James Smith	Election 2016
R	Nelson Giordano	Election 2017
R	Jerry Allen	Election 2018
R	Nan Graves	Election 2018
R	Lawrence A. Graves	Election 2018
Cable TV Regulatory Board		
R		
R	Robert Michael Segroves	2018
Cliff Walk Committee (4-Year Terms)		
R	Thomas Rose	2019
R	Robert Gordon	2019
R	Robert Luttman	2019
R	Diane Kleist	2018
R	Elizabath Bardwell	2018
R	Mary Andrews	2017
R	Edward Little	2016
Conservation Commission		
R	Luke Conte	2018
R	Pricilla Cookson	2016
R	Kelli Gardner	2017
R	Michael Morgillo	2017
R	Jeffrey Normandin	2018
A	Steve Butzel	2018
A		
Energy Efficiency Steering Committee		
R	Wayne Boardman	2018
R	Rozanna Patane	2016
R	Stephen Kosacz	2017
R	Christopher Ring	2018
R	Victoria Simon	2016
A	Hilary Clark	2017
A		

Harbor Board		
R		
R	David Gittins	2016
R	David Webber	2018
R	Matthew Donnell	2017
R	Michael Sinclair	2016
A	Nicholas Strater	2017
A		
Historic District Commission		
R	Robert Cutts	2016
R	Kurt Hultstrom	2018
R	Frederick Scott Stevens	2018
R	Jon Powers	2016
R	Kent White	2017
Rep	- Lindsay Road Representative	
Rep	- Harbor Representative	
Rep	- Village Representative	
Municipal Building Committee (Police Station)		
R	William Masterson	Life of Ad-Hoc Committee
R	James Towle	Life of Ad-Hoc Committee
R	Wayne Martin	Life of Ad-Hoc Committee
R		Life of Ad-Hoc Committee
R	Stephen Kosacz	Life of Ad-Hoc Committee
R	Patrick Garon	Life of Ad-Hoc Committee
B	Charley Steedman	Life of Ad-Hoc Committee
Municipal Building Committee (Bathhouse)		
R	Jim Bartlett	Life of Ad-Hoc Committee
R	Tim Ward	Life of Ad-Hoc Committee
R	Nelson Giordano	Life of Ad-Hoc Committee
R	Stu Dawson	Life of Ad-Hoc Committee
R	Joseph Lipton	Life of Ad-Hoc Committee
R	Jim Smith	Life of Ad-Hoc Committee
R	Heidi Hayes	Life of Ad-Hoc Committee
Municipal Social Service Review Board		
R	Dan Gardoqui	2018
R	Kathleen Vinet	2018
R	Diante Kleist	2016

R	Connie Hanley	2017
R	Karen Gilroy	2017
R	Edward Little	2016
R	Roslyn Birger-Hershfield	2016
Parks and Recreation Board		
R	Brenda Knapp	2018
R	Michael Modern	2016
R	Nancy O'Connor Stolberg	2016
R	Ron McAllister	2016
R	Timothy Ward	2017
Planning Board		
R	Amy Phalon	2018
R	Gordon Eldridge - Beach Representative	2018
R	Al Cotton	2016
R	Lewis Stowe	2016
R	Peter Smith	2017
A	Wayne Boardman	2018
A	Kathleen Kluger	2017
School Committee		
R	Dick Bachelder	Election 2018
R	Laurie Coffenberry	Election 2017
R	Dwight Bardwell	Election 2016
R	Brenda Alexander	Election 2016
R	Julie Eneman	Election 2018
Board of Selectmen		
R	Dawn Sevigny Watson	Election 2018
R	Robert E. Palmer Jr.	Election 2017
R	Torbert Macdonald	Election 2016
R	Jonathan O. Speers	Election 2017
R	Todd A. Frederick	Election 2018
Senior Citizens Advisory Board		
R	Bruce Rennie	2017
R	Emily Cambray	2016
R	Jacqueline A. Valentino	2018
R	Jeanette McGrath	2018
R		
A	Carollyn Anderson	2018

A	Deborah J. Meyers	2016
Sewer District Trustees		
R	Walter Kyllonen	Election 2017
R	Robert Hoyt	Election 2018
R	Wayne McIntire	Election 2019
R	Frederick Boardman Jr.	Election 2020
R	Craig M. Freeman	Election 2016
Shellfish Commission		
R		
R	Peter Jones	2016
R	Stanley Zajechowski	2017
R		
R		
Sohier Park Committee		
R	Evelyn Lipka	2018
R	Lorraine Moulton	2018
R	Brian Ross	2017
R	Tony Knox	2019
R	Francis Hartwell	2019
A	Brenda Knapp	2018
A	Ed MacGorman	2019
A	Sally MacGorman	2019
Tax Task Force		
R	Thomas Carnicelli	2018
R		
R		
R	Harold T. O'Rourke	2016
R	Richard Bilden	2016
R		
R	Harry Kluger	2018
R		
R		
Water District Trustees		
R	Frank Witham	Election 2018
R	Stephen Rendall	Election 2019
R	Richard Boston	Election 2020

R	Andrew Belliveau	Election 2016
R	Karen Arsenault	Election 2017
York Harbor Site Design Review Board		
R	- Planning Board Representative	
R		
R		
R	Jospeh Dominquez	2017
R	Dean A. Mello	2016
York Housing Authority		
R	Jud Knox	2016
R	Ellen Baldwin	2016
R	James Gambrill	2017
R	Sarah Newick	2017
R	Jane Sweeny Beecher	2016
R	Patricia Murray	2017
R	Robin Cogger	2017
YC R	Earl Olmstead	2016
YC A	Pat Doucette	2017
VW R	Eileen Gmelch	2017
VW A		
PG R	Sandy McCartney	2016
PG A	Dennie Kissack	
DP R	Larry Harr	2017
DP A	Marlene Brouker	
Village Study Committee		
	Ron McAllister	Life of Ad-Hoc Committee
	Stu Dawson	Life of Ad-Hoc Committee
	Antonia Desoto	Life of Ad-Hoc Committee
	Gloria Gustafson	Life of Ad-Hoc Committee
	Joel Lefever	Life of Ad-Hoc Committee
	Peter Smith	Life of Ad-Hoc Committee
	Scott Stevens	Life of Ad-Hoc Committee
	Lew Stowe - Planning Board Representative	Life of Ad-Hoc Committee
	Dylan Smith - Town Planner	Life of Ad-Hoc Committee

REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: May 19, 2016	☒ ACTION
DATE ACTION REQUESTED: May 23, 2016	☒ DISCUSSION ONLY
SUBJECT: Adopt and publish timelines for next 3 planned referenda	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Per the Board's Policy entitled, "Timing of Referendum-Related Requets," the Board has decided to set and publish the timelines for the next 3 planned referenda. This means November 2016, May 2017 and November 2017. Copies of each are attached.

The reason for doing this is to ensure staff and the public all have access to the deadlines for getting information to the Board. Among other things, the Board set a 6-month lead for outside requests for referendum articles – typically ordinance-related requests. These deadlines are shown on the schedules. If approved by the Board I will have these posted on the Board's web page.

In addition to the timelines we use for ordinance requests, I have created some draft checklists to ensure we nail down the mechanics of setting and running each referendum itself. These are not content-specific but instead focus on key dates, key actions, and responsible parties. These are the two color-coded checklists. At this time these are drafts and may contain errors and gaps as they are still under review by the School Department staff and by the Town Clerk. These will be primarily for internal and Budget Committee use, and they will jive with the published timelines.

RECOMMENDATION: approve the timelines for the 3 referenda and post them on the Board's web page.

PROPOSED MOTION: I move to approve the timelines for the November 2016, May 2017 and November 2017 referenda, and to direct the Town Manager to publish these on the Board's web page.

Prepared by Stephen H. Burns, Town Manager: _____

Timeline for November 2016 General Referendum

April 29, 2016

Planning Board's Last Possible Workshop for Ordinance and Comp Plan Amendments

April 28, 2016 7:00 PM

6 Months Prior to Referendum

May 8, 2016

Public Hearing - 1st ORDINANCES - Planning Board

May 26, 2016	7:00 PM	
May 5th		decide if additional notifications are required
May 6th		e-mail hearing notice to newspaper for both legal ads
May 11th	14+ days	post hearing notice at Town Hall, and distribute for posting around Town
May 11th	14+ days	post hearing notice and draft amendments on the Web
May 11th	14+ days	give hearing notice and draft amendments to the Town Clerk
May 11th	13+ days	mail to water districts if required per 30-A Sec 4352(9)(E)
May 11th	13+ days	send to SMRPC if required per 30-A Sec. 2342(7)
May 11th	13+ days	send property owner notice if required per 30-A Sec. 4352(10)
May 11th	*12+ days*	*1st legal notice published in York Weekly*
May 18th	*7+ days*	*2nd legal notice published in York Weekly*

Public Hearing - 1st COMP PLAN - Planning Board

June 23, 2016	7:00 PM	
May 13th		e-mail hearing notice to newspaper for legal ad
May 18th	30+ days	post hearing notice at Town Hall, and distribute for posting around Town
May 18th	30+ days	post hearing notice and draft amendments on the Web
May 18th	30+ days	give hearing notice and draft amendments to the Town Clerk
May 18th	30+ days	send to SMRPC for review per 30-A Sec. 2342(4)
May 18th	*30+ days*	*required legal notice published in York Weekly*

Public Hearing - 2nd ORDINANCES - Planning Board

June 23, 2016	7:00 PM	
June 2nd		decide if additional notifications are required
June 3rd		e-mail hearing notice to newspaper for both legal ads
June 8th	14+ days	post hearing notice at Town Hall, and distribute for posting around Town
June 8th	14+ days	post hearing notice and draft amendments on the Web
June 8th	14+ days	give hearing notice and draft amendments to the Town Clerk
June 8th	13+ days	mail to water districts if required per 30-A Sec 4352(9)(E)
June 8th	13+ days	send to SMRPC if required per 30-A Sec. 2342(7)
June 8th	13+ days	send property owner notice if required per 30-A Sec. 4352(10)
June 8th	*12+ days*	*1st legal notice published in York Weekly*
June 15th	*7+ days*	*2nd legal notice published in York Weekly*

Joint Meeting - Board of Selectmen & Planning Board

June 27, 2016

Selectmen Decide What Goes to Public Hearing

June 27, 2016

Public Hearing - 2nd COMP PLAN - Planning Board

July 28, 2016	7:00 PM	
July 15th		e-mail hearing notice to newspaper for legal ad
July 15th	7+ days	post hearing notice at Town Hall, and distribute for posting around Town
July 15th	7+ days	post hearing notice and draft amendments on the Web
July 15th	7+ days	give hearing notice and draft amendments to the Town Clerk
July 15th	7+ days	send to SMRPC for review per 30-A Sec. 2342(4)
July 20th	*7+ days*	*required legal notice published in York Weekly*

Public Hearing - 3rd ORDINANCES - Board of Selectmen

July 18, 2016	7:00 PM	decide if additional public hearing needed
June 24th		decide if additional notifications are required
June 24th		e-mail hearing notice to newspaper for both legal ads
June 28th	14+ days	post hearing notice at Town Hall, and distribute for posting around Town
June 28th	14+ days	post hearing notice and draft amendments on the Web
June,28th	14+ days	give hearing notice and draft amendments to the Town Clerk
June 28th	13+ days	mail to water districts if required per 30-A Sec 4352(9)(E)
June 28th	13+ days	send to SMRPC if required per 30-A Sec. 2342(7)
June 28th	13+ days	send property owner notice if required per 30-A Sec. 4352(10)
June 29th	*12+ days*	*1st legal notice published in York Weekly*
July 6th	*7+ days*	*2nd legal notice published in York Weekly*

Public Hearing - 4th ORDINANCES - Board of Selectmen

August 22, 2016	7:00 PM	
July 28th		decide if additional notifications are required
July 29th		e-mail hearing notice to newspaper for both legal ads
August 3rd	14+ days	post hearing notice at Town Hall, and distribute for posting around Town
August 3rd	14+ days	post hearing notice and draft amendments on the Web
August 3rd	14+ days	give hearing notice and draft amendments to the Town Clerk
August 3rd	13+ days	mail to water districts if required per 30-A Sec 4352(9)(E)
August 3rd	13+ days	send to SMRPC if required per 30-A Sec. 2342(7)
August 3rd	13+ days	send property owner notice if required per 30-A Sec. 4352(10)
August 3rd	*12+ days*	*1st legal notice published in York Weekly*
August 10th	*7+ days*	*2nd legal notice published in York Weekly*

WARRANT & REFERENDUM

Planning Board Preference Votes

July 28, 2016

Selectmen's Public Hearing on Warrant and Preference Votes

September 12, 2016

Submittal Deadline

September 23, 2016 **Deadline: 45 days in advance of Referendum**

Special General Referendum

November 8, 2016

Timeline for May 2017 Special General Referendum

April 28, 2016

ORDINANCE AMENDMENTS

6 Months Prior to Referendum
November 20, 2016

Joint Meeting - Board of Selectmen & Planning Board
December 12, 2016

Selectmen Decide What Goes to Public Hearing
January 23, 2017

Planning Board's Only Public Hearing

January 26, 2017	7:00 PM	
January 5th		decide if additional notifications are required
January 6th		e-mail hearing notice to newspaper for both legal ads
January 10th	14+ days	post hearing notice at Town Hall, and distribute for posting around Town
January 10th	14+ days	post hearing notice and draft amendments on the Web
January 10th	14+ days	give hearing notice and draft amendments to the Town Clerk
January 11th	13+ days	mail to water districts if required per 30-A Sec 4352(9)(E)
January 11th	13+ days	send to SMRPC if required per 30-A Sec. 2342(7)
January 11th	13+ days	send property owner notice if required per 30-A Sec. 4352(10)
January 11th	*12+ days*	*1st legal notice published in York Weekly*
January 18th	*7+ days*	*2nd legal notice published in York Weekly*

Selectmen's First Public Hearing

February 27, 2017	7:00 PM	decide if additional public hearing needed
February 2nd		decide if additional notifications are required
February 3rd		e-mail hearing notice to newspaper for both legal ads
February 7th	14+ days	post hearing notice at Town Hall, and distribute for posting around Town
February 7th	14+ days	post hearing notice and draft amendments on the Web
February 7th	14+ days	give hearing notice and draft amendments to the Town Clerk
February 8th	13+ days	mail to water districts if required per 30-A Sec 4352(9)(E)
February 8th	13+ days	send to SMRPC if required per 30-A Sec. 2342(7)
February 8th	13+ days	send property owner notice if required per 30-A Sec. 4352(10)
February 8th	*12+ days*	*1st legal notice published in York Weekly*
February 15th	*7+ days*	*2nd legal notice published in York Weekly*

Joint Meeting - Board of Selectmen & Planning Board
March 23, 2017

Selectmen's Second Public Hearing

March 27, 2017	7:00 PM	
March 2nd		decide if additional notifications are required
March 3rd		e-mail hearing notice to newspaper for both legal ads
March 7th	14+ days	post hearing notice at Town Hall, and distribute for posting around Town
March 7th	14+ days	post hearing notice and draft amendments on the Web
March 7th	14+ days	give hearing notice and draft amendments to the Town Clerk
March 8th	13+ days	mail to water districts if required per 30-A Sec 4352(9)(E)
March 8th	13+ days	send to SMRPC if required per 30-A Sec. 2342(7)
March 8th	13+ days	send property owner notice if required per 30-A Sec. 4352(10)
March 8th	*12+ days*	*1st legal notice published in York Weekly*
March 15th	*7+ days*	*2nd legal notice published in York Weekly*

WARRANT & REFERENDUM

Preference Votes

February 23, 2017	Planning Board
March 27, 2017	Board of Selectmen

Selectmen's Public Hearing on Warrant
March 27, 2017 — Final decisions by Selectmen about what goes to vote

Submittal Deadline
April 5, 2017 — **Deadline: 45 days in advance of Referendum**

Special General Referendum
May 20, 2017

Post-Referendum Follow-up
before the end of May — **Update codes following directions in the Code Improvement Plan**

Timeline for November 2017 General Referendum

April 28, 2016

Planning Board's Last Possible Workshop for Ordinance and Comp Plan Amendments

April 27, 2017	7:00 PM	

6 Months Prior to Referendum

May 7, 2017

Public Hearing - 1st ORDINANCES - Planning Board

May 25, 2017	7:00 PM	
May 4th		decide if additional notifications are required
May 5th		e-mail hearing notice to newspaper for both legal ads
May 9th	14+ days	post hearing notice at Town Hall, and distribute for posting around Town
May 9th	14+ days	post hearing notice and draft amendments on the Web
May 9th	14+ days	give hearing notice and draft amendments to the Town Clerk
May 10th	13+ days	mail to water districts if required per 30-A Sec 4352(9)(E)
May 10th	13+ days	send to SMRPC if required per 30-A Sec. 2342(7)
May 10th	13+ days	send property owner notice if required per 30-A Sec. 4352(10)
May 10th	*12+ days*	*1st legal notice published in York Weekly*
May 17th	*7+ days*	*2nd legal notice published in York Weekly*

Joint Meeting - Board of Selectmen & Planning Board

June 12, 2017

Public Hearing - 1st COMP PLAN - Planning Board

June 22, 2017	7:00 PM	
May 12th		e-mail hearing notice to newspaper for legal ad
May 16th	30+ days	post hearing notice at Town Hall, and distribute for posting around Town
May 16th	30+ days	post hearing notice and draft amendments on the Web
May 16th	30+ days	give hearing notice and draft amendments to the Town Clerk
May 16th	30+ days	send to SMRPC for review per 30-A Sec. 2342(4)
May 17th	*30+ days*	*required legal notice published in York Weekly*

Public Hearing - 2nd ORDINANCES - Planning Board

June 22, 2017	7:00 PM	
June 1st		decide if additional notifications are required
June 2nd		e-mail hearing notice to newspaper for both legal ads
June 6th	14+ days	post hearing notice at Town Hall, and distribute for posting around Town
June 6th	14+ days	post hearing notice and draft amendments on the Web
June 6th	14+ days	give hearing notice and draft amendments to the Town Clerk
June 7th	13+ days	mail to water districts if required per 30-A Sec 4352(9)(E)
June 7th	13+ days	send to SMRPC if required per 30-A Sec. 2342(7)
June 7th	13+ days	send property owner notice if required per 30-A Sec. 4352(10)
June 7th	*12+ days*	*1st legal notice published in York Weekly*
June 14th	*7+ days*	*2nd legal notice published in York Weekly*

Selectmen Decide What Goes to Public Hearing

June 26, 2017

Public Hearing - 2nd COMP PLAN - Planning Board

July 27, 2017	7:00 PM	
July 14th		e-mail hearing notice to newspaper for legal ad
July 14th	7+ days	post hearing notice at Town Hall, and distribute for posting around Town
July 14th	7+ days	post hearing notice and draft amendments on the Web
July 14th	7+ days	give hearing notice and draft amendments to the Town Clerk
July 14th	7+ days	send to SMRPC for review per 30-A Sec. 2342(4)
July 19th	*7+ days*	*required legal notice published in York Weekly*

Public Hearing - 3rd ORDINANCES - Board of Selectmen

July 24, 2017	7:00 PM	decide if additional public hearing needed
June 29th		decide if additional notifications are required
June 30th		e-mail hearing notice to newspaper for both legal ads
July 3rd	14+ days	post hearing notice at Town Hall, and distribute for posting around Town
July 3rd	14+ days	post hearing notice and draft amendments on the Web
July 3rd	14+ days	give hearing notice and draft amendments to the Town Clerk
July 3rd	13+ days	mail to water districts if required per 30-A Sec 4352(9)(E)
July 3rd	13+ days	send to SMRPC if required per 30-A Sec. 2342(7)
July 3rd	13+ days	send property owner notice if required per 30-A Sec. 4352(10)
July 5th	*12+ days*	*1st legal notice published in York Weekly*
July 12th	*7+ days*	*2nd legal notice published in York Weekly*

