



Town of York

186 York Street
York, Maine 03909-1314

Town Manager/
Selectmen
(207)363-1000

Town Clerk/
Tax Collector
(207)363-1003

Finance/
Treasurer
(207)363-1004

Code Enforcement
(207)363-1002

Planning
(207)363-1007

Assessor
(207)363-1005

Police Department
(207)363-1031

Dispatch
(207)363-2557

York Beach Fire
Department
(207)363-1014

York Village Fire
Department
(207)363-1015

Public Works
(207)363-1011

Harbor Master
(207)363-1000

Senior Center/
General Assistance
(207)363-1036

Parks and
Recreation
(207)363-1040

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

www.yorkmaine.org

SELECTMEN'S MEETING 7:00 P.M. MONDAY JANUARY 9, 2012 YORK LIBRARY

Call to Order

Pledge of Allegiance

A. Minutes

- December 12, 2011 Selectmen's Meeting Minutes
- December 19, 2011 Selectmen's Meeting Minutes

B. Chairman's Report

C. Manager's Report

D. Awards

E. Reports

1. York Village Study Committee: Progress Report
2. Michael Sullivan & Robin Kerr: Mount Agamenticus tree cutting update

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

G. Approval of Warrant #28

H. Public Hearing

- New Business License: Cliff Realty Corporation dba Cape Neddick Country Club (Victualers, Liquor and Special Amusement)

I. Endorsements

License Application

- Cliff Realty Corporation dba Cape Neddick Country Club (Victualers, Liquor and Special Amusement)
- Randy Zaninetti dba Lighthouse Inn (Victualers)
- Susan Antal dba Inn at Harmon Park (Bed and Breakfast)

J. Old Business

K. New Business

1. Approval of York Ambulance Contract
2. Budget FY13 Discussion

L. Other Business

M. Citizens Forum

Adjourn

SELECTMEN'S MEETING
6:00/7:00PM MONDAY, DECEMBER 12, 2011
YORK LIBRARY

Present: Chair; Tracy Jackson-McCarty, Vice Chair; Mary Andrews, Edward W. Little, Kinley Gregg, Scott Fiorentino, Town Manager; Robert G. Yandow, Recorder; Susan Scott, and members of the press and public.

Call to Order

5:45PM: Executive Session: Real Estate (Pursuant to MRSA Title 1, Section 405 (6)(C))

Moved by Ms. Andrews, seconded by Ms. Gregg to enter into Executive Session: Legal (Pursuant to MRSA Title 1, Section 405 (6) (C) at 5:50PM.

Moved by Ms. Gregg, seconded by Ms. Andrews to exit the Executive Session: Legal (Pursuant to MRSA Title 1, Section 405 (6) (C) at 6:10PM.

Pledge of Allegiance

6:00PM: Work Session – FY13 Budget

Town Manager, Robert G. Yandow, discussed the draft budget noting mandatory increases due to personnel and health insurance as reflected in individual departmental budgets. Until formally approved by the Selectmen, budget figures are subject to change as revenue projections are refined and additional insurance information is received. Projected revenues are expected to remain the same as last year if Selectmen choose to once again include \$790,000 in Fund Balance monies. Mr. Yandow recommends the Selectmen incrementally reduce reliance of those funds which could result in an adverse affect to the Town's bond rating, and in turn review options to address expenditure increases. If monies could be restored to the Public Works budget, road maintenance and repair work as well as additional projects could be implemented allowing the department to catch up on much needed deferred work. Town costs rise if preventative road maintenance does not regularly occur. The Tax Task Force will soon meet to make their yearly recommendation. Mr. Yandow will prepare two budget scenarios illustrating

revenue figures from the Fund Balance for both \$500,000 or \$650,000 to be presented at the upcoming December 19th Selectmen meeting.

Call to Order at 7:04pm

A. Minutes

- November 28, 2011 Selectmen's Meeting Minutes: Moved by Ms. Andrews, seconded by Mr. Little to approve the November 28, 2011 Selectmen's Meeting Minutes. Vote 5-0, motion passes.

B. Chairman's Report

Vice Chairman, Mary Andrews, wished to recognize the Police Department and other Town staff involved in responding to the recent bank robbery. Individuals affected by the robbery were impressed not only by the Police response but also by the emotional/psychological assistance provided. Ms. Andrews read a letter from the Friends of the Cliff Walk Steering Committee who have been engaged in considerable research in determining the public rights to "walk along the ocean" as identified in actual deeds. The Committee will formally contact the Selectmen to schedule a meeting.