Public Hearing - 4th ORDINANCES - Board of Selectmen

August 28, 2017	7:00 PM	
August 3rd		decide if additional notifications are required
August 4th		e-mail hearing notice to newspaper for both legal ads
August 8th	14+ days	post hearing notice at Town Hall, and distribute for posting around Town
August 8th	14+ days	post hearing notice and draft amendments on the Web
August 8th	14+ days	give hearing notice and draft amendments to the Town Clerk
August 9th	13+ days	mail to water districts if required per 30-A Sec 4352(9)(E)
August 9th	13+ days	send to SMRPC if required per 30-A Sec. 2342(7)
August 9th	13+ days	send property owner notice if required per 30-A Sec. 4352(10)
August 9th	*12+ days*	*1st legal notice published in York Weekly*
August 16th	*7+ days*	*2nd legal notice published in York Weekly*

WARRANT & REFERENDUM

Planning Board Preference Votes

July 27, 2017

Selectmen's Public Hearing on Warrant and Preference Votes

September 11, 2017

Submittal Deadline

September 22, 2017 — **Deadline: 45 days in advance of Referendum**

Special General Referendum

November 7, 2017

CHECKLIST: May 20, 2017 Special General Referenda

checklist version: 5/2/2016

SHB, 5/2/2016

Draft - not yet checked

Submittal Deadline (45 days prior to the referenda): April 5, 2017

		Responsible Party	Deadline Requirements	Target Date
Start-Up	☐ Synch with ordinance/comp plan hearing timeline as applicable	Manager	June 20, 2016	May 31, 2016
	☐ synch with budget referenda checklist as applicable	Manager	June 20, 2016	May 31, 2016
	☐ Initial discussions of all items with BOS - at least 6 months ahead of ref.	BOS	November 20, 2016	November 14, 2016
BOS Process	☐ Prepare warrant: special general referendum	Manager	?	March 3, 2017
	☐ Review warrant: special general referendum	Town Clerk	?	March 10, 2017
	☐ Public Hearings on Special General Referendum warrant	BOS	?	March 27, 2017
	☐ prepare packet of all warrant-related materials for public consideration	Manager	?	March 16, 2017
	☐ prepare public notice	Manager	?	March 16, 2017
	☐ e-mail public notice to newspaper for publication	Manager	Fri. prior to publication	March 17, 2017
	☐ post public notice in TH and around Town	Manager	Fri. prior to publication	March 17, 2017
	☐ post materials and public notice on web site (TC, BOS, TM)	Manager	Fri. prior to publication	March 17, 2017
	☐ provide materials and public notice to Town Clerk	Manager	Fri. prior to publication	March 17, 2017
	☐ public notice published in York Weekly	n.a.	Wed. prior to PH	March 22, 2017
	☐ Approve warrant: special general referenda	BOS	?	March 27, 2017
	☐ Preference votes	BOS	?	March 27, 2017
	☐ Transmit approved warrant to Town Clerk	Manager	45 days prior to Ref.	March 28, 2017
	☐ Set Polling Hours for the referenda	BOS	?	March 27, 2017
	☐ Appoint Election Clerks for the referenda	BOS	?	March 27, 2017
	☐ Special General Referendum	Town Clerk		May 20, 2017

CHECKLIST: May 20, 2017 Budget and School Budget Validation Referenda

checklist version: 5/2/2016

SHB, 5/2/2016

Draft - not yet checked

Submittal Deadline (45 days prior to the referenda): April 5, 2017

		Responsible Party	Deadline Requirements	Target Date
Start-Up	☐ Kick-off Meeting	Manager	August	
	☐ Capital Planning Committee does its thing	Manager	Fall	
	☐ Initial discussions with BOS	BOS	September	
	☐ Provide guidance and assign budget prep to DHs	Manager	DH in October	
	☐ BOS review of municipal operating and capital budgets	BOS	Dec/January	
Budget Committee	☐ Review of municipal and school operating and capital budgets	BC	February	
	☐ Prepare draft budget ballot questions	Finance Director	February	
	☐ Public Hearing #1 (same meeting as dollars-to-task)	BC	Feb/March	
	☐ prepare budget materials for public consideration	Manager	Feb/March	
	☐ prepare public notice	Manager	Feb/March	
	☐ e-mail public notice to newspaper for publication	Manager	Feb/March	
	☐ post public notice in TH and around Town	Manager	Feb/March	
	☐ post materials and public notice on web site (BC, TC, School)	Manager/Super	Feb/March	
	☐ provide materials and public notice to Town Clerk	Manager	Feb/March	
	☐ Legal notice published in York Weekly	n.a.	Feb/March	
	☐ Dollars-to-Task for municipal and capital budgets	BC	Feb/March	
	☐ Public Hearing #2 (same meeting as preference votes)	BC	Feb/March	
	☐ prepare budget materials for public consideration	Manager	Feb/March	
	☐ prepare public notice	Manager	Feb/March	
	☐ e-mail public notice to newspaper for publication	Manager	Feb/March	
	☐ post public notice in TH and around Town	Manager	Feb/March	
	☐ post materials and public notice on web site (BC, TC, School)	Manager/Super	Feb/March	
	☐ provide materials and public notice to Town Clerk	Manager	Feb/March	
	☐ public notice published in York Weekly	n.a.	Feb/March	
	☐ Preference votes for municipal and capital budgets	BC	Feb/March	
	☐ Review/amend budget ballot questions	BC	Feb/March	
Post-BC Process	☐ Prepare warrants: budget & school budget validation referenda	Finance Director	?	
	☐ Review warrants: budget & school budget validation referenda	Town Clerk	?	March 15, 2017
	☐ Public Hearings on budget and school budget validation referenda	BOS	?	March 27, 2017
	☐ prepare budget materials for public consideration	Manager	?	March 16, 2017
	☐ prepare public notice	Manager	?	March 16, 2017
	☐ e-mail public notice to newspaper for publication	Manager	Fri. prior to publication	March 17, 2017
	☐ post public notice in TH and around Town	Manager	Fri. prior to publication	March 17, 2017
	☐ post materials and public notice on web site (BC, TC, School)	Manager/Super	Fri. prior to publication	March 17, 2017
	☐ provide materials and public notice to Town Clerk	Manager	Fri. prior to publication	March 17, 2017
	☐ public notice published in York Weekly	n.a.	Wed. prior to PH	March 22, 2017
	☐ Approve warrants: budget and school budget validation referenda	BOS	?	March 27, 2017
	☐ Preference votes for municipal and capital budgets	BOS	?	March 27, 2017
	☐ Transmit approved warrants to Town Clerk	Manager	45 days prior to Ref.	March 28, 2017
	☐ Set Polling Hours for the referenda	BOS	?	March 27, 2017
	☐ Appoint Election Clerks for the referenda	BOS	?	March 27, 2017
	☐ Call the Open Town Meeting for the school budget	BOS	?	
	☐ Prepare the school budget warrant	Super	?	
	☐ Review the school budget warrrant	Town Clerk	?	
	☐ Finalize the school budget warrant and send to Town Clerk	Super	?	
Finish	☐ Voter Guide	n.a.		
	☐ Prepare	Super	?	
	☐ Review	Finance Director	?	
	☐ Print and distribut	Super	?	
	☐ Prepare Town Report	Manager	20 days prior to Ref.	
	☐ Open Town Meeting for the school budget	Town Clerk	?	
	☐ Budget and School Budget Validation Referenda	Town Clerk		May 20, 2017
	☐ Adopt Town Budget (municipal and school)	BOS	prior to new FY	May 22, 2017

REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: May 19, 2016	☐ ACTION
DATE ACTION REQUESTED: May 23, 2016	☒ DISCUSSION ONLY
SUBJECT: Review the Selectmen's Code of Ethics	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Per Section 16, the Board has set an expectation for itself that it will review its Code of Ethics on a regular basis. It would be appropriate to review the policy, section by section, at the annual meeting to accomplish this goal.

The Policy itself, in Section 16, requires that new members acknowledge that they have received, read and understand with this Policy. If we have any new members, they can simply sign below when they have read and understood the Policy.

I have received, read and understand the Board of Selectmen's Code of Ethics.

_____ (signature)

_____ (date)

RECOMMENDATION: n.a.

PROPOSED MOTION: n.a.

Prepared by Stephen H. Burns, Town Manager: _____

TOWN OF YORK
SELECTMEN'S POLICY
CODE OF ETHICS

For Members of All Town Boards, Committees, and Commissions Except the School Committee and their Appointments

Preamble

To ensure that the Citizens and businesses of York have fair, impartial, ethical, and accountable local government that is responsive to the needs of the people and each other and that has the Citizens' full confidence in the integrity of the Town's government, the Board of Selectmen has adopted this Code of Ethics. In keeping with a commitment to excellence, the effective functioning of democratic York Town government requires that:

i. Elected and appointed public officials comply with both the letter and spirit of laws and policies affecting the Town Government;

ii. Elected and appointed public officials be independent, impartial, and fair in judgment and action;

iii. Elected and appointed public office be used for the public good and not personal gain;

iv. Public deliberations and processes be conducted openly, unless legally confidential and;

v. All discussions and debate be conducted in an atmosphere of respect and civility.

This Code of Ethics applies to members of the Board of Selectmen and to all elected and appointed members of Town boards, committees, and commissions (hereinafter referred to as "Members") except for the School Committee and their appointees. The Town's boards, committees, and commissions consist of all statutory and non-statutory boards, commissions or committees now existing or hereafter created.

The Town Manager shall endeavor to ensure that all Town employees adhere to the standards of this Code of Ethics.

Code of Ethics

1. Actions in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern; Members will work for the common good of the Citizens of York and not for any special interest or personal gain. Members shall provide fair and equal treatment of all persons, claims, and transactions that come before the Board of Selectmen or any Town board, committee, or commission.

2. Compliance with the Law

Members shall comply with the laws of the United States, the State of Maine, and the Town of York in the performance of their public duties. These laws include, but are not limited to, the United States and Maine State constitutions and statutes; the York Town Charter; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and Town ordinances and policies, all of which are hereby incorporated herein by reference and made applicable.

3. Conduct of Members

The professional and personal conduct of Members must be above reproach and must avoid any appearance of impropriety. Members shall refrain from abusive conduct, from making personal charges or disparaging remarks, or from verbal attacks upon the character or motives of Members of Town boards, committees, or commissions, of Town Staff or the Citizens.

4. Respect for the Process

Members shall perform their duties in accordance with the processes and rules of order established by the Board of Selectmen and by the other Town boards, committees, and commissions. Each member shall be committed to respect the democratic process that encourages meaningful involvement of the public and that governs the deliberation of public policy issues in the Town of York. Members should strive to thoughtfully consider the opinions and recommendations of other Members, Citizens, and Town staff appearing before Town boards, committees, or commissions and shall remain respectful in all interactions with these individuals. Members including the Chair shall have no legal authority outside of the meetings of their respective board, commission, or committee unless this authority has been specifically delegated to the Member through an adopted policy or majority vote of the board.

5. Conduct of Public Meetings

Members shall prepare themselves for open discussion of public issues, shall listen courteously and attentively to all public discussions before the body, and shall focus on the business at hand. Members shall refrain from unnecessarily interrupting other speakers, from making personal comments not germane to the business of the body, and from otherwise interfering with the orderly conduct of meetings. The Chairman of each board, committee, or commission shall use

his or her best efforts to ensure that the public who attend such meetings adhere to the same standards of conduct in this Code of Ethics as outlined for Members.

6. Communication

Members shall publicly share information that is relevant to any matter under consideration by a board, committee, or commission. Concerns involving the conduct of Town employees shall be communicated to the Town Manager.

7. Conflict of Interest

A. General Standard

Members shall avoid any situation that may give rise to an actual or perceived conflict of interest. Where circumstances may cause a reasonable person to question the Member's impartiality or may otherwise give rise to an appearance of a conflict of interest, the Member shall not participate in a matter unless the Member has appropriately disclosed the situation and there has been a determination by the Member's board, committee, commission, staff official, or the Board of Selectmen that the Member's participation is appropriate.

B. Definitions

Immediate Family: The Immediate Family of a Member shall include the Member's spouse, children, parents, in-laws and siblings.

Financial Interest: Financial Interest shall mean any direct or indirect interest having monetary or pecuniary value, including but not limited to the ownership of shares or stock.

Conflict of Interest: A conflict between a person's private interests and public obligations.

C. Disclosure of Conflict

Any Member who believes that they or a member of their Immediate Family has a Financial Interest other than an interest held by the public generally, in any agenda item before their collective body, shall disclose the nature and extent of such interest. Additionally, any Member who believes that any fellow Member, or any member of such fellow Member's Immediate Family has a Financial Interest other than an interest held by the public generally, in any agenda item before their collective body, shall disclose such interest. Such disclosure shall be made no later than at the time the agenda items are to be discussed

D. Determination of Conflict

All conflict-of-interest questions relating to a particular agenda item shall be resolved prior to any consideration of the item concerned. Each Member of that board, committee, or commission shall be entitled to vote on all conflict-of-interest questions relating to that Town board, committee, or commission.

All votes of conflict-of-interest questions shall be recorded. A majority vote shall determine the question except that a tie vote shall have the effect of determining that a conflict exists. If there is a determination that a conflict of interest in fact exists, the Member concerned shall be excused from participating in discussion, deliberation, or vote on the relevant agenda item for so long as the agenda item shall appear on the agenda.

E. Record of the Conflict of Interest Decision

A written record by the Chairperson of the Town board, committee, or commission making the determination, explaining and summarizing any consideration of conflict of interest or intervention and the action taken shall be promptly forwarded to the Chairman of the Board of Selectmen for review by the Board of Selectmen. The Town Manager shall maintain these records on behalf of the Board of Selectmen for a period of five years.

F. Avoidance of Appearance of Conflict of Interest

Once any Member is determined to have a conflict of interest in respect to any agenda item, and once all conflict-of-interest questions relating to the agenda item concerned have been determined, as provided in this Code, the Member should either immediately leave the meeting room or, if the Member has a personal interest in the matter to be discussed, move to the area of the room occupied by the general public. The Member shall not return to their regular seat as a member of the body until deliberation and action on the item has been completed. Nothing herein shall require an individual Member to remove himself or herself for any item on which there is no deliberation, on which the individual's conflict has been determined by the other members, or on which the right to abstain from voting on the item has been granted.

G. Incompatible Offices

No Member shall occupy any other elected or appointed office when the duties of such office are incompatible with the proper discharge of the Member's official duties to the Town. The occupancy of any other office by a Member is prohibited by any one of the following circumstances:

1. Where the duties of the other office make it impossible to discharge the duties of the Town office, or
2. Where one office is subordinate of the other, or
3. Where one office carries the power of appointment or removal of the other, or
4. Where the occupancy of both offices is prohibited by Charter or by law.

Notwithstanding the foregoing, a Member may serve as a non-voting liaison or ex-officio Member of a board, committee, or commission with the approval of the Board of Selectmen; or in special circumstances a member may serve as a voting member of a board, committee, or commission if so designated by the Board of Selectmen.

8. Gifts and Favors

Members shall not take advantage of services or opportunities for personal gain, by virtue of their public office that is not available to the public in general. Members shall refrain from accepting gifts, favors, or promises of future benefits that might compromise their independence of judgment or action, or that might give the appearance of such compromise.

No Member shall accept anything of value unless it can be clearly established that it has a de minimus market value ($25 or less) and is received infrequently from any source.

9. Confidential Information

No member shall, without proper legal authorization, discuss or disclose confidential information concerning the property, personnel, government or affairs of the Town, nor shall any member use such information to advance the private or financial interests of himself or herself or members of his or her immediate family or any other individual or group's financial interest. Members shall not discuss the privileged knowledge, executive sessions, or confidential business of the board, committee, or commission with unauthorized parties, either orally or in writing. For purposes of this subsection, "confidential information" shall mean any information, oral or written, which comes to the attention of or is available to such Member due to his or her position with the Town and is not a matter of public record. Information received and discussed during any executive session shall be considered within the constraints of this section and shall not be disclosed to any party unless permitted by affirmative vote of a majority of such board.

10. Use of Public Resources

Members shall not use public resources not available to the general public for private gain or personal purposes, such as Town staff time, equipment, supplies, or facilities.

11. Representation of Third Party Interests

As stewards of the public interest, Members of the Board of Selectmen, the Planning Board, and the Board of Appeals shall not represent the interests of third parties before any Town board, committee, or commission, nor shall they appear before any of these bodies on behalf of the interests of third parties on matters related to the areas of service of these bodies. Members of all other boards, committees, or commissions must give notice to the Board of Selectmen prior to any representation of any third party interests before any Town board, committee, or commission. Nothing herein shall be construed to prohibit any Member from representing his or her own personal interest or personal point of view, or the interest of immediate family, by appearing before any Board on any item.

12. Advocacy

Members shall represent the official policies and positions of the Board of Selectmen and of other Town boards, committees, and commissions when designated as delegates for this purpose to the best of their ability. When presenting personal opinions and positions Members shall explicitly state that these opinions and positions do not represent their body or the Town of York, and they shall not allow any inference that they do.

13. Policy Role of Members

Members shall respect and adhere to the Town Manager Structure of Town government, as outlined in the York Town Charter. The Board of Selectmen shall determine the policies of the Town, with advice, information, and analysis provided by Town staff, by the Town's boards, committees, and commissions, and by the Citizens.

Members shall therefore not interfere with the administrative functions of the Town or with the professional duties of Town staff, nor shall they impair the ability of Town staff to implement the policy decisions of the Board of Selectmen except as provided by the Town Charter.

14. Independence of Boards, Committees, and Commissions

Members shall refrain from using their positions to attempt to unduly influence the deliberations or outcomes of any board, committee, or commission proceedings or to inhibit free discussion and exchange of ideas of these groups.

15. Positive Workplace Environment

Members shall support a positive and constructive workplace environment for Town employees and for Citizens and businesses dealing with the Town. Members shall recognize their special role when dealing with Town employees and shall in no way create the perception of inappropriate direction of staff.

16. Implementation

This expression of the standards of conduct expected of Members of boards, committees, and commissions is intended to be self-enforcing. It is most effective when Members are thoroughly familiar with it and embrace its provisions.

For this reason, this Code of Ethics shall be included in the orientation of candidates for, or applicants to boards, committees, and commissions; and of newly elected or appointed Town officials. Members entering office shall sign a statement acknowledging that they have received a copy, and read, and understand the Town of York Code of Ethics. This Code of Ethics shall be reviewed regularly by the Board of Selectmen as well as by the Town's other boards, committees, and commissions. The Board of Selectmen shall consider recommendations from these bodies in updating the Code of Ethics as necessary.

17. Freedom of Access Training

Members of boards, committees and commissions, and newly elected and/or appointed Town Officials are to complete the Freedom of Access Training that is located on the State of Maine website under Your Right to Know Law/Frequently Asked Questions. This training is to be completed within one year of initial appointment or election.

18. Compliance and Enforcement

The Town of York Code of Ethics expresses standards of conduct expected of Members of the Town's boards, committees, and commissions. Members themselves have the primary responsibility for ensuring that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The Chairs and Vice-Chairs of boards, committees, and commissions have the responsibility for intervening when actions of Members appear to be in violation of this Code of Ethics.

The penalty for any violation of the Town of York Code of Ethics may vary dependent on the position held by the offending individual:

1. **Board of Selectmen/Municipal Officers:** Action taken against any member of the Board of Selectmen shall result from the remaining members of the board voting to take said action. The action may vary from a public admonishment to public censure. The recall of any Selectmen is a remedy available to the public pursuant to the Town of York Home Rule Charter.

2. **Elected Officials:** Action taken against any elected official, other than a member of the Board of Selectmen, may vary from a reprimand by the Chair of the elected body to a public censure after a majority vote by the elected body. The Board of Selectmen, after a majority vote, may intervene if the board feels that the ethics violation is not be being adequately addressed. The recall of any elected official is a remedy available to the public pursuant to the Town of York Home Rule Charter.

3. **Appointed Officials:** Action taken against any appointed official may vary from a letter of reprimand by the Chair of the appointed board to a public censure after a majority vote by the appointed board. Additionally, the appointed board may vote to request the resignation of the offending individual. If the requested resignation is not forthcoming the appointed board may request that the Board of Selectmen remove the offending individual from the appointed board. As the appointing authority, the Board of Selectmen on their own initiative may remove the offending individual from the appointed board.

In addition to any other penalties or remedies as may be provided by law, the Board of Selectmen may intervene and counsel Members whose conduct does not comply with the Town's ethical standards and may censure Members or remove them from office, after notice

and hearing conducted by the Board of Selectmen. The Board of Selectmen may issue interpretative policy statements to clarify any ambiguities in this Code. Members of boards, committees, and commissions may seek clarifying opinions from, or appeal decisions of their boards, committees, and commissions to the Board of Selectmen on particular situations addressed by this Code of Ethics.

A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a board, committee, or commission decision but may be used as a basis for the board, committee, or commission to reconsider its decision.

19. Separability

If any section, subsection, sentence clause or phrase of this Code is for any reason held to be invalid or unconstitutional, such validity or unconstitutionality shall not affect the validity of the remaining portions of this Code.

Adopted 11/26/2001
Amended 02/28/2011
Amended 07/07/2014
Amended 07/06/2015

REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: May 19, 2016	☐ ACTION
DATE ACTION REQUESTED: May 23, 2016	☐ DISCUSSION ONLY
SUBJECT: 2016-17 Municipal Board Legal Training Dates	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:

1. Town Legal Counsel has committed to providing board training on July 12 which will cover the subjects of right-to-know/FOIA, due process, conflicts of interest, and public meeting requirements (posting and notices, agendas, minutes). This training will be open to all elected and appointment municipal boards.
2. An agenda and subject for a second training, tentatively scheduled for January, has not yet been determined. The Board is encouraged to request topics to be included in, and covered by, the training.

RECOMMENDATION: Incorporate the July 12, 2016 Board Legal Training into the annual meeting calendar and add a placeholder for January legal training.

PROPOSED MOTION: We move to schedule annual Board Legal Training for July 12, 2016 and add a placeholder in January 2017 for additional board legal training.

FISCAL IMPACT: $0

DEPARTMENT LINE ITEM ACCOUNT: N/A

BALANCE IN LINE ITEM IF APPROVED:

PREPARED BY: Liam Gallagher, HR Director REVIEWED BY:

REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: May 17, 2016	☒ ACTION
DATE ACTION REQUESTED: May 23, 2016	☐ DISCUSSION ONLY
SUBJECT: Bid Award – Bog Road Athletic Field Amenities	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:

The Town received five bids for the Bog Road Athletic Field Amenities Project. The base bid includes completing the parking area and constructing the access road and gravel apron for the spectator area at the new multipurpose field. Bid alternates were requested for the site work for the proposed Parks maintenance building and guard rails for the parking area. The football tower and bleachers are not included as part of this award and will be bid separately. Copies of the bids are attached as well as a bid tabulation summary sheet.

The bids were as follows;

	Base Bid	Bid Alternates	Total
Woods Excavating	42,840	52,518	95,358
STS Construction	60,698	48,045	108,743
Curtis Excavating	63,883	45,205	109,088
Brex Corporation	74,020	60,330	134,350
Peters Construction	83,488	62,162	145,649

I am recommending that the Board of Selectmen award the bid to Woods Excavating, LLC in the amount of $72,300. This would include the base bid of $42,840 and bid alternates in the amount of $29,460. The bid alternate amount was adjusted down by removing the guardrail from the proposal and reducing the amount by $23,058. We can re-visit the guardrail as the project progresses and funding permits.

RECOMMENDATION: I recommend that the Board of Selectmen award the bid to Woods Excavating, LLC of Gorham, Maine in the amount of $72,300. This represents a base bid of $42,840 and bid alternates in the amount of $29,460.

PROPOSED MOTION: I move to award the bid for the Bog Road Athletic Field Amenities project to Woods Excavating, LLC of Gorham, Maine in the amount of $72,300. This represents a base bid of $42,840 and bid alternates in the amount of $29,460.

FISCAL IMPACT: $72,300

DEPARTMENT LINE ITEM ACCOUNT: Bog Road Athletic Field Amenities (NPS# 23-00858)

BALANCE IN LINE ITEM IF APPROVED: $146,000

PREPARED BY: _____ REVIEWED BY: _____

Town of York
Bog Road Athletic Field Amenities
Bid Opening: May 6, 2016

				Brex Corp.		Woods Excavating		Curtis Excavating		Peters Construction		STS Construction	
Item	Description	Qty.	Unit	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Site Preparation	1	LS	$15,750.00	$15,750.00	$5,100.00	$5,100.00	$11,218.33	$11,218.33	$22,730.00	$22,730.00	$23,000.00	$23,000.00
2	Common Excavation	750	CY	$22.00	$16,500.00	$11.00	$8,250.00	$13.50	$10,125.00	$16.75	$12,562.50	$10.00	$7,500.00
3	Erosion & Sediment Control	1	LS	$2,100.00	$2,100.00	$1,000.00	$1,000.00	$2,100.00	$2,100.00	$9,800.00	$9,800.00	$1,100.00	$1,100.00
4	Gravel Subbase	330	CY	$12.00	$3,960.00	$23.00	$7,590.00	$31.00	$10,230.00	$29.50	$9,735.00	$20.00	$6,600.00
5	Gravel Base	350	CY	$47.00	$16,450.00	$38.00	$13,300.00	$50.00	$17,500.00	$41.00	$14,350.00	$22.00	$7,700.00
6	Level Spreader	60	LF	$31.00	$1,860.00	$30.00	$1,800.00	$91.00	$5,460.00	$93.50	$5,610.00	$98.00	$5,880.00
7	Loam & Seed	1450	SY	$12.00	$17,400.00	$4.00	$5,800.00	$5.00	$7,250.00	$6.00	$8,700.00	$6.15	$8,917.50
	Total (Base Bid)				**$74,020.00**		**$42,840.00**		**$63,883.33**		**$83,487.50**		**$60,697.50**
1A	Common Excavation	430	CY	$22.00	$9,460.00	$11.00	$4,730.00	$11.00	$4,730.00	$16.75	$7,202.50	$10.00	$4,300.00
2A	Erosion & Sediment Control	1	LS	$5,500.00	$5,500.00	$1,000.00	$1,000.00	$3,400.00	$3,400.00	$9,293.10	$9,293.10	$900.00	$900.00
3A	Gravel Subbase	430	CY	$12.00	$5,160.00	$26.00	$11,180.00	$26.00	$11,180.00	$29.50	$12,685.00	$18.00	$7,740.00
4A	Gravel Base	215	CY	$47.00	$10,105.00	$50.00	$10,750.00	$43.00	$9,245.00	$41.00	$8,815.00	$22.00	$4,730.00
5A	Wooden Guardrail	549	LF	$45.00	$24,705.00	$42.00	$23,058.00	$25.00	$13,725.00	$39.10	$21,465.90	$50.00	$27,450.00
6A	Loam & Seed	450	SY	$12.00	$5,400.00	$4.00	$1,800.00	$6.50	$2,925.00	$6.00	$2,700.00	$6.50	$2,925.00
	Total (Bid Alternate)				**$60,330.00**		**$52,518.00**		**$45,205.00**		**$62,161.50**		**$48,045.00**
	Total (Base and Alt.)				**$134,350.00**		**$95,358.00**		**$109,088.33**		**$145,649.00**		**$108,742.50**

BH2M

Berry, Huff, McDonald, Milligan Inc.
Engineers, Surveyors

28 State Street
Gorham, Maine 04038

Tel. (207) 839-2771
Fax (207) 839-8250

LESTER S. BERRY
WILLIAM A. THOMPSON
ROBERT C. LIBBY Jr
WALTER E. PELKEY
ANDREW S. MORRELL
STEVEN J. BLAKE

May 16, 2016

Mike Sullivan
Town of York Parks and Recreation Department
186 York Street
York, Maine 03909

Re: Bog Road Athletic Field Amenities Project
Contractor Recommendation

Dear Mike;

As you know, the Bid Opening for the Bog Road Athletic Field Amenities Project was held at the Town Office on May 6, 2016. The Town received five bids from qualified contractors. The apparent low bidder was Woods Excavating from Gorham, ME. We have reviewed the unit prices provided with the Bid and recommend that the Town entertain awarding the project to Woods Excavating.

Our office has worked on a variety of projects with Woods Excavating. In our opinion, Woods Excavating has the capacity to successfully complete the work for the Bog Road Athletic Field Amenities Project.

Sincerely,

Steven J. Blake, P.E.
Project Engineer

Woods Excavating LLC 5-6-16
NO Addenda - C.W.

BID ITEMS – BASE BID PROJECT
BOG ROAD ATHLETIC FIELD AMENITIES PROJECT

ITEM NUMBER	APPROXIMATE QUANTITY	BRIEF DESCRIPTION OF ITEM WITH UNIT BID PRICE IN WORDS	UNIT BID IN FIGURES	AMOUNT IN FIGURES
1	1 Lump Sum	Site Preparation five thousand, one hundred dollars. Lump Sum	5,100.00	5,100.00
2	750 Cubic Yards	Common Excavation eleven dollars Per Cubic Yard	11.00	8,250.00
3	1 Lump Sum	Erosion & Sediment Control One thousand dollars Lump Sum	1,000.00	1,000.00
4	330 Cubic Yards	Gravel Subbase MDOT Spec 703.06 Type "D" twenty three dollars Per Cubic Yard	23.00	7,590.00
5	350 Cubic Yards	Gravel Base MDOT Spec 703.06 Type "A" thirty eight dollars Per Cubic Yard	38.00	13,300.00

Woods Excavating

ITEM NUMBER	APPROXIMATE QUANTITY	BRIEF DESCRIPTION OF ITEM WITH UNIT BID PRICE IN WORDS	UNIT BID IN FIGURES	AMOUNT IN FIGURES
6	60 Linear Feet	Level Spreader thirty dollars Linear Feet	30.00	1,800.00
7	1450 Square Yards	Loam & Seed four dollars Per Square Yard	4.00	5,800.00

TOTAL BID ITEMS #1-#7:

$42,840.00 (In Figures)

Fourty two thousand, eight hundred and fourty dollars (In Words)

Chris Woods: VP Woods Excavating LLC

Email: Chris@WoodsExcavatingLLC.com
Cell: 207-615-3663

Woods Excavating

BID ITEMS – BID ALTERNATE PROJECT
BOG ROAD ATHLETIC FIELD AMENITIES PROJECT

52,518

ITEM NUMBER	APPROXIMATE QUANTITY	BRIEF DESCRIPTION OF ITEM WITH UNIT BID PRICE IN WORDS	UNIT BID IN FIGURES	AMOUNT IN FIGURES
1A	430 Cubic Yards	Common Excavation Eleven dollars Per Cubic Yard	11.00	4,730.00
2A	1 Lump Sum	Erosion & Sediment Control One thousand dollars Lump Sum	1,000.00	1,000.00
3A	430 Cubic Yards	Gravel Subbase MDOT Spec 703.06 Type "D" twenty six dollars Per Cubic Yard	26.00	11,180.00
4A	215 Cubic Yards	Gravel Base MDOT Spec 703.06 Type "A" fifty dollars Per Cubic Yard	50.00	10,750.00

Woods Excavating

ITEM NUMBER	APPROXIMATE QUANTITY	BRIEF DESCRIPTION OF ITEM WITH UNIT BID PRICE IN WORDS	UNIT BID IN FIGURES	AMOUNT IN FIGURES
5A	549 Linear Feet	Wooden Guardrail fourty two dollars Linear Feet	42.00	23,058.00
6A	450 Square Yards	Loam & Seed four dollars Per Square Yard	4.00	1,800.00

C.W. C.W. C.W.

TOTAL BID ALTERNATE ITEMS #1A-#6A:

$52,518.00 (In Figures)

fifty two thousand, five hundred and eighteen dollars. (In Words)

Chris Woods: VP Woods Excavating LLC

S.T.S. Construction

BID ITEMS – BASE BID PROJECT
BOG ROAD ATHLETIC FIELD AMENITIES PROJECT

ITEM NUMBER	APPROXIMATE QUANTITY	BRIEF DESCRIPTION OF ITEM WITH UNIT BID PRICE IN WORDS	UNIT BID IN FIGURES	AMOUNT IN FIGURES
1	1 Lump Sum	Site Preparation TWENTY THREE THOUSAND DOLLARS $ Lump Sum	$ 23000.00	$ 23000.00
2	750 Cubic Yards	Common Excavation TEN DOLLARS Per Cubic Yard	$ 10.00	$ 7500.00
3	1 Lump Sum	Erosion & Sediment Control ELEVEN HUNDRED DOLLARS Lump Sum	$ 1100.00	$ 1100.00
4	330 Cubic Yards	Gravel Subbase MDOT Spec 703.06 Type "D" TWENTY DOLLARS Per Cubic Yard	$ 20.00	$ 6600.00
5	350 Cubic Yards	Gravel Base MDOT Spec 703.06 Type "A" TWENTY TWO DOLLARS Per Cubic Yard	22.00	$ 7700.00

S.T.S.
Construction

ITEM NUMBER	APPROXIMATE QUANTITY	BRIEF DESCRIPTION OF ITEM WITH UNIT BID PRICE IN WORDS	UNIT BID IN FIGURES	AMOUNT IN FIGURES
6	60 Linear Feet	Level Spreader NINETY EIGHT DOLLARS / Linear Feet	$ 98.00	$ 5880.00
7	1450 Square Yards	Loam & Seed SIX DOLLARS AND FIFTEEN CENTS / Per Square Yard	$ 6.15	$ 8917.50

TOTAL BID ITEMS #1-#7:

60697.50
(In Figures)

SIXTY THOUSAND SIX HUNDRED NINETY SEVEN DOLLARS AND FIFTY CENTS
(In Words)

S.T.S. Construction

BID ITEMS – BID ALTERNATE PROJECT
BOG ROAD ATHLETIC FIELD AMENITIES PROJECT

ITEM NUMBER	APPROXIMATE QUANTITY	BRIEF DESCRIPTION OF ITEM WITH UNIT BID PRICE IN WORDS	UNIT BID IN FIGURES	AMOUNT IN FIGURES
1A	430 Cubic Yards	Common Excavation TEN DOLLARS Per Cubic Yard	$10.00	$4300
2A	1 Lump Sum	Erosion & Sediment Control NINE HUNDRED DOLLARS Lump Sum	$900.00	$900.00
3A	430 Cubic Yards	Gravel Subbase MDOT Spec 703.06 Type "D" EIGHTEEN DOLLARS Per Cubic Yard	$18.00	$7740.00
4A	215 Cubic Yards	Gravel Base MDOT Spec 703.06 Type "A" TWENTY TWO DOLLARS Per Cubic Yard	$22.00	$4730.00

S.T.S. Construction

ITEM NUMBER	APPROXIMATE QUANTITY	BRIEF DESCRIPTION OF ITEM WITH UNIT BID PRICE IN WORDS	UNIT BID IN FIGURES	AMOUNT IN FIGURES
5A	549 Linear Feet	Wooden Guardrail FIFTY DOLLARS Linear Feet	$50.00	$27450.00
6A	450 Square Yards	Loam & Seed SIX DOLLARS AND FIFTY CENTS Per Square Yard	$6.50	$2925.00

TOTAL BID ALTERNATE ITEMS #1A-#6A:

$48045.00 (In Figures)

FORTY EIGHT THOUSAND FOURTY FIVE DOLLARS AND ZERO CENTS (In Words)

Curtis Earth Work

BID ITEMS – BASE BID PROJECT
BOG ROAD ATHLETIC FIELD AMENITIES PROJECT

ITEM NUMBER	APPROXIMATE QUANTITY	BRIEF DESCRIPTION OF ITEM WITH UNIT BID PRICE IN WORDS	UNIT BID IN FIGURES	AMOUNT IN FIGURES
1	1 Lump Sum	Site Preparation Eleven thousand Two hundred Eighteen and thirty three Cents Lump Sum	$11,218.33	$11,218.33
2	750 Cubic Yards	Common Excavation Thirteen dollars fifty Cents Per Cubic Yard	$13.50	$10,125–
3	1 Lump Sum	Erosion & Sediment Control Two thousand One hundred dollars Lump Sum	$2,100.00	$2,100.00
4	330 Cubic Yards	Gravel Subbase MDOT Spec 703.06 Type "D" Thirty One dollars Per Cubic Yard	$31.00	$31.00
5	350 Cubic Yards	Gravel Base MDOT Spec 703.06 Type "A" FiFTY dollars Per Cubic Yard	$50.00	$17,500.00

Curtis Earth works

ITEM NUMBER	APPROXIMATE QUANTITY	BRIEF DESCRIPTION OF ITEM WITH UNIT BID PRICE IN WORDS	UNIT BID IN FIGURES	AMOUNT IN FIGURES
6	60 Linear Feet	Level Spreader Ninty One dollars Linear Feet	$91.00	$5460.00
7	1450 Square Yards	Loam & Seed Five dollars Per Square Yard	$5.00	$7250.00

TOTAL BID ITEMS #1-#7:

$63,883.33 (In Figures)

Sixty three thousand Eight hundred Eighty three / Thirty three Cents (In Words)

Curtis Earth Works

BID ITEMS – BID ALTERNATE PROJECT
BOG ROAD ATHLETIC FIELD AMENITIES PROJECT

ITEM NUMBER	APPROXIMATE QUANTITY	BRIEF DESCRIPTION OF ITEM WITH UNIT BID PRICE IN WORDS	UNIT BID IN FIGURES	AMOUNT IN FIGURES
1A	430 Cubic Yards	Common Excavation Eleven Dollars Per Cubic Yard	$11.00	$4,730.00
2A	1 Lump Sum	Erosion & Sediment Control Three thousand Four hundred Lump Sum	$3,400.00	$3,400.00
3A	430 Cubic Yards	Gravel Subbase MDOT Spec 703.06 Type "D" Twenty six dollars Per Cubic Yard	$26.00	$11,180.00
4A	215 Cubic Yards	Gravel Base MDOT Spec 703.06 Type "A" Forty three dollars Per Cubic Yard	$43.00	$9245.00

Curtis Earth Works

ITEM NUMBER	APPROXIMATE QUANTITY	BRIEF DESCRIPTION OF ITEM WITH UNIT BID PRICE IN WORDS	UNIT BID IN FIGURES	AMOUNT IN FIGURES
5A	549 Linear Feet	Wooden Guardrail Twenty Five dollars Linear Feet	$25,00	$13,725
6A	450 Square Yards	Loam & Seed Six dollars Fifty Cents Per Square Yard	$6.50	$2,925.00

TOTAL BID ALTERNATE ITEMS #1A-#6A:

$45,205.00 (In Figures)

Forty Fife thousand Two hundred Five — (In Words)

Brex Corp.