C. Manager's Report

Town Manager, Robert G. Yandow, wished to inform the public that Town Hall will no longer have extended Tuesday office hours due to decreased foot traffic as evidenced in the past four to six weeks. Extended hours will be reestablished come spring. If the public cannot visit Town Hall by 4:30pm, Town Hall staff will try to accommodate the public needs by scheduling convenient appointment times.

D. Awards

None.

E. Reports

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

Public Comment: None.

G. Approval of Warrant #24

Moved by Ms. Andrews, seconded by Mr. Little to approve Warrant #24, without objection, so ordered.

H. Public Hearings

- **Sale of Town Owned Property:** 5 Passaic Road, 43 Railroad Avenue Extension, 327 Ridge Road, 32 Trafton Street, 26 Juniper Road and 216 Clay Hill Road.

Chairman Jackson-McCarty stated the Selectmen previously visited and viewed all these town-owned properties a year ago, and approved these properties to be placed on the May 2011 Warrant.

Moved by Ms. Andrews, seconded by Ms. Gregg to open the public hearing at 7:12pm, motion passes.

Public Comment: None.

Moved by Mrs. Andrews, seconded by Ms. Gregg to close the public hearing at 7:12pm, motion passes.

I. Endorsements

License Applications

- **Alliance Energy, LLC dba Mr. Mike's (Victualers)**
- **Hannaford Bros. Co. dba Hannaford Food & Drug (Victualers)**
- **Bonnie and Bill Alstrom dba Morning Glory Inn (Bed & Breakfast)**
- **Michael and Diane McGrath dba ViewPoint (Hotel/Motel with Cooking Facilities)**
- **Donna H. Archibald dba Chapman Cottage (Victualers, Liquor and Bed & Breakfast)**
- **Woods Family Inc. dba Daily Grind (Victualers)**

Moved by Mr. Little, seconded by Ms. Gregg to approve the following license applications: Alliance Energy, LLC dba Mr. Mike's (Victualers), Hannaford Bros. Co. dba Hannaford Food & Drug (Victualers), Bonnie & Bill Alstrom dba Morning Glory Inn (Bed & Breakfast), Michael & Dian McGrath dba ViewPoint (Hotel/Motel with Cooking Facilities), Donna H. Archibald dba Chapman Cottage (Victualers, Liquor and Bed & Breakfast), and Woods Family Inc. dba Daily Grind (Victualers) subject to taxes, fees, and inspections being current and compliant with the usual noise stipulations. Vote 5-0, motion passes.

J. Old Business

K. New Business

1. Request for Contingency Funds for Public Safety Antennas

Town Manager Yandow explained that the Police Department had been experiencing unexpected problems with their antennas. A technical consultant confirmed that the antennas might soon fail necessitating the purchase of replacing the structures.

Police Chief Bracy discussed the loss of signal strength for the antennas located at the Chases Pond repeater site. Chief Bracy was originally notified by Fire Chief Balentine (Village Fire Department) of the problem, and then consulted with 2-Way Communications who determined that the loss of signal strength was the result of numerous stress cracks in the fiber glass antennas. The antennas are 16 to 18 years old, and since they were expected to last longer, monies had not been budgeted for replacement. The new police station, once completed, would also use these same antennas. Chief Bracy requests the Selectmen consider approving 2-Way Communications to replace two antennas with \$4,420 from the Selectmen's Contingency Account.

Moved by Ms. Andrews, seconded by Mr. Little to award a contract to 2-Way Communications for replacement of the base fiberglass antennas at the Chases Pond repeater site in the amount of \$4,420.00 with said funds being taken from the Selectmen's Contingency Account. Vote 5-0, motion passes.

2. Discussion of Fires on Town Beaches

Community Development Director, Steve Burns, discussed the draft administrative policy to regulate and limit fires on local beaches. Unlike prior proposals to ban beach fires altogether, fires will be limited to no more than one fire every thirty days, and located solely on Long Sands Beach as consistent with the draft management plan. The plan includes a fee schedule to cover costs associated with Town services including a per-rescue, per-truck or hourly set fee as deemed appropriate. Event sponsors would need to coordinate with Town and public safety officials to determine feasibility of event.