BID ITEMS – BASE BID PROJECT
BOG ROAD ATHLETIC FIELD AMENITIES PROJECT

ITEM NUMBER	APPROXIMATE QUANTITY	BRIEF DESCRIPTION OF ITEM WITH UNIT BID PRICE IN WORDS	UNIT BID IN FIGURES	AMOUNT IN FIGURES
1	1 Lump Sum	Site Preparation FIFTEEN THOUSAND SEVEN HUNDRED FIFTY DOLLARS AND ZERO CENTS Lump Sum	15,750 00	15,750 00
2	750 Cubic Yards	Common Excavation TWENTY TWO DOLLARS AND ZERO CENTS Per Cubic Yard	22 00	16,500 00
3	1 Lump Sum	Erosion & Sediment Control TWO THOUSAND ONE HUNDRED AND ZERO CENTS Lump Sum	2,100 00	2,100 00
4	330 Cubic Yards	Gravel Subbase MDOT Spec 703.06 Type "D" TWELVE DOLLARS AND ZERO CENTS Per Cubic Yard	12 00	3,960 00
5	350 Cubic Yards	Gravel Base MDOT Spec 703.06 Type "A" FORTY SEVEN DOLLARS AND ZERO CENTS Per Cubic Yard	47 00	16,450 00

Brex Corp.

ITEM NUMBER	APPROXIMATE QUANTITY	BRIEF DESCRIPTION OF ITEM WITH UNIT BID PRICE IN WORDS	UNIT BID IN FIGURES	AMOUNT IN FIGURES
6	60 Linear Feet	Level Spreader THIRTY ONE DOLLARS AND ZERO CENTS Linear Feet	31 00	1,860 00
7	1450 Square Yards	Loam & Seed TWELVE DOLLARS AND ZERO CENTS Per Square Yard	12 00	17,400 00

TOTAL BID ITEMS #1-#7:

74,020 00 (In Figures)

SEVENTY FOUR THOUSAND AND TWENTY DOLLARS AND ZERO CENTS (In Words)

Brex Corp.

BID ITEMS – BID ALTERNATE PROJECT
BOG ROAD ATHLETIC FIELD AMENITIES PROJECT

ITEM NUMBER	APPROXIMATE QUANTITY	BRIEF DESCRIPTION OF ITEM WITH UNIT BID PRICE IN WORDS	UNIT BID IN FIGURES	AMOUNT IN FIGURES
1A	430 Cubic Yards	Common Excavation TWENTY TWO DOLLARS ZERO CENTS Per Cubic Yard	22 00	9,460 00
2A	1 Lump Sum	Erosion & Sediment Control FIVE THOUSAND FIVE HUNDRED AND ZERO CENTS Lump Sum	5,500 00	5,500 00
3A	430 Cubic Yards	Gravel Subbase MDOT Spec 703.06 Type "D" TWELVE DOLLARS AND ZERO CENTS Per Cubic Yard	12 00	5,160 00
4A	215 Cubic Yards	Gravel Base MDOT Spec 703.06 Type "A" FORTY SEVEN DOLLARS AND ZERO CENTS Per Cubic Yard	47 00	10,105 00

Brex Corp.

ITEM NUMBER	APPROXIMATE QUANTITY	BRIEF DESCRIPTION OF ITEM WITH UNIT BID PRICE IN WORDS	UNIT BID IN FIGURES	AMOUNT IN FIGURES
5A	549 Linear Feet	Wooden Guardraii FORTY FIVE DOLLARS AND ZERO CENTS Linear Feet	45 00	24,705 00
6A	450 Square Yards	Loam & Seed TWELVE DOLLARS AND ZERO CENTS Per Square Yard	12 00	5,400 00

TOTAL BID ALTERNATE ITEMS #1A-#6A:

$60,330 00 (In Figures)

SIXTY THOUSAND THREE HUNDRED THIRTY DOLLARS ZERO CENTS (In Words)

Peters Construction

BID ITEMS – BASE BID PROJECT
BOG ROAD ATHLETIC FIELD AMENITIES PROJECT

ITEM NUMBER	APPROXIMATE QUANTITY	BRIEF DESCRIPTION OF ITEM WITH UNIT BID PRICE IN WORDS	UNIT BID IN FIGURES	AMOUNT IN FIGURES
1	1 Lump Sum	Site Preparation Twenty two thousand, seven hundred thirty and 00/100 Lump Sum	22,730.00	22,730.00
2	750 Cubic Yards	Common Excavation Sixteen and 75/100 Per Cubic Yard	16.75	12,562.50
3	1 Lump Sum	Erosion & Sediment Control Ninty eight hundred and 00/100 Lump Sum	9,800.00	9,800.00
4	330 Cubic Yards	Gravel Subbase MDOT Spec 703.06 Type "D" Twenty nine and 50/100 Per Cubic Yard	29.50	9,735.00
5	350 Cubic Yards	Gravel Base MDOT Spec 703.06 Type "A" Forty one and 00/100 Per Cubic Yard	41.00	14,350.00

Peters Construction

ITEM NUMBER	APPROXIMATE QUANTITY	BRIEF DESCRIPTION OF ITEM WITH UNIT BID PRICE IN WORDS	UNIT BID IN FIGURES	AMOUNT IN FIGURES
6	60 Linear Feet	Level Spreader Ninety three and 50/100 Linear Feet	93.50	5,610.00
7	1450 Square Yards	Loam & Seed Six and 00/100 Per Square Yard	6.00	8,700.00

TOTAL BID ITEMS #1-#7:

$ 83,487.50 (In Figures)

Eighty three thousand, four hundred eighty seven and 50/100 (In Words)

Peters Construction

BID ITEMS – BID ALTERNATE PROJECT
BOG ROAD ATHLETIC FIELD AMENITIES PROJECT

ITEM NUMBER	APPROXIMATE QUANTITY	BRIEF DESCRIPTION OF ITEM WITH UNIT BID PRICE IN WORDS	UNIT BID IN FIGURES	AMOUNT IN FIGURES
1A	430 Cubic Yards	Common Excavation Sixteen and 75/100 Per Cubic Yard	16.75	7,202.50
2A	1 Lump Sum	Erosion & Sediment Control Nine thousand, two hundred ninety three and 10/100 Lump Sum	9,293.10	9,293.10
3A	430 Cubic Yards	Gravel Subbase MDOT Spec 703.06 Type "D" Twenty nine and 50/100 Per Cubic Yard	29.50	12,685.00
4A	215 Cubic Yards	Gravel Base MDOT Spec 703.06 Type "A" Forty one and 00/100 Per Cubic Yard	41.00	8,815.00

Peters Construction

ITEM NUMBER	APPROXIMATE QUANTITY	BRIEF DESCRIPTION OF ITEM WITH UNIT BID PRICE IN WORDS	UNIT BID IN FIGURES	AMOUNT IN FIGURES
5A	549 Linear Feet	Wooden Guardrail Thirty nine and 10/100 Linear Feet	39.10	21,465.90
6A	450 Square Yards	Loam & Seed Six and 00/100 Per Square Yard	6.00	2,700.00

TOTAL BID ALTERNATE ITEMS #1A-#6A:

62,161.50
(In Figures)

Sixty two thousand, one hundred sixty one and 50/100
(In Words)

BID

Total Base + Alt

$145,649.00

REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: May 20, 2016	☒ ACTION
DATE ACTION REQUESTED: May 23, 2016	☐ DISCUSSION ONLY
SUBJECT: Bid Award – York Beach Connector Road Restoration Work	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: With assistance of Stantec Consulting, who prepared the restoration plans for the former police station and connector road site violations, we released an RFP to complete the last of the heavy work of site restoration. The rock pile is now a gravel pile, in an appropriate location. Now we need to deal with the 8,500 cubic yards of stockpiled topsoil. This pile needs to be re-distributed on the restoration area and planted with several hundred trees, and the excess topsoil is to be moved to the former building site and screened for subsequent use in the new connector road construction project. All work is to be completed by the end of June.

The Town received 3 proposals to complete this work. The three received were:

Country Farm Landscaping, Greenland NH - $246,750
New England Excavating, Stratham NH - $219,600
Shaw Brothers Construction, Gorham ME - $123,754

Stantec Consulting and I reviewed them and reached agreement quickly on our recommendation. Despite the much lower price, the Shaw Brothers proposal was excellent and they have an excellent record of successful work.

I will work with Mary Costigan to get PC Construction to reimburse the cost of this work. It may be large enough that we get pushback, but there is ample money left in the bond account.

RECOMMENDATION: I recommend the Board award the contract to Shaw Brothers Construction, Inc..

PROPOSED MOTION: I move to award a contract to Shaw Brothers Construction, Inc. in the amount not to exceed $123,754 to complete restoration work at the Connector Road and former police station site as specified in the RFP of May 2016.

FISCAL IMPACT: $123,754
DEPARTMENT LINE ITEM ACCOUNT: t.b.d.
BALANCE IN LINE ITEM IF APPROVED: t.b.d.

Prepared by Stephen H. Burns, Town Manager: _____

Request for Proposal EXHIBIT 2

PROPOSAL FORM

FOR YORK CONNECTOR ROAD RESTORATION PROJECT

TO: Stephen H. Burns, Town Manager
York Town Hall
186 York Street
York, ME 03909

Dear Sir or Madam:

The undersigned hereby declares that it has carefully examined the location of the proposed York Connector Road Restoration Project, the Request for Proposals (RFP) dated May, 2016, and the Specifications therein referred to, and that it proposes and agrees, if this Proposal is accepted, in whole or in part, with the Town of York (hereinafter the "Town") to perform the Services, as defined in the RFP, and that it will accept as payment in full for said Services or portion of the Services the following sum(s) (the "Contract Price"):
One hundred twenty three thousand Dollars ($ 123,754.00).
Seven hundred fifty four & No Cents
The undersigned acknowledges the receipt of Addenda numbered N/A.

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

Jonathan E. Shaw, President PO Box 303 Gorham ME 04038
Daniel H Shaw Treasurer 2 Bob's Way Windham ME 04062

Date: 5-18, 2016

(Signature)
Jonathan E. Shaw

President
(Title)

Shaw Brothers Construction
(Name of Entity)

341 Mosher Rd Gorham, ME 04038
(Legal Address)

Gorham ME
(Principal place of business)

01-0350537
(Firm's IRS Identification No.)

Mailing address to which all correspondence and notifications to proposer are to be sent:

PO Box 69, Gorham ME 04038

Proposer's Telephone Number: 207 839-2552

Proposer's e-mail Address: BBRADY@shawbrothers.com

SHAW BROTHERS CONSTRUCTION, INC.

I, Peter S. Plumb, Clerk of SHAW BROTHERS CONSTRUCTION, INC., certify that the following named individuals hold the offices set forth opposite their respective names as of the date below:

President:	Jonathan E. Shaw
Treasurer:	Daniel H. Shaw
Vice-President:	Thomas B. Biegel
Clerk:	Peter S. Plumb

I further certify that the following are true and exact copies of resolutions of the Corporation's Board of Directors and that said resolutions have not been altered or amended to the date of this certificate:

RESOLVED: To authorize the President, Vice-President and Treasurer of SHAW BROTHERS CONSTRUCTION, INC., or any one of them, to make verbal and written bids on behalf of the Corporation for construction work of any type and nature, including but not limited to earth work, road work, sidewalk work, foundation work and all other manner of work which can be reasonably described as construction work to any organization, whether public or private, anywhere within the State of Maine, at any time, and to fill out, execute and sign on behalf of the Corporation any and all documents which may be required from time to time by the person or organization or governmental entity seeking the bid. The authority of the Vice-President is limited to contracts with a face amount of no more than two million dollars ($2,000,000).

Dated: September 24, 2015

Peter S. Plumb, Clerk

State of Maine
Cumberland, ss.

September 24, 2015

Personally appeared before me the above-named Peter S. Plumb in his capacity as Clerk and made oath that the foregoing statements are made on personal knowledge and are true.

Notary Public

SHARON C. GIGGEY
A NOTARY PUBLIC OF MAINE
MY COMMISSION EXPIRES JULY 24, 2018

SHAW BROTHERS CONSTRUCTION, INC.
P.O. Box 69 • 341 Mosher Rd. • Gorham, ME 04038
Tel: (207) 839-2552 • Fax: (207) 839-6239
Website: www.shawbrothers.com

May 18, 2016

Town of York
186 York Street
York, ME 03909

Attn: Mr. Stephen Burns
Town Manager

Re: Request for Proposals
York Connector Road Restoration Project

Dear Mr. Burns,

Please accept this letter as a brief introduction to Shaw Brothers Construction, Inc. and some of our qualifications. As you will see in the enclosed information, Shaw Brothers has completed numerous projects in the Southern Maine area.

Safety Pays:

This phrase is printed on all of Shaw Brothers' equipment and is one that we truly live by. We take great pride in maintaining one of the safest workforces in the industry. A testament to this is the fact that Shaw Brothers was recruited to join an elite group of contractors in a Self-Insured Workers Comp Trust. Our current MOD rate is .73. We have received several Safety Excellence Awards from the Associated General Contractors. All of our Supervisors have been through various industry related trainings. These trainings include 40 Hazwoper as well as the annual Hazwoper refresher, Erosion Control and refresher, First Aid/CPR and all employees are OSHA 10 hour trained. Our team of supervisors has over 140 years of construction experience between them. They manage site and utility projects that range from $5,000 to $14,000,000 as well as a wide assortment of smaller and emergency work.

Our Work:

Attached you will find a list of some of our completed projects. We also work with many of the municipalities in Southern Maine on road and utility projects. We also have done work for some of the state's most prominent businesses. Our client list includes LL Bean, Unum, Sappi (SD Warren), Central Maine Power, Verizon, National and Fairchild Semiconductor and many others. Shaw Brothers maintains one of the largest and newest fleets of equipment in the industry. With 65% of our earthmoving equipment less than four years old, production is rarely slowed by equipment downtime. Shaw Brothers Construction, Inc. has never had to pay a penalty for being late on a project.

Affiliations and Accomplishments:

Shaw Brothers and its employees are very involved in some of the construction industry's Groups and Associations. Currently we are part of the Associated General Contractors (AGC), the Maine Better Transportation Association (MBTA), Maine Aggregates, Maine Asphalt Producers Association (MAPA), the Associated Builders & Contractors (ABC) and The Maine Non Point Source Training and Resource Center. Dan Shaw sits on the board of the Maine Aggregates and the Maine Non Point Source Training Center. Jon Shaw is a current president of AGC, Mark Barnes is on the board of MAPA and Tom Biegel is current Board Member of MBTA, Adam StMichel is a current board member of ABC.

Among many safety awards Shaw Brothers has also earned seven Build Maine Awards for Excellence in the construction field. We are the only contractor to have won this award on 7 different occasions.

In closing we would like to thank you for this opportunity to introduce our company and provide a proposal for your York Connector Road Restoration project. We are available 24 hours a day 7 days a week to meet and discuss our proposal if that is necessary. If you have any questions or need any further information please do not hesitate to contact me at any of the following.

Shaw Brothers Construction, Inc.
Robert Brady, Estimator
PO Box 69
Gorham, Maine 04038
(207) 839-2552
(207) 839-6239
bbrady@shawbrothers.com

Sincerely,
Shaw Brothers Construction, Inc.

Robert Brady

Robert Brady
Estimator

THE ROWLEY AGENCY INC
INSURANCE • BONDS • BENEFITS
...an Assurex Global Partner

February 3, 2016

Re: Shaw Brothers Construction, Inc.
Bond Capacity Reference Letter

To Whom It May Concern:

This letter confirms that Shaw Brothers Construction, Inc. is a highly regarded and valued bond client of the Travelers Casualty and Surety Company of America of Westbrook, Maine.

Shaw Brothers Construction, Inc. has developed a long and successful track record of completing projects on time and within budget. Regarding bonding capacity, Travelers will consider supporting Shaw Brothers Construction, Inc. on individual undertakings in the range of $50,000,000 and an aggregate program of $100,000,000; with consideration given for larger single and aggregate limits should circumstances warrant.

Naturally, as is customary within the surety industry, the issuance of any bid or final bonds will be contingent upon a favorable underwriting review, to include, but not limited to a satisfactory review of contract documents, confirmation of acceptable financing and payment provisions.

We assume no liability to third parties or to you by the issuance of this letter.

In our opinion Shaw Brothers Construction, Inc. is very well qualified, both financially and in all other respects, to undertake and successfully complete your project. Please advise if we may be of further assistance in prequalifying this exceptional contractor.

Sincerely,

THE ROWLEY AGENCY, INC.

By: _____
Michael P. O'Brien
Account Executive

cc: Thomas Biegel, Shaw Brothers Construction, Inc.

45 Constitution Avenue, P.O. Box 511 • Concord, New Hampshire 03302-0511
Telephone: 1-800-238-3840 • Fax: 603-224-8012 • www.rowleyagency.com

Assurex GLOBAL

York Connector Road Restoration Project

Proposal Information

Shaw Brothers Construction, Inc
PO Box 69, 341 Mosher Road
Gorham, ME 04038

Jonathan E. Shaw – President
Daniel H. Shaw – Treasurer

(207) 839-2552 phone
(207) 839-6239 fax
www.shawbrothers.com

Contact Person:
Robert Brady, estimator
(207) 839-2552
bbrady@shawbrothers.com

Subcontractors:
Salmon Falls Nursery & Landscaping
511 Portland Street
Berwick, ME 03901
John Sheldon
(207) 384-5540

No person acting for or employed by the Town is directly or indirectly interested in this proposal or any agreement which may be entered into to which the proposal relates or in any portion of the profits herefrom.

York Connector Road Restoration Project

Project Understanding

The Town of York is seeking proposals for the York Connector Road Restoration Project as outlined in the request for proposals. Shaw Brothers Construction has reviewed the request for proposal document dated May 2016 as well as the Restoration Plan dated October 2012 (Revised May 2013). We have visited the project site to become familiar with the existing conditions relating to the area in which the project will be performed.

The restoration plan developed by Stantec Consulting provides a restoration scope in section 5.2. This project will only include the work required for the restoration of the primary buffer area (37,940 square feet) and the restoration of stormwater buffer B4 (1,500 square feet). Resoration of wetland 3, removing blast rock within primary buffer area, installing signage along primary buffer area, redesign and relocation of stormwater buffer B12, seeding and mulching stormwater buffer B4, monitoring and reporting tasks as well as invasive species control has already been completed or will be completed by others outside of the scope of this proposal.

Restoration of Stormwater Buffer B4

The work required at this location consists of planting woody stock at a rate of 600 plants per acre. Due to the small size of this location (1,500 sf) there are only 18 plants to install. Shaw Brothers intends to use Salmon Falls Nursery and Landscaping for installation of the plantings. The restoration plan also calls for seeding and mulching stormwater buffer B4 however in accordance with the RFP this is not included.

Primary Buffer Restoration

The work required at the primary buffer area consists of redistributing topsoil, distributing course debris, planting woody stock, seeding and mulching as well as screening and onsite relocation of excess topsoil. After installation of erosion control measures Shaw Brothers will begin screening the topsoil and relocating the screened soil within a 750 feet of the existing stockpile. While the screening activity id ongoing we will also be redistributing the stockpiled topsoil across the primary buffer area. The topsoil will be spread to a depth of 12" to 24" so as to recreate the pre-disturbance grading and contours. This topsoil will not be screened. After the topsoil is redistributed and the excess has been screened and relocated, course debris from onsite in the form of stumps, logs and root masses will be randomly spread over the area. Much of the course debris is present within the stockpiled topsoil however some may need to be relocated from onsite piles. Once the area is sufficiently prepared woody stock will be planted at a rate of 425 plants per acre. After planting of the woody stock the entire area will be hydroseeded with New England Conservation Mix. Should any areas be inaccessible to the hydroseeding equipment and require seeding by hand these areas will be mulched with straw mulch. Shaw Brothers intends to use Salmon Falls Nursery and Landscaping for installation of the plantings and the seeding and mulching. The restoration plan also calls for removal of blast rock and installing signage however in accordance with the RFP this is not included.

Schedule and Clarifications

Shaw Brothers Construction is prepared to complete this project by the June 30th date provided in the request for proposals provided that the project is awarded to us by May 27, 2016.

Shaw Brothers intends to construct this project in accordance with the request for proposal and the restoration plan as outlined with the following exceptions:

Quercus rubra are not currently available in 3' – 6' size and will need to be substituted or use a smaller size.
Picea rubens are not currently available in 3' – 4' size and will need to be substituted or use a smaller size.

Labor, Materials & Equipment List

Equipment:

21,500 lb Dozer	owned by Shaw Brothers Construction
6 cubic yard Loader	owned by Shaw Brothers Construction
Retech Trommel Screen	owned by Shaw Brothers Construction
19,000 lb Excavator	owned by Shaw Brothers Construction
23 yard Off Road truck	owned by Shaw Brothers Construction

Labor:

Foreman	employed by Shaw Brothers Construction
Equipment Operators (2)	employed by Shaw Brothers Construction
Truck Drivers (1)	employed by Shaw Brothers Construction

Subcontractors:
Salmon Falls Nursery & Landscaping will provide and install all plantings as well as all of the seeding and mulching required.

Project Management

Shaw Brothers will have one project manager assigned to this project. The project manager will be responsible for procuring all materials and subcontractors, required submittals, scheduling the work, coordinating the subcontractors, attending progress meetings as necessary and closing out the project at completion. Adam St. Michel will be our assigned manager. Adam has been with Shaw Brothers in the capacity of project manager for 8 years.

SHAW BROTHERS CONSTRUCTION, INC.
P.O. Box 69 • 341 Mosher Rd. • Gorham, Me 04038
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Website: www.shawbrothers.com

PROJECTS ON HAND

Contract Amount	Project Type & Location	Name & Phone Number
$1,136,028.00	Park Danforth Expansion Site work & Utility Portland, Maine	PC Construction Garret Bertolini 874-2323 Ext: 102
$2,264,900.00	Blue Spruce Farm Subdivision Road & Utility Westbrook, Maine	Risbara Bros. Anthony DeRice 883-5528 Ext. 1178
$8,282,827.25	MTA Toll Conversion Road & Utility Falmouth, Maine	Maine Turnpike Authority Scott Warshol 871-7771
$627571.00	Insurance Auto Auctions Site work Gorham, Maine	Insurance Auto Auctions Inc. Michael Wachowski 708-492-7204
$865,104.00	Idexx Parking Lot Sitework & Utility Westbrook, Maine	Idexx Ken Lambert 556-8308
$1,049,471.00	Jewish Community Center Demolition, Site work, Utility Portland, Maine	Ledgewood Construction Peter Pelletier 767-7866
$1,835,950.00	Avita Memory Care Site work, Utility Wells, Maine	Landry French Construction Ian McCracken 730-5566
$1,273.773.00	Women's Re-Entry Center Site work & Utility Windham, Maine	Landry French Construction Geoff Mitchell 730-5566
$93,200.00	CMP Line 167 & 167A Mats Single Pole Replacements Gorham to Pownal	Coutts Bros. Brad Stout 582-6146

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RECENTLY COMPLETED PROJECTS

Contract Amount	Project Type & Location	Date Completed	Name, Address, Contact Person &
$4,664,116.55	Thornton Heights PH: 2 Site work & Utility South Portland, Maine	November 2015	City of South Portland Bradley Weeks 767-7675
$577,912.77	MPRP Line 83C, 167A, 254, 388 Single Pole Replacements Westbrook, Skowhegan, Windsor	August 2015	Coutts Bros. Brad Stout 582-6146
$788,064.00	MTA Exit 36 Toll Plaza Site work & Utility Saco, Maine	July 2015	CPM Constructors Andy Kittredge 865-0000
$5,400,000	Summit Gas Install Utility Cumberland, Yarmouth, Falmouth	January 2015	Summit Natural Gas Mike Gagnon
$2,279,000.00	DHHS Building Site work & Utility South Portland, Maine	November 2014	Landry French Ian McCracken (207) 730-5566
$12,295,383	Runway 18-36 Rehabilitation Airport Portland, Maine	November 2014	City of Portland Artie Sewell (207) 772-0466
$644,739.00	Maine Standards Site work & Utility Cumberland, Maine	November 2013	Zachau Construction Bruce Hilfrank (207) 865-9925
$6,094,973	Yarmouth Interchange Road & Utility Yarmouth, Maine	November 2013	Maine DOT Beecher Whitcomb (207) 592-7609
$997,952	Kittery Intersection Improvements Road/Intersection Improvements Kittery, Maine	December 2012	Maine D.O.T. Marty Baxter (207) 274-325
$3,615,080	Knightville Sewer Separation Sewer & Drainage	December 2012	Sebago Technics Dan Riley

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Equipment and Labor Rates for 2016 Effective 1/1/16

All Equipment Requires a 4 Hour Minimum

				Hourly w/operator & fuel
		EXCAVATORS		
# 820	2006	HITACHI ZX 800 w/bucket or pulverizor	175,000 LB.	$450.00
# 809	2008	HITACHI ZX 650LC-3	155,000 LB.	$415.00
# 844	2003	HITACHI ZX 600LC	132,000 LB.	$350.00
# 816	2006	HITACHI ZX450 LC-3	104,000 LB.	$310.00
# 814	2005	CAT 345C LC	100,000 LB.	$310.00
# 815	2006	CAT 345C LC	100,000 LB.	$310.00
		100,000 LB-115,000 LB EX. W/12,000 LB HAMMER		$450.00
# 854	2015	KOMATSU PC360	80,000 LB.	$235.00
# 808	2008	CAT 330 DL	80,000 LB.	$235.00
# 818	2006	CAT 330 CL	78,000 LB.	$235.00
# 846	2003	CAT 330 CL	78,000 LB.	$235.00
# 847,848	2004	CAT 330 CL	78,000 LB.	$235.00
		78,000 LB EX W/PULVERIZOR		$290.00
		78,000 LB EX W/60' LONG REACH		$375.00
		78,000 LB EX. W/8,000 LB HAMMER or SHEER		$375.00
# 833,834,835	2012	HITACHI ZX290LC	66,000 LB.	$190.00
# 801	2009	CAT 329D LC	66,000 LB.	$190.00
# 802	2006	CAT 325DL	64,000 LB.	$190.00
# 841	2003	JOHN DEERE 270 C-LC 60' LONG REACH	63,000 LB.	$325.00
		65,000 LB EXCAVATOR W/PULVERIZOR		$250.00
		65,000 LB EXCAVATOR W/5,500 LB HAMMER or SHEER		$320.00
		**With GPS Control add $60.00 an hour		
# 836,837,838	2013	CAT 321 DL	54000 LB.	$175.00
# 839,840	2013	JOHN DEERE 225 DX LC	54,000 LB.	$175.00
# 827	2011	JOHN DEERE 225 DX LC	54,000 LB.	$175.00
# 817	2006	CAT 321 CL	54,000 LB.	$175.00
# 804	2006	CAT 320 CL	46,000 LB.	$165.00
		40,000 LB - 46,000 LB EX. W/3,500 LB HAMMER		$280.00
		46,000 LB. EX. WITH ROTARY BUCKET		$210.00
# 856	2014	CAT M322D VA w/rotary bucket	45,000 LB.	$210.00
# 826	2011	CAT M322D VA w/rotary bucket	45,000 LB.	$210.00
# 855	2014	CAT M318D VA W/rotary bucket	42,000 LB.	$190.00
# 824,828	2013	CAT M318 D VA W/rotary bucket	42,000 LB.	$190.00
# 825	2009	CAT M318 D VA W/rotary bucket	42,000 LB.	$190.00
# 822	2014	VOLVO EW180D w/rotary bucket	42,000 LB.	$190.00
# 821	2012	VOLVO EW180C w/rotary bucket	42,000 LB.	$190.00
# 823	2014	JOHN DEERE 190DW w/rotary bucket	42,000 LB.	$190.00
		With Rail Kit add $20.00 an hour		
		38,000 LB -46,000 LB EX. W/HOE COMPACTOR ADD $35.00 AN HOUR		
# 853	2015	KOMATSU PC170	40,000 LB.	$150.00
		W/3,000 LB HAMMER		$240.00
# 851,852	2014	TAKEUCHI TB290 (rubber tracks)	19,000 LB.	$120.00
# 830,831,832	2012	TAKEUCHI TB285 (rubber tracks)	19,000 LB.	$120.00
# 810	2008	TAKEUCHI TB175 (rubber tracks)	17,000 LB.	$120.00
		19,000 LB EXCAVATOR W/750 LB HAMMER		$175.00
		19,000 LB EXCAVATOR W/COMPACTOR		$131.00
# 813	2005	TAKEUCHI TB135 (rubber tracks)	8,000 LB.	$100.00
		8,000 LB EXCAVATOR W/660 LB HAMMER		$135.00
# 842	2014	JOHN DEERE 27D	6,400 LB.	$95.00
# 850	2004	JOHN DEERE 27C	6,400 LB.	$95.00
# 829	2000	CAT 301.5	3,450 LB.	$70.00
# 849	1999	CAT 301.5	3,450 LB.	$70.00
		3,450 LB EXCAVATOR W/ HAMMER		$120.00
		GRADERS		
# 420	2001	CAT 16H	58,000 LB.	$350.00
# 406	2008	CAT 140M AWD	37,000 LB.	$210.00
# 418	2006	CAT 140H	33,000 LB.	$180.00
# 421	2006	LEE-BOY 635B	8,700 LB.	$130.00
		*With Blade Control add $30.00 per hour		
		**With GPS Blade Control at $60.00 an hour		

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					Hourly w/operator & fuel	Daily w/o operator & fuel	Weekly w/o operator & fuel	Monthly w/o operator & fuel
		DOZERS						
# 203	2007	CAT D8T		76,000 LB.	$350.00			
# 204	2007	CAT D6T LGP		50,000 LB.	$250.00			
# 208,209	2008	JD 750J LGP		38,000 LB.	$190.00			
# 248	1997	CAT D6M XL		34,000 LB.	$160.00			
# 211	2012	CAT D6K LGP		30,000 LB.	$170.00			
# 213	2014	JOHN DEERE 700K LGP		30,000 LB.	$170.00			
# 212	2012	CAT D5K LGP		21,500 LB.	$150.00			
# 210	2011	CAT D5K LGP		21,500 LB.	$150.00			
# 247	2002	JD 650H LGP		20,000 LB.	$140.00			
# 202	1998	CAT D5C LGP		20,000 LB.	$140.00			
# 205	2008	JD 450J LGP		17,500 LB.	$130.00			
# 201	2006	CAT D3G LGP		17,000 LB.	$130.00			
# 207	1999	JD 450H		16,000 LB.	$110.00			
# 237	1997	KOMATSU D21		9,000 LB.	$85.00			
		*With Blade Control add $30.00 an hour						
		**With GPS Blade Control add $60.00 an hour						
		LOADERS/LOADER-BACKHOES						
# 352	2005	CAT 988H w/on board scales	9.5 YD	112,000 LB.	$400.00			
# 321	2014	JOHN DEERE 844K	7.5 YD	76,000 LB.	$275.00			
# 306	2012	CAT 980K w/on board scales	7.5 YD	72,000 LB.	$275.00			
# 309	2011	CAT 980H w/on board scales	7.5 YD	72,000 LB.	$275.00			
# 317	2007	CAT 980H w/on board scales	7.5 YD	72,000 LB.	$275.00			
# 339	2006	CAT 980H w/on board scales	7.5 YD	72,000 LB.	$275.00			
# 338	2003	CAT 972G w/on board scales	6.25 YD	55,000 LB.	$200.00			
# 301	2015	CAT 966M w/on board scales	6 YD	53,000 LB.	$200.00			
# 310	2011	CAT 966H w/on board scales	6 YD	53,000 LB.	$200.00			
# 313	2009	CAT 966H w/on board scales	6 YD	53,000 LB.	$200.00			
# 314	2008	CAT 966H w/on board scales	6 YD	53,000 LB.	$200.00			
# C300	2005	CAT 950G	4 YD	39,000 LB.	$160.00			
# 302	2015	CAT 938K	3.5 YD	36,000 LB.	$150.00			
# 319	2000	CAT IT 38 G	3 YD	29,000 LB.	$140.00			
# 308	2013	CAT 930K	2.75 YD	29,000 LB.	$140.00			
# 307	2012	CAT 930K	2.75 YD	29,000 LB.	$140.00			
# 311	2011	CAT 930H	2.75 YD	29,000 LB.	$140.00			
# 315,316	2008	CAT 930H	2.75 YD	29,000 LB.	$140.00			
# 318	2007	CAT 930G	2.75 YD	29,000 LB.	$140.00			
# 355	2006	CAT 930G	2.75 YD	29,000 LB.	$140.00			
# 354	2005	CAT 930G	2.75 YD	29,000 LB.	$140.00			
# 320	2003	CAT IT 28 G	2.75 YD	27,000 LB.	$140.00			
# 312	2011	CAT IT 14 G	1.5 YD	16,500 LB.	$125.00			
# 327,328	1997	CASE 580XL L/B 4X4		15,000 LB.	$97.00			
		LOADER/BACKHOE W/750 LB HAMMER			$163.00			
# 331	2000	CAT 902	.80 YD	10,000 LB.	$90.00			
# 305	2013	CAT 259 SKID STEER W/Rubber Track		9,000 LB.	$110.00			
# 353	2008	Case 445 SKID STEER III		8,200 LB.	$90.00			
# 341	2006	TAKEUCHI TL130 RUBBER TRACK SKID STEER		7,500 LB.	$110.00			
# 334	2015	CAT 242D SKID STEER HIGH FLOW		7,000 LB.	$100.00			
		With 2' Pavement Grinder			$165.00			
# 303	2014	CAT 242D SKID STEER		7,000 LB.	$100.00			
# 340	2006	CAT 247B RUBBER TRACK SKID STEER		6,700 LB.	$110.00			
# 332	2000	CAT 228 SKID STEER		5,800 LB.	$80.00			
# 304	2011	CAT 226 SKID STEER		5,800 LB.	$80.00			
# 351	1997	CASE 1840 SKID STEER		5,600 LB.	$80.00			
		With 18" Pavement Grinder			$165.00			
# 333	1997	N.H. SKID STEER LX565SS		5,400 LB.	$80.00			
		COMPACTION EQUIPMENT						
# 419	2005	CAT CP563E VIBRATORY PADFOOT V	84 IN.	27,000 LB.	$150.00	$700.00	$2,000.00	$6,000.00
# 479	2006	INGERSOL RAND SD116DX	84 IN.	24,500 LB.	$135.00	$550.00	$1,650.00	$5,000.00
# 401, 424	2000	CAT 563D W/CAB	84 IN.	24,000 LB.	$135.00	$550.00	$1,650.00	$5,000.00
# 422,425	1998	CAT 563C	84 IN.	24,000 LB.	$135.00	$550.00	$1,650.00	$5,000.00
# 477,478	2006	INGERSOL RAND SD77DX	66 IN.	16,500 LB.	$110.00	$500.00	$1,350.00	$4,000.00
# 476	2005	INGERSOL RAND SD77DX	66 IN.	16,500 LB.	$110.00	$500.00	$1,350.00	$4,000.00
# 908	2003	INGERSOL-RAND SD77DX	66 IN.	16,500 LB.	$110.00	$500.00	$1,350.00	$4,000.00

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					Hourly w/operator & fuel	Daily w/o operator & fuel	Weekly w/o operator & fuel	Monthly w/o operator & fuel
		COMPACTION EQUIPMENT - CONT.						
# 402	1997	BOMAG BW 172D-2	66 IN.	15,200 LB.	$105.00	$500.00	$1,350.00	$4,000.00
# 437	2003	INGERSOL/RAND SD-40D	48 IN.	10,000 LB.	$95.00	$350.00	$1,000.00	$3,000.00
# 410	1987	BOMAG BW 142 SF	48 IN.	10,000 LB.	$95.00	$350.00	$1,000.00	$3,000.00
# 451	1992	BOMAG BW 142D	48 IN.	10,000 LB.	$95.00	$350.00	$1,000.00	$3,000.00
		FORWARD REVERSE COMPACTOR		1,000 LB.		$235.00		
		HAND COMPACTOR		150 LB.		$105.00		
		PAVING EQUIPMENT						
# 902	2013	CAT AP1055E 10' TRACK PAVER		44,500 LB.	$300.00			
# 912	2014	CAT AP1000E 10' Rubber Tire		43,000 LB.	$300.00			
# 901	2013	CAT AP555E 8' TRACK PAVER		39,000 LB.	$250.00			
# 918	2015	VOGELE 700 SIDEWALK PAVER		13,000 LB.	$225.00			
# 426	2009	EAGLE SIDEWALK PAVER ES4896			$185.00	$1,050.00	$3,150.00	
# 900	2011	WEILER W530 SHOULDER PAVER			$200.00	$1,500.00	$4,500.00	$13,500.00
# 380	1994	CAT RM350 RECLAIMER		53,000 LB.	$525.00			
# 913	2014	WIRTGEN W50DCI MILL		17,000 LB.	$225.00			
# 914	2015	CAT CB54XW ROLLER 12 TON		26,000 LB.	$120.00			
# 911	2007	CAT CB543D ROLLER 10 TON		26,000 LB.	$105.00			
# 904	2008	HAMM HD90 ROLLER		20,500 LB.	$105.00	$550.00	$1,650.00	$5,000.00
# 907	2000	INGERSOL ROLLER DD90 HF TEN TON		21,500 LB.	$105.00	$550.00	$1,650.00	$5,000.00
# 915	2015	HAMM HD14W ROLLER		10,500 LB	$100.00	$500.00	$1,350.00	$4,000.00
# 903,916	2011	VOLVO PT 240R PNEUMATIC ROLLER		36,000 LB.	$105.00	$550.00	$1,650.00	$5,000.00
# 910	2006	HYPAC C530AH PNEUMATIC ROLLER		13,000 LB.	$89.00	$550.00	$1,650.00	$5,000.00
# 905	2001	CAT CB224D ROLLER 3-5 TON		6,000 LB.	$79.00	$350.00	$1,000.00	$3,000.00
# 427,428	2003	INGERSOL-RAND DD24 3-5 TON		6,000 LB.	$79.00	$350.00	$1,000.00	$3,000.00
# 917	2014	HAMM HD10CW ROLLER		5,500 LB.	$79.00	$350.00	$1,000.00	$3,000.00
# 909	2013	WHACKER DOUBLE DRUM ROLLER		2,500 LB.	$53.00	$315.00		
# 906		1 TON MQR 2000H ROLLER				$210.00		
# CP9	1989	POWER CURBER				$420.00		
# 103-02	2014	FREIGHTLINER 2000 GAL TACK TRUCK			$125.00			
		SCREENING & CRUSHING PLANTS						
# 1466	1998	INNOVATOR 1244 STUMP GRINDER			$420.00			
# 1484	1994	NORDBERG LOKOTRACK LT125 37"x49" JAW CRUSHER			P.O.R.			
# 1458	1996	NORDBERG LOKOTRACK LT100R 30"x40" JAW CRUSHER			$300.00			
# 1486	1999	NORDBERG LOKOTRACK LT105 28"X44" JAW CRUSHER			$300.00			
# 1407	2005	NORDBERG LOKOTRACK LT105 28"X44" JAW CRUSHER			$300.00			
# 1463	1986	PIONEER 30"x42" JAW CRUSHER			P.O.R.			
# 1401	2002	NORDBERG LT300 GPB CRAWLER CONE CRUSHER			P.O.R.			
# 1485	1997	NORDBERG P3006203CC CONE PLANT			P.O.R.			
# 1460	1986	PIONEER 4ft. CONE PLANT w/ 5x16 Screen			P.O.R.			
# 1405	2005	KODIAK FAST TRAK CONE CRUSHER FT 200			$325.00			
# 1403, 1404	2005	METSO/NORDBURG ST 620 6'X20' 3 DECK CRAWLER SCREEN			P.O.R.			
# 1409	2015	ASTEC JCI GT2055 TRACK SCREEN			P.O.R.			
# 1408	2014	ASTEC JCI GT165 TRACK SCREEN			P.O.R.			
# 1418	2000	RETECH TROMMEL SCREEN 620R			$158.00	$1,400.00	$4,000.00	$12,000.00
# 1465	2003	RETECH TROMMEL SCREEN 620R			$158.00	$1,400.00	$4,000.00	$12,000.00
# 1445, 1446	1993	PORTEC 271 4X8 SCREEN PLANT			$126.00	$900.00	$2,700.00	$8,000.00
# 1406	2010	METSO CV100 SCREEN			$126.00	$900.00	$2,700.00	$8,000.00
# 1453	1994	READ SCREEN ALL RD90 C			$126.00	$900.00	$2,700.00	$8,000.00
		FISHER AIR CLASSIFIER			P.O.R.			
# 1486	2003	50YD SURGE HOPPER WITH SYNTRON FEEDER			P.O.R.			
# 1425A		RAWSON 80' STACKER			P.O.R.	$315.00	$735.00	$2,100.00
# 1426	1983	HEWITT STACKER 100 FT			$42.00	$370.00	$1,260.00	$3,780.00

SHAW BROTHERS CONSTRUCTION, INC.