Chief Bridges (Beach Fire Dept.) recommends having the ability to shut an event down should circumstances change including wind conditions which cannot be determined until the day of the event. Expressed

concerns for volunteer staffing affect ability to respond to events. Supports draft policy as written.

Chief Balentine (Village Fire Dept.) supports the draft policy, which provides for fair and uniform guidelines for all Town beach fires.

Police Chief Bracy discussed Town liability when hosting special events which can be reviewed by the Town's insurance carrier.

3. Approval of Purchase and Sale Agreements for Sale of Town-Owned Property

Moved by Ms. Andrews, seconded by Mr. Little to authorize the Town Manager to sign Purchase and Sale agreements with 1. Cynthia Baldwin for the sale of 43 Railroad Avenue Extension; 2. Charles and Judith Wayne for the sale of 327 Ridge Road; 3. Michael Picard for the sale of 216 Clay Hill Road; 4. Jeffrey and Susan Denny for the sale of 5 Passaic Court; 5. Daniel Beaudry for the sale of 26 Juniper Road, and 6. David and Cathy Mirra for the sale of 32 Trafton Street. Vote 5-0, motion passes.

On May 21, 2011, voters approved the Selectmen to dispose of these parcels. Selectmen confirmed that there was no stipulation for the merging of lots once sold.

4. Bids from Realtors for Marketing/Sale of Town Properties

Town Manager Yandow discussed the ten town-owned, developable properties identified by the Selectmen to be marketed by a local realtor. The selection was narrowed down to two realtors including Re/Max Realty One and the Gosselin Realty Group.

Moved by Ms. Andrews, seconded by Mr. Little to reward the bid to the Gosselin Realty Group for the listing and sale of town-owned properties. Vote 5-0, motion passes.

The Selectmen agreed that although they were not the lowest bidder, it was clear the Gosselin Realty Group would work the hardest for the Town as evidenced by the professionalism shown in both the reports. Greg Gosselin visited and studied other properties for comparative purposes, and provided a thorough plan to manage the sale of the properties that would not require the Town Manager to spend valuable time micromanaging the realtor.

5. **Property Redemption Request: 650 York Street (Tax Map 46, Lot 11)**
Moved by Ms. Andrews, seconded by Mr. Little to allow, with stated Conditions, the redemption of Tax Map 0046, Lot 011, 650 York Street by the former property owner. Vote 5-0, motion passes.

6. **Special Event Permit Application: Nubble Light Challenge 7/14/12**
Moved by Ms. Andrews, seconded by Mr. Little to approve the special event permit for the Nubble Light Challenge that will take place on Saturday, July 14, 2012 from approximately 8:00am to 1:00pm. Vote 5-0, motion passes.

Fire Chief David Bridges (Beach Fire Department) spoke about the resources and volunteer manpower required to ensure the public safety of these types of events, and confirmed the ambulance, rescue boat and EMT will be present at this event. As these services are provided at no charge to the event sponsor or attendees, the Town may want to start considering how to compensate the volunteers who dedicate their time to staffing these critical public safety positions.

Town Manager Yandow stated that, absent an established and clearly defined policy, the Town cannot now start imposing fees for events that require Town resources. If there is a need for public safety services, a policy could be considered, approved and instituted.

7. **Games of Chance: 2012 Blanket Letter of Approval**
The Selectmen annually grant a blanket letter of approval to be sent to the Maine State Police Licensing Division allowing designated non-profit organizations to hold games of chance, such as raffles and bingo.

Moved by Ms. Andrews, seconded by Mr. Little to approve the 2012 Blanket Letter of Approval for Games of Chance listed in that attached letter. Vote 5-0, motion passes.

Mrs. Scott, per Selectmen direction, will research providing Games of Chance information and possible inclusion on the blanket letter for other non-profit groups.

L. Other Business

- Chairman Jackson-McCarty discussed revising the policy for permitting special events in response to public safety concerns and associated costs. Town Manager Yandow discussed the need for a clearly defined policy to address appropriate usage of town public safety resources for specific

types of events. This issue will be revisited under New Business at a future Selectmen meeting.