P.O. Box 69 • 341 Mosher Rd • Gorham, Me 04038

Tel: (207) 839-2552 • Fax: (207) 839-6239

Website: www.shawbrothers.com

				Hourly w/operator & fuel	Daily w/o operator & fuel	Weekly w/o operator & fuel	Monthly w/o operator & fuel
	DUMP TRUCKS						
	TRACTOR W/ 3 AXLE FLOWBOY	30 TON	100,000 GVW	$130.00			
	TRACTOR 3 AXLE TRAILER DUMP	28 YD	100,000 GVW	$116.00			
	TRI-AXLE DUMP	18 YD	69,000 GVW	$90.00			
	TRI-AXLE ROCK BODY DUMP	18 YD	69,000 GVW	$100.00			
	10 WHEEL DUMP	14 YD	54,000 GVW	$80.00			
	6 WHEEL DUMP	8 YD	34,000 GVW	$68.00			
	6 WHEEL DUMP	3 YD	17,500 GVW	$58.00			
	WATER TRUCKS						
	CAT 25D 4X4 WATER TRUCK	5000 gals		$179.00	$895.00		
	WATER TRUCK - 10 WHEEL	3500 gals	54,000 GVW	$95.00	$525.00	$1,575.00	$4,200.00
	WATER TRUCK - 6 WHEEL	2000 gals	34,000 GVW	$74.00	$420.00	$1,260.00	$3,150.00
	TRACTORS W/LOWBED						
	TRACTOR W/65 TON LOWBED			$200.00	PLUS PERMITS		
	TRACTOR W/55 TON LOWBED			$135.00	PLUS PERMITS		
	LOG TRAILOR W/PRENTICE LOADER			$130.00			
	TRUCK W/10 TAG ALONG			$80.00			
	ESCORT VEHICLE W/DRIVER			$55.00			
	OFF ROAD DUMPS						
# 371,372,373	CAT 740 6 X 6 HAUL TRUCK	30YD	73,000 LB.	$275.00	$1,700.00	$5,000.00	$15,000.00
# 374,375	VOLVO A35C 6 X 6 HAUL TRUCK	26YD	63,000 LB.	$235.00	$1,400.00	$4,000.00	$12,000.00
# 377,378,381,382	VOLVO A30C 6 X 6 HAUL TRUCK	23YD	46,000 LB.	$200.00	$1,100.00	$3,500.00	$10,000.00
# 376	CAT 25 D 4 X 4 HAUL TRUCK	18 YD	44,000 LB.	$158.00	$1,000.00	$3,000.00	$9,000.00
# 383	KOMATSU TRACK HAUL TRUCK D11	10 YD	40,000 LB.	$268.00	$1,700.00	$5,000.00	$15,000.00
	EQUIPMENT W/SPECIAL ATTACHMENTS						
	65,000 LB EXC. W/TRAMAC RB60 SHEET			$315.00			
	PILE DRIVER& EXTRACTOR						
	75,000 LB EXC. W/SCREENING BUCKET			$350.00			
	LOADER ATTACHMENTS- FORKS, BROOMS, SIDE DUMPS - P.O.R						
	EXCAVATOR ATTACHMENTS- PLATE COMPACTORS, GRAPPLES, AUGERS,						
	DITCH WITCH, DITCHING BUCKETS, STUMP SPLITTER ETC., HYDRAULIC BARRIER LIFTER - P.O.R						
	WATERPUMPS						
	6" PUMP w/hoses				$370.00		
	2" and 3" PUMPS w/hoses				$130.00		
	TRAFFIC CONTROL ITEMS						
	SITE SAFETY PACKAGE (signs, cones, barrels) per crew				$300.00		
	JERSEY BARRIER RENTAL (mob. & demob. not included)				$6.00 per ft. per month		
	SOLAR POWERED MESSAGE BOARD				$315.00	$790.00	$1,575.00
	ARROW BOARD				$160.00	$315.00	$735.00
	TYPE I BARRIER				$20.00	$40.00	$125.00
	TYPE III BARRIER				$75.00	$200.00	$600.00
	TRAFFIC DRUM				$20.00	$40.00	$125.00
	TRAFFIC CONES				$15.00	$30.00	$90.00
	SIGNS				$20.00	$40.00	$125.00
	SHORING EQUIPMENT						
	SMALL BOXES				$185.00	$550.00	$1,680.00
	TRENCH BOXES				$275.00	$790.00	$2,310.00
	MANHOLE BOXES				$275.00	$790.00	$2,310.00
	STEEL PLATES				$80.00	$235.00	$710.00
	STEEL SHEETING PER LINEAR FT.				$5.00		

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			Hourly w/operator & fuel	Daily w/o operator & fuel	Weekly w/o operator & fuel	Monthly w/o operator & fuel
		TRACTORS				
# 416	1994	JOHN DEERE 6400 4x4 w/Rototiller	$120.00			
# 730	2002	JD GATOR		$210.00		
# 403	2012	POLARIS R12 4WHEELER		$210.00		
		SWEEPERS				
# 058	1997	SCHWARZE M5000 SWEEPER	$140.00			
# 046	2004	ELGIN SWEEPER	$131.00			
# 447	2005	ROSCO 4820 BROOM	$110.00			
# 448	2004	NEW HOLLAND TRACTOR w/sweeper	$110.00			
# 446	2005	MASSEY FERGUSON TRACTOR w/Sweeper	$110.00			
# 445	2005	MASSEY FERGUSON TRACTOR w/Sweeper	$110.00			
		MISCELLANEOUS				
# 384	2012	TIMBERPRO TF830B FORWARDER	$250.00	$2,000.00	$7,000.00	$21,000.00
# 487	1990	JLG 80H FOOT MANLIFT		$735.00	$2,205.00	$5,515.00
		AIR COMPRESSOR W/TOOLS	$37.00	$210.00		
# 417	1999	40 KW MQ GENERATOR DCA 70	$42.00	$265.00		
		8,500 W GENERATOR		$105.00		
		2,500 W GENERATOR		$80.00		
		4,000 WATT LIGHT TOWER		$210.00	$525.00	$1,575.00
		HIGHWAY SAW W/BLADE & WATER	$110.00	$525.00		
		MCELROY #28 PIPE FUSER		$225.00	$955.00	
# 442		GAS MULCHER M60	$79.00	$475.00		
# 443		DIESEL MULCHER TM90	$79.00	$475.00		
		SEWER PIPE TESTER		$210.00		
		WATER PIPE TESTER		$160.00		
		MANHOLE TESTER		$105.00		
		CRANE MATS			$105.00	$160.00
		SUPPORT TRUCKS				
		1 1/2 - 2 TON UTILITY TRUCK W/COMPRESSOR W/HAND TOOLS	$55.00	(no operator)		
		1/2 - 1 TON UTILITY/PICK-UP TRUCK W/HAND TOOLS	$38.00	(no operator)		
		CRANES				
# 400	2008	TEREX RT555 55TON CRANE	$210.00	$1575.00 w/operator		
# 169	1998	10 WHEEL TRUCK W/11 TON ART. 50 FT. CRANE	$110.00			

LABOR RATES-HOURLY

PROJECT MANAGER	$80.00
SUPERVISOR	$90.00
FOREMAN	$65.00
CONSTRUCTION WORKER	$45.00
TRUCK DRIVER	$48.00
OPERATOR	$55.00
MECHANIC	$90.00
MECHANIC W/SERVICE TRUCK	$100.00
2 PERSON LAYOUT CREW w/Vehicle & Survey Equipment	$135.00
ONE PERSON LAYOUT CREW w/Vehicle & GPS System	$150.00

***LABOR RATES DO NOT INCLUDE SUPPORT VEHICLES**

* LABOR RATES SHALL BE TIME AND ONE HALF (1 1/2) AFTER 8 HRS. DAILY OR 40 HOURS WEEKLY. DOUBLE TIME SUNDAYS AND HOLIDAYS AND NIGHTS.

Note: Equipment Rentals

Hourly Rates are based on a four hour minimum and includes an operator and fuel.

Daily, Weekly, & Monthly rates do not include operators or fuel.

Daily= 8 hrs, Weekly=40 hrs, Monthly=160 hrs.

Extended hourly use will be billed on a prorated basis. Moving Charges Not Included.

Suite B
437 Portsmouth Ave, Greenland, NH

5/18/2016

Request for Quotation
Stormwater Buffers and Restoration Plan

Summary

Restore impacted wetlands to pre-stripping conditions from road construction

As provided by the town of York, ME, created by Stantec Consulting Services Inc. The following work is to be conducted to restore impacted wetlands
Redistribute materials (topsoil, course debris) taken from wetland buffer
Reestablish existing grades
Plant and mulch tree and shrubbery material outlined in restoration plan
Build a stone berm level lip spreader to reduce erosion
Hydroseed noted areas with specified seed mixes and application rates
Any leftover loam will be screened and stockpiled for the town

Equipment

1 35,000lb or larger excavator
1 bulldozer
1 Articulating off road dump truck
1 Vibratory screener
1 Front end wheel loader

Earthwork Pricing

Phase 1 consisting of earthwork in 5.2 restoration scope line items 1-5

`Total $120,000

Tree planting pricing

Phase 2 consists of installing plant materials with 1 year warranty outlined in tables 1-5, pages 5-9

Table 1: Recommended Shrub Plantings for Wetland 3 Restoration Area.

Type Species Common Name ~ Number of Plants Needed		
Shrubs		
Alnus incana ssp. rugosa	Speckled alder 8	N/A
Ilex verticillata	Common winterberry 8	$1300
Vaccinium corymbosum	Highbush blueberry 8	$700
Salix bebbiana	Long-beaked willow 6	$400

Table 3: Recommended Tree and Shrub Plantings for the Primary Buffer Restoration Area

Type	**Species Common Name ~ Number of Plants Needed**	
Trees		
Acer rubrum	Red maple 40	$8500
Betula lenta	Sweet birch 20	$1500
Betula populifolia	Gray birch 40	$5000
Quercus rubra	Northern red oak 40	$12000
Picea rubens	Red spruce 40	$3000
Pinus strobus	Eastern white pine 40	$15,400
Tsuga canadensis	Eastern hemlock 40	$25,200
Shrubs		
Corylus cornuta	Beaked hazelnut 40	N/A
Hamamelis virginiana	Witch-hazel 40	$10,800
Kalmia angustifolia	Sheep laurel 30	$2700

Table 5: Recommended Tree and Shrub Plantings for Stormwater Buffers B-4 and B-5

Buffer	**Species Common Name ~ Number of Plants Needed**	
Acer rubrum	Red maple 6	$1800
Betula populifolia	Gray birch 6	$650
Pinus strobus	Eastern white pine 6	$2800
	Total	**$91,750**

Mulch
200 Yards of mulch

$10,000

Hydroseeding Pricing
Phase 2 consisting of 5.2 restoration scope line item 6, spec page 7 table 4
Hyrdo seeding **$5000**

Screening Pricing
Screen remaining loam, stockpile screened loam and tailings on site.

$20,000

Invasive species control
Because course of action and frequency for treatment is unknown, it will be billed separately based upon time and materials

Payment Terms

Payment 1 1/4 payment at signing of contract
Payment 2 1/4 payment after earthwork(redistribution/grading) complete
Payment 3 1/4 payment upon completion of planting
Payment 4 Remaining balance to be paid upon agreed completion of scope of work

Change Orders

Change order work will be submitted in writing to Town Administrator and will be charged on a time and materials costing basis.

Project Timeframe

Estimated start date will be 6/27/16. The start date is subject to change based upon weather and other factors outside of our control. Country Farm Landscaping anticipates approximately 45 days to complete the project, not including weekends. Country Farm Landscaping will adhere to the construction schedule as best as possible, but schedule may be affected by, holidays, weather, equipment breakdowns, and acts of god

Conditions:

1) Any off-site trucking will be billed at a rate of $100 per hour for a tri axle and $135 per hour for a dump trailer over and above contract price.
2) The town of York, ME will make reasonable accommodations to provide access to water for plantings and hydroseeding
3) Country Farm Landscaping, LLC will subcontract out all applications of select weed control via chemical to licensed applicator
4) Any additional surveying costs, permitting, monitoring, and reporting is the responsibility of the town of York, ME
5) All change orders will be paid of net 15 terms
6) Country Farm landscaping is not responsible for erosion prevention materials such as silt fence or hay bales

New England Excavation LLC is formally submitting this bid in response to the RFP set forth by the Town of York Maine –Wetland Restoration Plan 9(revised May 2013)

Summary

The goal of this restoration plan is to re-introduce material that was inadvertently stripped from the wetlands during the clearing of the area between Ridge road and US-Rt 1 for the Police station and road construction project from 2012.

As stated in a meeting with Stephen Burns (Town Administrator) the town of York Maine has fallen out of compliance with DEP and Core of Engineer code for wetland buffering and protection.

As per the plans written by Stantec Consulting Services Inc. New England Excavation will conduct the following:

- Redistribute materials (topsoil, course debris) taken from wetland buffer
- Grade original organics to an existing grade of surrounding materials
- Plant and mulch tree and shrubbery material outlined in Tables 1-5 (pages 5-9 in restoration plan)
- Construct a stone berm level lip spreader (page 4, figure 4 spec)
- Hydroseed spec areas in restoration plan with wetland and other approved blends (page 7, table 4)
- Maintain watering responsibilities until plant materials take to new environment* ***NEELLC will require assistance of York Water department. Watering operations after completion of planting will be billed to Town of York on a basis of time and materials. Watering will be charged at the metering rate of DPW and a $55/hr cost for NEELLC representative/agent****
- Screen and relocate excess loam materials for town use at lower front entrance of project site.

Equipment

Caterpillar 321 hydraulic excavator
Caterpillar D3 bulldozer
Caterpillar 735 articulating off road dump truck
Metso 100 screener
Hyundai 740-3 front end wheel loader
New Holland LW230 front end wheel loader
On road 10 wheel or tri axle dump truck**

Phase 1 Pricing

Phase 1 consisting of earthwork in 5.2 restoration scope line items 1-5
$109,000.00USD

** see conditions

Phase 2 Pricing

Phase 2 consists of installing plant materials** with 1 year warranty outlined in tables 1-5, pages 5-9

Table 1: Recommended Shrub Plantings for Wetland 3 Restoration Area.

Type Species Common Name NWI Status ~ Number of Plants Needed		
Shrubs		
Alnus incana ssp. rugosa	Speckled alder 8	N/A
Ilex verticillata	Common winterberry 8	$1280
Vaccinium corymbosum	Highbush blueberry 8	$640
Salix bebbiana	Long-beaked willow 6	$360

Table 3: Recommended Tree and Shrub Plantings for the Primary Buffer Restoration Area

Type Species Common Name ~ Number of Plants Needed		
Trees		
Acer rubrum	Red maple 40	$8000
Betula lenta	Sweet birch 20	$1600
Betula populifolia	Gray birch 40	$4800
Quercus rubra	Northern red oak 40	$11,200
Picea rubens	Red spruce 40	$3200
Pinus strobus	Eastern white pine 40	$16,000
Tsuga canadensis	Eastern hemlock 40	$24,000
Shrubs		
Corylus cornuta	Beaked hazelnut 40	N/A
Hamamelis virginiana	Witch-hazel 40	$9600
Kalmia angustifolia	Sheep laurel 30	$2400

Table 5: Recommended Tree and Shrub Plantings for Stormwater Buffers B-4 and B-5

Buffer Species Common Name ~ Number of Plants Needed		
B-4		
Acer rubrum	Red maple 6	$1200
Betula populifolia	Gray birch 6	$720
Pinus strobus	Eastern white pine 6	*$2400*
	Total	**$87,400**

Phase 3 Pricing

Phase 2 consisting of 5.2 restoration scope line item 6, spec page 7 table 4

Hyrdo seeding **$4,200.00USD**

Mulching of plant material to 3' diameter spec **$9,000.00USD**

Phase 4

As discussed with Town administrator, additional loam materials will be trucked to entrance of property where it will be screened and processed for future use. BOTH screened materials and tailings will be separated and stock piled unless otherwise agreed on.

Due to the unknown quantities of excess material screening will be charged on a per week basis.

** see conditions

$11,000.00USD per week 1-week minimum

Payment requirements:
New England Excavation is requesting a structured payment based on construction schedule. These two options are:

Schedule 1:
Payment 1: 1/3 payment at signing of contract
Payment 2: 1/3 payment after earthwork(redistribution/grading) complete, prior to planting phase
Payment 3: Final payment to be made after planting and screening is complete.

Schedule 2:
A 25% up-front payment made to New England Excavation at the signing of contract. The remaining payments to be made equally by close of business on the Friday of work week. Town of York will hold 5% retainage of each payment, retainage will be released in final payment upon completed scope of work.

Construction Schedule:
Estimated start date will be Wednesday June 1, 2016. Work will continue through Friday July 1, 2016. New England Excavation reserves the right to request an extend completion date based on uncontrollable factors, including but not limited to:

- Inclement weather
- Delays in plant material delivery, availability
- Recognized holidays
- Change Orders

Change Orders
Change order work will be submitted in writing to Town Administrator and will be charged on a time and materials costing basis.

Conditions:

1) Due to lack of water access onsite, New England Excavation is requesting the assistance of the water department to allow a hydrant meter to be used for the purpose of filling tote or water truck. NEE will adhere to predetermined rate per gallon.
2) It has been determined that there will be no offsite trucking within the scope of work. In the event on road trucking is needed (limited capacity) NEE reserves the right to hire subcontracted trucks at a rate of $110 per hour for a tri axle and $145 per hour for a dump trailer over and above contract price.
3) New England Excavation reserves the right to hire sub-contractor for planting/spraying. Subcontractor will be supervised by NEE personnel and will adhere to contractual scope of work outlined in contract between Town of York and New England Excavation. Plant material will be warrantied by installer for 1 calendar year.

** see conditions

REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: May 19, 2016	☒ ACTION
DATE ACTION REQUESTED: May 23, 2016	☐ DISCUSSION ONLY
SUBJECT: Business License Applications	

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

RECOMMENDATION: Approve the Business License(s) attached.

PROPOSED MOTION: I move to approve the following licenses:

- *Hong Ji, Inc. DBA: Bamboo Garden (Food Service, Liquor, Special Amusement); located at 8 Market Place Drive*
- *Barbara Sheff DBA: Candleshop Inn (Bed and Breakfast); located at 44 Freeman Street*
- *John and Agnes Biagioni DBA: The Candy Store, Inc. (Food Service); located at 14 Railroad Avenue*
- *Jane Eastman DBA: Harry's Seafood and Grill (Food Service, Liquor); located at 15 Railroad Avenue*
- *IOTB, LLC DBA: Inn on the Blues (Food Service, Liquor, Special Amusement, Innkeeper); located at 7 Ocean Avenue*
- *Nicole Hill DBA: Molly O's Restaurant (Food Service); located at 2 Main Street*
- *Paine Ave Corporation DBA: The Salt Marsh Clam Shack (Food Service, Liquor); located at 2 US Route One*
- *IOTB, LLC DBA: Stones Throw (Food Service, Liquor, Innkeeper); located at 123 Long Beach Avenue*
- *Alec Brown DBA: Seacoast Brothers Butcher Shop (Food Service); located at 459 US Route One*
- *William Burnham DBA: Surfside (Food Service, Liquor); located at 1 Main Street*
- *William Burnham DBA: York Beach Bowling Alley (Bowling Alley, Coin-Operated Amusement); located at 3 Beach Street*
- *Sandra Wilson DBA: York Restaurant (Food Service); located at 1 Railroad Avenue*

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

PREPARED BY: Melissa M. Avery REVIEWED BY: _____

THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: Bamboo Garden

Street Address: 8 Market Place Dr, York, Me 03909

Business Owner: Hong Ji Inc

Business Manager: Yu Ping Chen

Mailing Address:

Mailing Address: 8 Market Place Dr #B York, Me 03909

Phone Number:

Phone Number: 207-361-4388

E-mail Address:

E-mail Address: esalwu@gmail.com

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

___ Bed and Breakfast License (C/F)
___ Innkeeper License (C/F)
Number of Rooms: ____

Entertainment:

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

Food and Beverage:

X Food Service License (C/F)
X Liquor License (F/P)
___ Bottle Club License (F/P)
Number of Seats: 88

Miscellaneous:

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

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

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

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

Provide the following information about any relevant State licenses:

STATE LICENSE INFORMATION			
ID Number(s):	7923	19401	
Expiration Date(s):	8/26/16	8/14/16	
Classification(s):	Class I 11900r	Eating Place	

Please read the following and sign to complete your application:

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

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

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

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

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

FOR OFFICE USE ONLY

FEES	Amount	Map – Lot: 0053 - 0009
Application and First License ($60)	60.—	Processed By: mmayery
Subsequent Licenses ($30 each)	60.—	Received Date: 4/8/16
New License Fee ($50)	—	Amount Received: $ 120.00
License Amendment ($25)	—	Check # 821 or Cash ☐
Other: _____		
TOTAL DUE	$ 120.00	**LICENSE #:** _____ - _____

Department Approvals		Date of Approval	Special Conditions *(Attached if Necessary)*
Code Enforcement	__ N/A	4/20/16 CNewell	YES NO
Fire	__ N/A	4/14/16 DAppgar	YES NO
Police	__ N/A		YES NO
Tax Collector	__ N/A	4/12/16 MSzeniawski	YES NO
Board of Selectmen		_____ *Town Manager for the Board of Selectmen* _____ *Date*	**YES NO**

THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: Candleshop Inn

Street Address: 44 Freeman St.

Business Owner: Barbara Sheff

Business Manager: Same

Mailing Address: 40 Homestead St. Waban, MA 02468

Mailing Address: Same

Phone Number: 207 337-3227

Phone Number: Same

E-mail Address: bsheffrn@aol.com

E-mail Address: Same

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

✓ Bed and Breakfast License (C/F)

___ Innkeeper License (C/F)

Number of Rooms: 10

Food and Beverage:

___ Food Service License (C/F)

___ Liquor License (F/P)

___ Bottle Club License (F/P)

Number of Seats: ___

Entertainment:

___ Special Amusement License (F/P)

___ Dance Hall License (F/P)

___ Bowling Alley License (F)

___ Coin-Operated Amusement License (P)

___ Bingo, Beano and Games of Chance

Miscellaneous:

___ Transient Seller's License

___ Flea Market License

___ Junkyard, Auto Graveyard/Recycling License

___ Other: _____

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

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

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

Provide the following information about any relevant State licenses:

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

Please read the following and sign to complete your application:

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

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

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

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

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

FOR OFFICE USE ONLY

FEES	Amount	**Map – Lot:** 0023 - 0053
Application and First License ($60)	60.—	Processed By: mmavery
Subsequent Licenses ($30 each)	—	Received Date: 4/11/16
New License Fee ($50)	—	Amount Received: $ 60.
License Amendment ($25)	—	Check # 375 or Cash ☐
Other:	—	**LICENSE #:** _____ - _____
TOTAL DUE	$ 60.—	

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

THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: The Candy Corner, Inc

Street Address: 14 Railroad Ave, York Beach, ME 03910

Business Owner: John + Agnes Biagioni

Business Manager: John Biagioni

Mailing Address: P.O. Box 731
York Beach, ME 03910

Mailing Address: P.O. Box 731
York Beach, ME 03910

Phone Number: 207-363-6480

Phone Number: 617-803-4920

E-mail Address:

E-mail Address:

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

Is the Business Owner same as the prior year? ☑ YES ☐ NO ☐ NEW BUSINESS

Please indicate which Licenses or Local Approvals you seek:

Lodging:

___ Bed and Breakfast License (C/F)
___ Innkeeper License (C/F)
Number of Rooms: ____

Entertainment:

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

Food and Beverage:

✓ Food Service License (C/F)
Number of Seats: 0 / 0 (Existing / Proposed)
___ Liquor License (F/P)
___ Bottle Club License (F/P)

Miscellaneous:

___ Transient Seller's License
___ Flea Market License
___ Junkyard, Auto Graveyard/Recycling License
___ Other: ~~Candy + Gifts~~

C – Code Enforcement Inspection Required F – Fire Department Inspection Required P – Police Department Inspection Required
S – Sewer District Inspection Required W – Water District Inspection Required

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

York Sewer District: (207) 363-4232

York Water District: (207) 363-2265

Other Municipal Water and Sewer Districts may apply depending on your business location

- CONTINUE TO BACK PAGE OF APPLICATION -

Provide the following information about any relevant State licenses:

STATE LICENSE INFORMATION			
ID Number(s):	1-466		
Expiration Date(s):	Feb. 28, 2017		
Classification(s):	Candy + Gifts		

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

Please read the following and sign to complete your application:

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

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

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

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

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

FOR OFFICE USE ONLY

FEES	Amount	Map – Lot: 0024 - 0018
Application and First License ($60)	60.–	Processed By: mmavery
Subsequent Licenses ($30 each)	–	Received Date: 5/3/16
New License Fee ($50)	–	Amount Received: $ 60.–
License Amendment ($25)	–	Check # 1094 or Cash ☐
Other:_____	–	**LICENSE #:** _____ - _____
TOTAL DUE	$ 60.–	

Department Approvals	Date of Approval	Department Approvals	Date of Approval
Code Enforcement	5/6/16 KN	Sewer	
Fire	5/4/16 DB	Water	5/4/16 DN
Police	N/A	Tax Collector	5/5/16 MAS

Board of Selectmen _____ *Town Manager for the Board of Selectmen*	_____ *Date*	**Special Conditions** *(Attached if Necessary)* **YES NO**

THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: Harry's Seafood and Grill

Street Address: 15-3 Railroad Ave

Business Owner: Jane Eastman

Business Manager: Duane Eastman

Mailing Address: 21 York Ridgeway
York ME 03909

Mailing Address: 188 York Woods Rd
South Berwick ME 03908

Phone Number: 207 363 3755

Phone Number: 603 860 5197

E-mail Address:

E-mail Address: Deast72@hotmail.com

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

Is the Business Owner same as the prior year? ☒ YES ☐ NO ☐ NEW BUSINESS

Please indicate which Licenses or Local Approvals you seek:

Lodging:

___ Bed and Breakfast License (C/F)
___ Innkeeper License (C/F)
Number of Rooms: ____

Entertainment:

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

Food and Beverage:

X Food Service License (C/F)
Number of Seats: 28 / 28 (Existing / Proposed)
X Liquor License (F/P)
___ Bottle Club License (F/P)

Miscellaneous:

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

C – Code Enforcement Inspection Required F – Fire Department Inspection Required P – Police Department Inspection Required
S – Sewer District Inspection Required W – Water District Inspection Required

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

York Sewer District: (207) 363-4232

York Water District: (207) 363-2265

Other Municipal Water and Sewer Districts may apply depending on your business location

- CONTINUE TO BACK PAGE OF APPLICATION -

Provide the following information about any relevant State licenses:

STATE LICENSE INFORMATION			
ID Number(s):	20690		
Expiration Date(s):	2/11/17		
Classification(s):	Eating Place		

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

Please read the following and sign to complete your application:

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

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

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

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

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

FOR OFFICE USE ONLY

FEES	Amount	Map – Lot: 0023 - 0003
Application and First License ($60)	60.-	Processed By: mmavery
Subsequent Licenses ($30 each)	30.-	Received Date: 5/18/16
New License Fee ($50)	—	Amount Received: $ 90.-
License Amendment ($25)	—	Check # 2604 or Cash ☐
Other:_____	—	**LICENSE #:** _____ - _____
TOTAL DUE	$ 90.-	

Department Approvals	Date of Approval	Department Approvals	Date of Approval
Code Enforcement		Sewer	
Fire		Water	
Police		Tax Collector	

Board of Selectmen _____ *Town Manager for the Board of Selectmen* _____ *Date*	**Special Conditions** *(Attached if Necessary)* **YES NO**

THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: INN ON THE BLUES

Street Address: 7 OCEAN AVE YORK BEACH, ME 03910

Business Owner: FOTB, LLC

Business Manager: JOSEPH LIPTON

Mailing Address: PO BOX 700 YORK BEACH, ME 03910

Mailing Address: SAME AS OWNER

Phone Number: 207-351-3221

Phone Number: 207-641-7039

E-mail Address: info@innontheblues.com

E-mail Address: josephlipton@gmail.com

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

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

Number of Rooms: 5

Food and Beverage:

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

Number of Seats: 216

Entertainment:

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

Miscellaneous:

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

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

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

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

Provide the following information about any relevant State licenses:

STATE LICENSE INFORMATION			
ID Number(s):	9254		
Expiration Date(s):	05/18/16		
Classification(s):	XI		

Please read the following and sign to complete your application:

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

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

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

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

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

FOR OFFICE USE ONLY

FEES	Amount	Map – Lot: 0024 - 0011
Application and First License ($60)	60.—	Processed By: mmaveny
Subsequent Licenses ($30 each)	90.—	Received Date: 4/13/16
New License Fee ($50)		Amount Received: $ 150.—
License Amendment ($25)	—	Check # 5711 or Cash ☐
Other: _____		
TOTAL DUE	$ 150.00	LICENSE #: _____ - _____

Department Approvals		Date of Approval	Special Conditions (Attached if Necessary)
Code Enforcement	__ N/A	5/6/16 K Dewell	YES NO
Fire	__ N/A	4/26/16 D Bridges	YES NO
Police	__ N/A	5/16/16 O Davis	YES NO
Tax Collector	__ N/A	4/27/16 M Szeniawski	YES NO
Board of Selectmen		_____ *Town Manager for the Board of Selectmen* _____ *Date*	YES NO

Rec'd SHB 5/2/11
w/ check for $60

THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: MOLLYO'S RESTAURANT

Street Address: 2 MAIN STREET YORK BEACH, MAINE 03910

Business Owner: NICOLE E HILL

Mailing Address: PO BOX 36
YORK BEACH, ME 03910

Phone Number: 207-363-1838

E-mail Address: nhill001@maine.rr.com

Business Manager: ALL THE SAME

Mailing Address:

Phone Number:

E-mail Address:

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

Is the Business Owner same as the prior year? ☑ YES ☐ NO ☐ NEW BUSINESS

Please indicate which Licenses or Local Approvals you seek:

Lodging:

___ Bed and Breakfast License (C/F)
___ Innkeeper License (C/F)
Number of Rooms: ____

Entertainment:

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

Food and Beverage:

☑ Food Service License (C/F)
Number of Seats: 48 / ____ (Existing / Proposed)
___ Liquor License (F/P)
___ Bottle Club License (F/P)

Miscellaneous:

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

C – Code Enforcement Inspection Required F – Fire Department Inspection Required P – Police Department Inspection Required
S – Sewer District Inspection Required W – Water District Inspection Required

Code Enforcement: (207) 363-1002
Police Department: (207) 363-1031
Village Fire Department: (207) 363-1015
Beach Fire Department: (207) 363-1014
York Sewer District: (207) 363-4232
York Water District: (207) 363-2265

Other Municipal Water and Sewer Districts may apply depending on your business location

- CONTINUE TO BACK PAGE OF APPLICATION -

Provide the following information about any relevant State licenses:

STATE LICENSE INFORMATION			
ID Number(s):	5765		
Expiration Date(s):	4/11/2017		
Classification(s):			

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

Please read the following and sign to complete your application:

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

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

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

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

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

FOR OFFICE USE ONLY

FEES	Amount	Map – Lot: 0023 - 0007-A
Application and First License ($60)	60.–	Processed By: mmavery
Subsequent Licenses ($30 each)	–	Received Date: 5/3/16
New License Fee ($50)	–	Amount Received: $ 60.–
License Amendment ($25)	–	Check # 2325 or Cash ☐
Other:	–	**LICENSE #:** _____ - _____
TOTAL DUE	$ 60.–	

Department Approvals	Date of Approval	Department Approvals	Date of Approval
Code Enforcement	5/6/16 KN	Sewer	
Fire	5/4/16 DB	Water	5/4/16 DN
Police	N/A	Tax Collector	5/5/16 MAS

Board of Selectmen		**Special Conditions** *(Attached if Necessary)* **YES NO**
Town Manager for the Board of Selectmen	*Date*	

THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: Paine Ave Corp DBA / The Salt Marsh Clam Shack

Street Address: 2 US RT. 1, York, Maine

Business Owner: Nelse Clark

Business Manager: same

Mailing Address: 12 Lincoln St
Gloucester, MA 01930

Mailing Address:

Phone Number: 646 319 4814

Phone Number:

E-mail Address: Nelsec7@gmail.com

E-mail Address:

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

___ Bed and Breakfast License (C/F)
___ Innkeeper License (C/F)
Number of Rooms: ____

Food and Beverage:

X Food Service License (C/F)
X Liquor License (F/P)
___ Bottle Club License (F/P)
Number of Seats: 48

Entertainment:

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

Miscellaneous:

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

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

Code Enforcement: (207) 363-1002 Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015 Beach Fire Department: (207) 363-1014

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

Provide the following information about any relevant State licenses:

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

Please read the following and sign to complete your application:

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

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

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

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

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

FOR OFFICE USE ONLY

FEES	Amount	**Map – Lot:** 0086 - 0001-B
Application and First License ($60)	60.—	Processed By: mmavery
Subsequent Licenses ($30 each)	30.—	Received Date: 3/30/2016
New License Fee ($50)	50.—	Amount Received: $ 140.00
License Amendment ($25)	—	Check # _____ or Cash ☐
Other:_____	—	**LICENSE #:** _____ - _____
TOTAL DUE	$ 140.—	

Department Approvals		**Date of Approval**	**Special Conditions** *(Attached if Necessary)*
Code Enforcement	__ N/A		YES NO
Fire	__ N/A		YES NO
Police	__ N/A	5/5/16 O Davis	YES NO
Tax Collector	__ N/A	4/12/16 M Szeniawski	YES NO
Board of Selectmen	_____ *Town Manager for the Board of Selectmen*	_____ *Date*	**YES NO**

THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: Seacoast Brothers Butcher Shop

Street Address: 459 US RT 1

Business Owner: Alec Brown

Business Manager: _____

Mailing Address: 459 US RT 1
York, ME 03909

Mailing Address: _____

Phone Number: 351-8748

Phone Number: _____

E-mail Address: brownalec03@gmail.com

E-mail Address: _____

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

Is the Business Owner same as the prior year? ☒ YES ☐ NO ☐ NEW BUSINESS

Please indicate which Licenses or Local Approvals you seek:

Lodging:

___ Bed and Breakfast License (C/F)
___ Innkeeper License (C/F)
Number of Rooms: ____

Entertainment:

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

Food and Beverage:

X Food Service License (C/F)
Number of Seats: 0 / 0 (Existing / Proposed)
___ Liquor License (F/P)
___ Bottle Club License (F/P)

Miscellaneous:

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

C – Code Enforcement Inspection Required F – Fire Department Inspection Required P – Police Department Inspection Required
S – Sewer District Inspection Required W – Water District Inspection Required

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

York Sewer District: (207) 363-4232

York Water District: (207) 363-2265

Other Municipal Water and Sewer Districts may apply depending on your business location

- CONTINUE TO BACK PAGE OF APPLICATION -

Provide the following information about any relevant State licenses:

STATE LICENSE INFORMATION			
ID Number(s):	1173141		
Expiration Date(s):			
Classification(s):	12/31/17		

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

Please read the following and sign to complete your application:

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

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

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

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

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

FOR OFFICE USE ONLY

FEES	Amount	Map – Lot: 0048-0022
Application and First License ($60)	60.–	Processed By: mmaveny
Subsequent Licenses ($30 each)	–	Received Date: 5/6/16
New License Fee ($50)	–	Amount Received: $ 60.00
License Amendment ($25)	–	Check # _____ or Cash ☐
Other:_____	–	**LICENSE #:** _____ - _____
TOTAL DUE	$ 60.–	

Department Approvals	Date of Approval	Department Approvals	Date of Approval
Code Enforcement	5/10/16 KN	Sewer	
Fire		Water	
Police		Tax Collector	

Board of Selectmen _____ *Town Manager for the Board of Selectmen* _____ *Date*	**Special Conditions** *(Attached if Necessary)* **YES NO**

THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: STONES THROW

Street Address: 123 LONG BEACH AVE / 4 MORNINGSIDE DR

Business Owner: IOTB, LLC

Business Manager: JOSEPH LIPTON

Mailing Address: PO BOX 700
YORK BEACH ME 03910

Mailing Address: SAME AS OWNER

Phone Number: 207-361-3116

Phone Number: 207-641-7039

E-mail Address: info@innonthebluffs.com

E-mail Address: josephlipton@gmail.com

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

☐ Bed and Breakfast License (C/F)
☒ Innkeeper License (C/F)
Number of Rooms: 16

Food and Beverage:

☒ Food Service License (C/F)
☒ Liquor License (F/P)
☐ Bottle Club License (F/P)
Number of Seats: 150 INDOOR

Entertainment:

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

Miscellaneous:

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

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

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

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

Provide the following information about any relevant State licenses:

STATE LICENSE INFORMATION			
ID Number(s):	9551		
Expiration Date(s):	5/28/2016		
Classification(s):	CLASS XI		