- Selectman Gregg questioned whether the York voters, as the legislative body, should have participated in the purchase of the apartment complex by York Housing. Selectmen Little and Fiorentino responded that the property in question was purchased with a conventional mortgage, and as such did not warrant a public vote. Question will be posed to York Housing as to the role, if any, of the legislative body for this purchase.
- Selectman Little stated that Selectman Gregg violated the Selectmen's Policy, Code of Ethics by citing paragraph 3, Conduct of Members: *"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"*. Selectman Little, further stated that on several occasions, Selectman Gregg made unsubstantiated remarks about, and attacking the character and motives of the Town Manager, Town Staff, the Board of Selectmen and other Town committees. In the November 17th and 18th email exchange with a resident regarding the traffic light at York Street and Organug Road, Selectman Gregg's online statements included "I agree with you that the fix was in. I wasn't in on the fix", "an accurate description of what was being planned was kept from both the Selectmen and the voters in order to secure the voter's approval", "I was duped", and statements that the Town Administration had not been forthcoming with an apology to the resident regarding York's government having "not acted openly."

Selectman Gregg confirmed the subject of the above emails was specific to a stop light that was not placed on the 2010 ballot. She stands by her comments, and charged Selectman Little of previously making disparaging comments about her. She stated she was embarrassed that she misled voters with a positive preference vote regarding the warrant question that specified a drainage, reconstruction and repaving project. Selectman Gregg felt personally offended since, as a member of the Capital Planning Committee in 2010, capital project budgets were reviewed in lump sums. She apologized to the voters that she did not request at that time a budget line item description that hid \$100,000 for a traffic light; Monies which were never divulged to the Capital Planning Committee, the Selectmen or to the voters. Declined to accept the criticisms brought forth by Selectman Little as she strongly believes she was misled with incomplete and purposely withheld information.

Chairman Jackson-McCarty discussed Selectman Gregg's emails noting specific comments that could be deemed offensive. Selectmen are in a position of trust as granted by the voters, and in turn, Selectmen rely on the decisions and the direction of both the Town Manager and Town staff. When this trust is eroded by disparaging comments, respect is lost for the work of the Selectmen and Town staff. Chairman McCarty confirmed the admonishment was not related to the opinion of Selectman Gregg regarding the traffic signal but the ensuing conduct and resulting comments.

Vice Chairman Andrews stated Selectmen are held to a different standard in which one must be careful what is said regardless of one's own opinion. Selectman Gregg made a disparaging comment at this meeting in stating that Manager Yandow deliberately and purposefully withheld information. These types of disparaging remarks have no place on the Board as it lowers how the public may view Mr. Yandow. Although she feels Selectman Gregg is one of the hardest working Selectmen, there are certain standards and codes of conduct to which must be adhered. There is no reason to make these types of charges especially when they cannot be proven.

Selectman Fiorentino stated that Selectman Gregg is one of the hardest working Selectmen, and is extremely passionate about this position and for making government more transparent. Agreed with Selectmen Gregg about the subject matter but felt emailed comments should have been curtailed. Selectmen cannot work to undermine other Selectmen and staff, and they did a wonderful job in providing additional information for the traffic light project.

Town Manager Yandow stated that he was not a part of nor had any intention of participating in this discussion. However, in being directly accused of intentionally withholding information, Manager Yandow presented the facts of what was originally discussed with the Capital Planning Committee. During meetings with the Capital Planning Committee it was discussed that funding for all potential options would be included but that no suggestions would be made toward having a traffic light. Money was included in the budget for a traffic light should it be determined by the project engineers and Board of Selectmen that a light was the best option. The project was never designed to necessarily include a traffic light, and no monies were hidden within the budget for same.

Town staff would have been negligent had traffic light funding not been included, and was ultimately determined to be needed.

Chairman Jackson-McCarty expressly confirmed this admonishment was not about Selectman Gregg opposing the traffic light but rather her accusations that the Town Manager hid funds in order for the warrant article to pass. Selectman Gregg did not have to apologize for her opinion on the subject although Selectman Gregg needs to be held accountable for her comments and behavior associated with this discussion. Regardless of the subject at hand, all Selectmen must remain above reproach as adopted in the Code of Ethics, and conduct themselves accordingly.

Moved by Mr. Little, seconded by Ms. Andrews to move the question. Vote 5-0, motion passes.

Moved by Mr. Little, seconded by Ms. Andrews, as based on Robert's Rules of Order and the Selectmen's Code of Ethics, both of which the Selectmen follow, and in accordance that this occur in public, admonish Member Gregg, and that immediately at this meeting, she acknowledge she violated the Selectmen's Code of Ethics by making disparaging and unsubstantiated charges, while the same time offering her sincere apology without qualification to the Town Manager, Town Staff, Town Departments, Selectmen, Committees of York and to the residents who voted for her. Vote 4-1 with Ms. Gregg opposed, motion passes.