Please read the following and sign to complete your application:

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

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

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

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

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

FOR OFFICE USE ONLY

FEES	Amount	Map – Lot: 0031 - 0097
Application and First License ($60)	60.-	Processed By: mmaweny
Subsequent Licenses ($30 each)	60.-	Received Date: 4/13/16
New License Fee ($50)	—	Amount Received: $ 120.00
License Amendment ($25)	—	Check # 5710 or Cash ☐
Other: _____		
TOTAL DUE	$ 120.00	LICENSE #: _____ - _____

Department Approvals		Date of Approval	Special Conditions (Attached if Necessary)
Code Enforcement	__ N/A	5/6/16 KNewell	YES NO
Fire	__ N/A	4/26/16 DBridges	YES NO
Police	__ N/A	5/16/16 ODavis	YES NO
Tax Collector	__ N/A	4/27/16 MSzeniawski	YES NO

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

2016

THE TOWN OF

YORK, MAINE

Check # 2319
$90.00

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: SURFSIDE

Street Address: 1 Main St / Short Sands York Beach ME 03910

Business Owner: William H Burnham Business Manager: _____

Mailing Address: PO Box 1089 Mailing Address: _____

York Beach ME 03910

Phone Number: 207-363-3882 Phone Number: _____

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

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

Is the Business Owner same as the prior year? ☒ YES ☐ NO ☐ NEW BUSINESS

Please indicate which Licenses or Local Approvals you seek:

Lodging:

___ Bed and Breakfast License (C/F)
___ Innkeeper License (C/F)
Number of Rooms: ____

Entertainment:

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

Food and Beverage:

X Food Service License (C/F)
Number of Seats: 81 / 81 (Existing / Proposed)
X Liquor License (F/P)
___ Bottle Club License (F/P)

Miscellaneous:

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

C – Code Enforcement Inspection Required F – Fire Department Inspection Required P – Police Department Inspection Required
S – Sewer District Inspection Required W – Water District Inspection Required

Code Enforcement: (207) 363-1002 Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015 Beach Fire Department: (207) 363-1014

York Sewer District: (207) 363-4232 York Water District: (207) 363-2265

Other Municipal Water and Sewer Districts may apply depending on your business location

- CONTINUE TO BACK PAGE OF APPLICATION -

Provide the following information about any relevant State licenses:

STATE LICENSE INFORMATION			
ID Number(s):	4935		
Expiration Date(s):	6/27/16		
Classification(s):	Eating Place		

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

Please read the following and sign to complete your application:

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

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

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

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

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

FOR OFFICE USE ONLY

FEES	Amount	Map – Lot: 0024 - 0047-A
Application and First License ($60)	60	Processed By: mmavery
Subsequent Licenses ($30 each)	30	Received Date: 5/18/16
New License Fee ($50)	—	Amount Received: $ 90.00
License Amendment ($25)	—	Check # 2319 or Cash ☐
Other:_____	—	**LICENSE #:** _____ - _____
TOTAL DUE	$ 90.00	

Department Approvals	Date of Approval	Department Approvals	Date of Approval
Code Enforcement		Sewer	
Fire		Water	5/18/16 DN
Police	5/18/16 OD	Tax Collector	

Board of Selectmen _____ _____
Town Manager for the Board of Selectmen *Date*

Special Conditions
(Attached if Necessary)
YES NO

2016

THE TOWN OF

YORK, MAINE

Check # 2320
$120.00

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: York Beach Bowling Alley

Street Address: 3 Beach Street York Beach ME 03910

Business Owner: William H Burnham

Business Manager: _____

Mailing Address: PO Box 1089
York Beach ME 03910

Mailing Address: _____

Phone Number: 207-363-3882

Phone Number: _____

E-mail Address: _____

E-mail Address: _____

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

Is the Business Owner same as the prior year? ☒ YES ☐ NO ☐ NEW BUSINESS

Please indicate which Licenses or Local Approvals you seek:

Lodging:

___ Bed and Breakfast License (C/F)
___ Innkeeper License (C/F)
Number of Rooms: ____

Entertainment:

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

Food and Beverage:

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

Miscellaneous:

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

C – Code Enforcement Inspection Required F – Fire Department Inspection Required P – Police Department Inspection Required
S – Sewer District Inspection Required W – Water District Inspection Required

Code Enforcement: (207) 363-1002
Police Department: (207) 363-1031
Village Fire Department: (207) 363-1015
Beach Fire Department: (207) 363-1014
York Sewer District: (207) 363-4232
York Water District: (207) 363-2265

Other Municipal Water and Sewer Districts may apply depending on your business location

- CONTINUE TO BACK PAGE OF APPLICATION -

Provide the following information about any relevant State licenses:

STATE LICENSE INFORMATION			
ID Number(s):	5437		
Expiration Date(s):	6/27/2016		
Classification(s):	EATING PLACE		

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

Please read the following and sign to complete your application:

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

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

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

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

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

FOR OFFICE USE ONLY

FEES	Amount	Map – Lot: 0024 - 0046
Application and First License ($60)	60	Processed By: mmavery
Subsequent Licenses ($30 each)	60	Received Date: 5/18/16
New License Fee ($50)	–	Amount Received: $ 120.00
License Amendment ($25)	–	Check # 2320 or Cash ☐
Other:_____	–	**LICENSE #:** _____ - _____
TOTAL DUE	$ 120.00	

Department Approvals	Date of Approval	Department Approvals	Date of Approval
Code Enforcement		Sewer	
Fire		Water	5/18/16 DN
Police	5/18/16 OD	Tax Collector	

Board of Selectmen _____ *Town Manager for the Board of Selectmen*	_____ *Date*	**Special Conditions** *(Attached if Necessary)* **YES NO**

THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: York Rest

Street Address: 1 Railroad Ave.

Business Owner: Sandra Wilson

Business Manager:

Mailing Address: PO Box 787

Mailing Address: York Beach

Phone Number: 363-4650

Phone Number:

E-mail Address:

E-mail Address:

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

___ Bed and Breakfast License (C/F)
___ Innkeeper License (C/F)
Number of Rooms: ____

Entertainment:

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

Food and Beverage:

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

Miscellaneous:

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

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

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

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

Provide the following information about any relevant State licenses:

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

Please read the following and sign to complete your application:

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

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

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

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

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

FOR OFFICE USE ONLY

FEES	Amount	Map – Lot: 0023 - 0006
Application and First License ($60)	60.-	Processed By: mmawery
Subsequent Licenses ($30 each)	—	Received Date: 3/8/16
New License Fee ($50)	—	Amount Received: $ 60.-
License Amendment ($25)	—	Check # 1918 or Cash ☐
Other: _____	—	**LICENSE #:** _____ - _____
TOTAL DUE	$ 60.-	

Department Approvals		Date of Approval	Special Conditions *(Attached if Necessary)*
Code Enforcement	__ N/A	4/21/16 KNewell	YES NO
Fire	__ N/A	3/7/16 DBridges	YES NO
Police	X N/A		YES NO
Tax Collector	__ N/A	3/7/16 MSzeniawski	YES NO
Board of Selectmen	_____ *Town Manager for the Board of Selectmen*	_____ *Date*	**YES NO**

REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: May 19, 2016	☒ ACTION
DATE ACTION REQUESTED: May 23, 2016	☐ DISCUSSION ONLY
SUBJECT: Fund Balance Policy	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: At the meeting earlier this month Richard Ranaghan presented a draft Fund Balance Policy to replace the Board's current policy. Unfortunately he presented the wrong version of the document so the Board couldn't adopt it that night. The attached document is the correct version.

Rather than looking at the entire fund balance, the new policy acknowledges the GASB differentiation of types of fund balances, and focuses our policy on specific types of fund balance – that money that is readily available to the Town and School for use in paying its bills, managing cash flow, and being prepared for contingencies. The percent of budget to be retained in fund balance remains in the 8 to 12% range. This policy establishes an expectation that the Town will actively plan and budget to get back into this range if the balance falls below the bottom of the range, and explains how any excess might be used as a one-time source of revenue.

RECOMMENDATION: I recommend the Board adopt the new policy.

PROPOSED MOTION: I move to adopt the Fund Balance Policy.

Prepared by Stephen H. Burns, Town Manager: _____

Town of York, Maine

Board of Selectmen's Policy

FUND BALANCE POLICY

DRAFT: May 10, 2016

The Town of York will endeavor to maintain an audited General Fund "Unrestricted Fund Balance" of between 8-12% of the annual audited General Fund expenditures. Fund balances are shown on the Balance Sheet. The "Unrestricted Fund Balance" shall consist of the Unassigned Fund Balance; that portion of the Nonspendable Fund Balance representing "Prepaid Expenses"; and that portion of the Restricted Fund Balance representing the "School Fund Balance".

The "Unrestricted Fund Balance" set at 8-12% of annual audited General Fund expenditures is determined to be a proper level for the Town of York based upon its past history of strong property tax collections coupled with a diverse tax base resulting in very predictable cashflows.

If the "Unrestricted Fund Balance" falls below the 8% level, the Town will develop a plan to restore the balance to the target level range of 8-12% over a period of not longer than the next two years following publication of annual audited financial report.

If the "Unrestricted Fund Balance" exceeds the level of 12%, all or part of the excess may be utilized to reduce the commitment in the next fiscal year, after publication of the annual audited financial report, or assigned for capital needs or other "one time" expenditures.

REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: May 20, 2016	☒ ACTION
DATE ACTION REQUESTED: May 23, 2016	☐ DISCUSSION ONLY
SUBJECT: Proposed Utility Subcommittee	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: The York Sewer District has initiated the concept of a board-level utility subcommittee to address Town/District coordination. The York Water District is already on board with this. The request is for two members of the Board of Selectmen to serve. The Board needs to decide whether or not it wants to participate, and if it does which two members to serve.

RECOMMENDATION: I recommend participating in this committee and leave the appointment process up to the Board.

PROPOSED MOTION: I move to appoint _____ and _____ to the Utility Subcommittee.

Prepared by Stephen H. Burns, Town Manager: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: May 20, 2016	☐ ACTION
DATE ACTION REQUESTED: May 23, 2016	☒ DISCUSSION ONLY
SUBJECT: Volunteer recognition	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Town government benefits greatly because of our volunteers. People doing their civic duty and more. I recently attended a volunteer appreciation lunch for the Senior Center volunteers, and some of these folks had contributed hundreds of hours each. But they are the exception with respect to recognition. The Town government generally seems to have forgotten to say thank you to its volunteers. Years ago the Board of Selectmen selected a Volunteer of the Year and a Committee of the Year, and we have plaques in the center room in Town Hall. Unfortunately, nothing has been added to these since 2002.

I would like the Board to discuss volunteer recognition and provide direction moving forward. General consensus is sufficient at this time.

RECOMMENDATION: none at this time.

PROPOSED MOTION: n.a.

Prepared by Stephen H. Burns, Town Manager: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: May 18, 2016	☐ ACTION
DATE ACTION REQUESTED: March 23, 2016	☐ DISCUSSION ONLY
SUBJECT: Appointment of two (2) temporary, part-time, Assistant Code Enforcement Officers (one will be an Assistant Local Plumbing Inspector and an Assistant Shoreland Resource Officer).	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:

1. Appoint Jessa Kellogg to the position of Assistant Code Enforcement Officer, Assistant Local Plumbing Inspector and Assistant Shoreland Resource Officer, and Carl Chretien to the position of Assistant Code Enforcement Officer.

Currently, the Code Enforcement Office has 1 full-time Assistant Code Enforcement Officer, 1 part-time code enforcement officer (10 hours per week; also the Lister Appraiser) in addition to the Director of Code Enforcement. While the department has a Shoreland Officer and Local Plumbing Inspector (Stormwater Manager), her time during the summer months is involved with the MS4 program.

As of the writing of this action form, building inspections are being scheduled nearly two weeks from the time of request. In an effort to improve our level of service to the community, we are requesting the appointment of two additional part-time, seasonal, assistant code enforcement officers to greatly reduce the waiting period for regular inspections. This proposal would allow us to temporarily increase staffing with temporary part-time employees whose employment will fluctuate with the volume of inspection requests. This responsive staffing model will allow us to increase staffing as needed and will limit direct personnel costs with associated revenue (paid from permit fees).

2. Decline to appoint additional Assistance Code Enforcement Officers.

RECOMMENDATION: Appoint Jessa Kellogg to the position of Assistant Code Enforcement Officer, Assistant Local Plumbing Inspector, Assistant Shoreland Resource Officer, and Carl Chretien to the position of Assistant Code Enforcement Officer.

PROPOSED MOTION: I move to appoint of Jessa Kellogg to the position of Assistant Code Enforcement Officer, Assistant Local Plumbing Inspector, Assistant Shoreland Resource Officer, and Carl Chretien to the position of Assistant Code Enforcement Officer.

FISCAL IMPACT: $
DEPARTMENT LINE ITEM ACCOUNT: 100.0105.5001
BALANCE IN LINE ITEM IF APPROVED:

PREPARED BY: Amber Harrison, Director of Code Enforcement REVIEWED BY: _____

Amber L Harrison

REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: May 18, 2016	☒ ACTION
DATE ACTION REQUESTED: May 23, 2016	☐ DISCUSSION ONLY
SUBJECT: York's Wild Kingdom Parking Agreement	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: The attached agreement is identical to the 2015 lease terms; only the dates were changed.

RECOMMENDATION:

PROPOSED MOTION: I moved to direct the Town Manager to sign the lease agreement with the York's Wild Kingdom for the parking lot located on Town property at 414 Ridge Road.

FISCAL IMPACT: $6,000.00 – FY17 Revenue

DEPARTMENT LINE ITEM ACCOUNT: 100.0000.4365

BALANCE IN LINE ITEM IF APPROVED:

PREPARED BY: _____ REVIEWED BY: _____

PARKING AGREEMENT

This Agreement is made and entered into by and between the **Inhabitants of the Town of York, Maine**, a Maine municipality hereinafter referred to as "Town" and **York's Wild Kingdom, Inc.**, a Maine business corporation doing business in York, Maine hereinafter referred to as "Wild Kingdom". In consideration of the mutual covenants contained herein and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. PARKING AREA. Town does hereby grant permission to the Wild Kingdom to park its patrons' vehicles in the area designated as "Parking Area" on the sketch attached hereto as Exhibit A, said area hereinafter referred to as "Parking Area".

2. TERM OF AGREEMENT. This Agreement is for a period of approximately four (4) months commencing as of May 27, 2016 and continuing until September 30, 2016.

3. FEE. The total fee for such use shall be a total of Six Thousand Dollars ($6,000.00) payable on or before July 1, 2016.

4. CONDITION OF PARKING AREA / LEASEHOLD IMPROVEMENTS. Wild Kingdom agrees to accept the Parking Area in "as is" condition without representation or warranty by Town as to the condition.

5. USE BY OTHERS. Wild Kingdom shall not assign any part or whole of the Parking Area nor permit the Parking Area to be occupied by invitees other than patrons for a period longer than a temporary daily visit. Any persons occupying the Parking Area except as specified herein shall be considered to be trespassing and loitering.

6. INSPECTION AND USE. The Town and/or its agents, may, with reasonable notice, enter to view, show and make any repairs or inspection of the Parking Area, and to otherwise use the Parking Area so long as it does not interfere with use by Wild Kingdom for its patrons' parking. The Town shall have the right of immediate entry without notice in the event of any emergency or if the Wild Kingdom fails to comply with terms and conditions hereof.

7. INDEMNIFICATION. The Wild Kingdom agrees to indemnify and hold Town harmless from any and all damage, loss, claims or expenses which are asserted against Town, directly or indirectly, by virtue of or related to use or condition of the Parking Area. Wild Kingdom agrees to immediately report any condition of the Parking Area for which they are not responsible and which could result in damage to persons or property. Any damage to personal property on the Parking Area shall be at the sole risk of the Wild Kingdom. Wild Kingdom agrees to indemnify and hold Town harmless for any damage to the real estate or Parking Area occurring by virtue of actions, or inactions, of the Wild Kingdom.

8. USE OF THE PARKING AREA. Neither the Wild Kingdom nor its invitees, visitors, customers, agents or employees shall make any unlawful, noisy, or otherwise offensive use of the

Parking Area, nor commit any, nor permit any nuisance to exist thereon, nor cause damage to the Parking Area, nor create any substantial interference with the rights, comfort, safety or enjoyment of the Town or occupants of other land, nor make any use whatsoever thereof other than as and for a parking area.

9. ALTERATIONS AND SIGNS.

a. Wild Kingdom shall not make or cause to be made any alterations, additions or improvements or make any changes to the Parking Area.

b. The Wild Kingdom shall be limited to one (1) sign at the Parking Area to be placed in a location specified by the Town, and shall be in compliance with all applicable zoning regulations and state laws. Wild Kingdom shall be responsible for any and all costs relating to the placement of the sign, including any fees relating to the compliance of said zoning regulations.

c. Upon the expiration or termination of this Agreement, Wild Kingdom shall remove any such permitted alterations, decorations, signs, fixtures, additions and improvements and restore the Parking Area.

10. GOVERNMENTAL REGULATIONS. Wild Kingdom shall faithfully observe in its use of the Parking Area all laws, ordinances, regulations at the local, state, or federal level which apply to the Parking Area.

11. INSURANCE.

a. Wild Kingdom shall maintain a policy of Comprehensive General Liability insurance insuring Wild Kingdom as well as the Town as an additional insured, said policy to be in such amounts and with such companies as shall from time to time be satisfactory to Town.

b. In addition to the insurance required under subparagraph (a) of this Paragraph, Wild Kingdom shall maintain insurance against such other hazards as Town may from time to time reasonably require.

c. Wild Kingdom shall provide Town with Certificates of Insurance evidencing the existence of the policy(ies) and terms and conditions thereof. Said policies shall, at Town's discretion, name Town as loss payee or additional insured.

12. DAMAGE, DESTRUCTION, OR EMINENT DOMAIN. In the event that the Parking Area, or any part thereof, shall be substantially destroyed, damaged, or taken by eminent domain, such that the Parking Area, in the opinion of Town, are rendered not useable for parking, then Town may at its sole option terminate this Agreement upon written notice and the rent shall be pro-rated as of that date, and the parties shall be without further recourse against each other.

13. MISCELLANEOUS. The waiver by Town of any breach of any term or condition hereof

shall not be deemed a waiver of any such term or condition upon subsequent breach of the same. Any notice required hereunder may be delivered in person or mailed postage prepaid to the addresses listed at the end hereof. This Agreement shall not be recorded. If any portion of this Agreement shall be deemed invalid or unenforceable, it shall not thereby affect the validity and enforceability of the remaining provisions hereof, and, in that event, Wild Kingdom agrees that Town shall not be liable to Wild Kingdom for any damages by virtue of including said provision in this Agreement. This Agreement constitutes the entire agreement between the parties and all discussions or prior understandings are merged herein. This Agreement can be modified only by written instrument executed by both parties. This Agreement is binding upon and shall inure to the benefit of any successors in interest or heirs of the parties. This agreement shall be governed by and construed in accordance with the laws of Maine. Both parties acknowledge that they have had an opportunity to have this Agreement reviewed by their own independent, professional advisors.

IN WITNESS WHEREOF, the undersigned parties have caused this instrument to be executed below as of May 18, 2016.

INHABITANTS OF THE TOWN OF YORK
("Town")

_____
Witness

By: _____
Stephen H. Burns, Town Manager
186 York Street
York, ME 03909

YORK'S WILD KINGDOM, INC.
("Wild Kingdom")

_____
Witness

By: _____
Joseph Barberi, CEO
PO Box 1139
York Beach, ME 03910