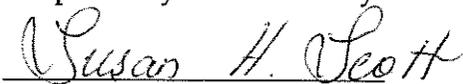
M. Citizens Forum

Public Comment: None.

Adjourn

Moved by Ms. Andrews, seconded by Ms. Gregg to adjourn at 8:56 PM.

Respectfully Submitted By:


Susan H. Scott; Recorder

SELECTMEN'S MEETING
6:00/7:00PM MONDAY, DECEMBER 19, 2011
YORK LIBRARY

Present: Chair; Tracy Jackson-McCarty, Vice Chair; Mary Andrews, Kinley Gregg, Scott Fiorentino, Town Manager; Robert G. Yandow, Recorder; Susan Scott, and members of the press and public.

Call to Order

Pledge of Allegiance

6:00PM: Work Session - FY13 Budget

Town Manager, Robert G. Yandow, reviewed the budget summary with associated cost centers and allocated amounts including reasoning for account increases. The following items were highlighted:

- Future Revenues: Appear stable with the Town possibly in a better position than in previous years.
- Fund Balance Allocation: Amount to be determined to offset tax increase. Prior 2011, 2010 and 2009 budget years had a Fund Balance allocation of \$790,000, and \$550,000 in 2008.
 - Option A: Continue allocation of \$790,000 from Fund Balance Account;
 - Option B: Reduce allocation to \$650,000 with a \$140,000 revenue deficit for which to be accounted; or
 - Option C: Reduce allocation even further to \$500,000 with an even greater revenue deficit of \$290,000.
- Public Works: Increase in both General Operating expenses for Highway, and in Capital Maintenance including paving, purchase of one-ton pickup truck, and \$10,000 appropriation for sea wall.
- Health Insurance: Town employees contribute 15% toward premiums per Collective Bargaining agreement set to expire June 30, 2013. Selectmen can discuss increased employee contribution during upcoming bargaining negotiations.

Town Manager Yandow stressed the importance of reducing reliance on the Fund Balance Account which, if past practice continues, could fall below the established range resulting in severe consequences including a lowered bond rating for the Town. Continued cuts to infrastructure and services including

seasonal police and park personnel left notable results. Selectmen are encouraged to address these issues by early January 2012 as further information will be forthcoming at the January 9, 2012 Selectmen meeting.

Workshop concluded at 6:52pm.

Call to Order at 7:00pm

A. Minutes

- December 12, 2011 Selectmen's Meeting Minutes: Pending.

B. Chairman's Report

Chairman Jackson-McCarty wished everyone a very happy holiday.

Vice Chairman Andrews stated the Town of York lost a very special York resident this past week in Cynthia Raymond. Ms. Raymond devoted her long life to raising funds for numerous organizations, and was dedicated to causes including the long term maintenance of the Grant House. Even as impassioned as she was about issues, she was always respectful toward others, and only wished the best for the community.

C. Manager's Report

Town Manager, Robert G. Yandow, concurred with the sentiments of Selectman Andrews regarding the passing of Cynthia Raymond. Although only in York for the past six years, Mr. Yandow acknowledged the great deal of good accomplished by Ms. Raymond, and agreed she was most persuasive and conducted herself as a lady the entire time. In response to Selectman Gregg's prior inquiry, Mr. Yandow researched the purchase of the Carriage House by the York Housing Authority. Mr. Yandow spoke with the Executive Director. Since private financing was utilized, and it was not a new development, York Housing Authority did not think to share their plans for Carriage House. Mr. Yandow confirmed that starting January 1, 2012 Maine will legalize fireworks. The Town of York can create mechanisms to control the sale and use but not the possession of fireworks. Staff is currently working on a draft Ordinance for consumer fireworks for possible consideration on the May 2012 Warrant. Mr. Yandow concluded by wishing everyone a happy and healthy holiday, and to always keep those less fortunate in mind.

D. Awards

1. 2011/2012 Winter Salt Bid

Public Works Director, Dean Lessard, discussed the salt bids as published by SMRPC. Three companies responded to the regional bid

request including International Salt Company with the lowest bid. Granite State Minerals responded with a higher per ton cost, and Harcros Chemicals, Inc. provided a bid in a format that could not be used. Mr. Lessard recommends International Salt Company at \$53.44 per ton for purchase of additional salt beyond what remains in the shed.

Moved by Ms. Andrews, seconded by Ms. Gregg to award the 2011/2012 winter salt bid to International Salt Company at \$53.44 price per ton. Vote 4-0, motion passes.

2. **Construction Bids for Long Beach, Mitchell Road, Short Sands and York Street Drainage Improvements Projects**

Public Works Director, Dean Lessard, discussed the bid results for the four capital improvement projects previously approved by the voters. Mr. Lessard recommends awarding all four projects to S.U.R. Construction whom provided the lowest combined bid, and were recommended by both MeDOT and New Hampshire Department of Transportation. The Town maintains a contractual penalty clause should S.U.R. not meet the project completion deadline for the Friday prior to Memorial Day weekend.

Moved by Ms. Andrews, seconded by Mr. Fiorentino to award the Long Beach, Mitchell Road, Short Sands and York Street Drainage Improvement projects to S.U.R. Construction from Rochester, NH in the amount of \$1,327,900.00 or less from the voter approved drainage projects. Vote 3-1, with Ms. Gregg in opposition, motion passes.

E. Reports

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

Public Comment:

Jack MacDonald
Paul McGowan

Peter Ashley

Wayne Boardman (EESC Chairman) as read by the Chairman

Stephen Kosacz (EESC member) as read by the Chairman

G. Approval of Warrant #25

Moved by Ms. Andrews, seconded by Mr. Fiorentino to approve Warrant #25, without objection, so ordered.

H. Public Hearing

I. Endorsements

J. Old Business

K. New Business

1. Approval of Design Development Estimates for Police Station

Town Manager Yandow described how the Municipal Building Committee (MBC) presented to the Selectmen this past September the York Police Department schematic design for approval. Formal building cost estimates are reflected in the updated cost tracking spreadsheet dated November 22, 2011 which was unanimously approved by the MBC.

MBC Chairman, Bob Reed, requested the Selectmen consider approving the Design Development Estimate report as prepared by PC Construction. Approval for Design Development is the second phase of a three-phased project. The last phase will include actual building and road construction. The architect consultant, SMRT, has worked closely with Police officials to finalize building details. Geothermal testing was completed resulting in project cost savings of \$70,000 due to the reduction in the number of wells required. Increasing energy efficiency measures continues to be important with additional measures to be included as bid alternate items, and included as budget allows. On December 5th, the Town submitted a grant application for the Advanced Building Program as adopted by Efficiency Maine. SMRT is very familiar with the grant process, and has worked closely with the grant coordinator, Mike Watson. Mr. Watson indicated the project is right on track with the next step including Selectmen approval of the project's design development with subsequent bidding by qualified local trade contractors.

SMRT Architects, David Lay, discussed entering into the next phase for completing contract documents and detailed engineering systems in

order to draft contracts for bid prices. Energy efficiency measures including additional insulation have been maximized to the best the budget allows without crossing the threshold for diminishing returns. A main focus of the LEED program involves energy savings, and the proposed building provides for a very energy efficient wall system while including radiant flooring. Conduit for a future photo voltaic system has been incorporated. However, as technology constantly advances it becomes difficult to plan now for unknown future technologies. Mr. Lay described the proposed layout of the connector road as it is oriented to avoid wetlands with a small portion still to be resolved with the abutting property owner. The plan still needs Planning Board and Department of Environmental Protection review.

Selectman Gregg and Selectman Fiorentino discussed interest in conducting a site walk at the site of the new police station.

Moved by Ms. Andrews, seconded by Mr. Fiorentino to approve Design Development for the Police Station as presented by the Municipal Building Committee. Vote 3-1 with Ms. Gregg in opposition, motion passes.

Manager Yandow stated the technical manuals and plans are available in his office for public review.

L. Other Business

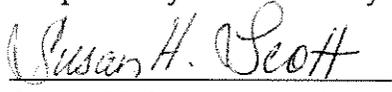
M. Citizens Forum

Public Comment: Charles Stacey
Ron Nowell
Jack MacDonald
Peter Ashley
Paul McGowan

Adjourn

Moved by Ms. Andrews, seconded by Mr. Fiorentino to adjourn at 8:45PM.

Respectfully Submitted By:


Susan H. Scott; Recorder



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: January 5, 2012	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: January 9, 2012	
Regular <u>X</u> Work Session	
Subject: Report From York Village Study Committee	

TO: Board of Selectmen
FROM: Robert G. Yandow, Town Manager
RECOMMENDATION:
PROPOSED MOTION:

Discussion: Ron McAllister, Chair of the York Village Study Committee, will present a progress report (attached) on the committee's work since being formed last May.

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

Prepared By: _____

Robert G. Yandow

Reviewed By: _____

**Ronald J. McAllister
188 Woodbridge Road
York, Maine 03909-1423**

E-mail: ronmcallister150@gmail.com Telephone: 207-363-1134

TO: Tracy Jackson-McCarty, Chair
Town of York Board of Selectmen

FROM: Ron McAllister, Chair 
York Village Study Committee

VIA: Rob Yadow
Town Manager

DATE: 2 January 2012

RE: VSC Progress Report #1

Attached you will find a copy of the first progress report of the York Village Study Committee. It is our understanding that this report and the work of the study committee will be on the agenda for the Board's meeting on January 9, 2012. I look forward to making a brief presentation to the Board at that time. Members of the committee will be available to answer any questions you may have and to discuss the committee's work with you.

Thank you.

York Village Study Committee:

Progress Report #1

2 January 2012

Introduction

At the end of May 2011, the York Board of Selectmen appointed a nine member committee to study and make recommendations with regard to the future of York Village. Members of the Village Study Committee (VSC) include: Mary Andrews, Stuart Dawson, Antonia DeSoto, Gloria Gustafson, Steve Pelletier, Jennifer Smith, Scott Stevens, Lew Stowe and Ron McAllister (who was designated Chair by the Town Manager). Rob Yandow and Christine Grimando also have met regularly with the VSC. The VSC began to meet in July. One of the first tasks of the committee was to understand its mission. After considerable discussion, the following statement was adapted as the committee's formal statement of its mission:

To establish a framework that will promote the vitality and beauty of York Village as a dynamic, safe, and sustainable town center reflecting the history of a community that is both welcoming to visitors and supportive of local businesses.

This sentence has appeared on each of the committee's agendas and has been used as a reference point for all the work of the committee.

Different Concepts of York Village

Once the mission of the committee was agreed upon, the next task was to determine the study area. People often use the term "York Village" without necessarily clarifying just what they understand by the term. The VSC discussed the meaning of "the village" and decided that there were at least three different common conceptions, all of which are geographic. For planning purposes, we decided to adopt a model of concentric rings to define York Village. Using the Civil War monument as a central point of reference, we defined three villages in terms of how long it might take a pedestrian to walk from the center to the periphery of each zone. Thus, we began to think in these terms:

- The 2-minute village -- extending roughly 1/8 mile from the monument
- The 5-minute village -- extending roughly 1/4 mile from the monument
- The 10-minute village -- extending roughly 1/2 mile from the monument

For a schematic diagram of the different conceptual areas making up York Village, see the map included as Appendix I.

Issues Within the 2-Minute Village

The committee decided to focus its attention on the 2-minute village. Once it had done that, individual members of the group surveyed the area with cameras in hand. Their task was to photograph up to ten features of the village which were seen as either opportunities or problems they would like to address. The group reviewed all the photos and a list of features contained in them was prepared and discussed. We talked about what changes might improve the village and what features must not be changed if the village is to be protected.

The list (See Appendix II) was divided into three categories and assigned to one of three subcommittees. The following subcommittees were identified:

- Group A - Focal Points
- Group B - Traffic and Pedestrian
- Group C - Land Use

Once the subcommittees began meeting, bi-weekly meetings of the Study Committee became monthly meetings. Subcommittees began to meet at least monthly as well. It was agreed that subcommittees could bring on additional people to facilitate the work of the VSC, though these subcommittee members would not be considered members of the larger VSC.

Focal Points Subcommittee (Group A)

As a group, the VSC decided that the Island on which the Civil War monument sits should be emphasized by this subcommittee. The VSC also recommended that “the character of the village” was important and should be emphasized in this first group’s work. Other issues for this group were the specific opportunities presented by particular buildings within the 2-minute village: the Bank of America, the Berger Building, Cumberland Farms, the Fairpoint Building, the former Methodist Church (now owned by York Hospital), and the Ott property. Some publically-owned buildings also were seen by the VSC as being of particular importance to the future of the village, viz., the Fire Station and its land, the York Public Library and environs, and Town Hall.

The Focal Points subcommittee decided it wanted to begin by directing its attention to the concept of the Village Green and to see what could be done to foster York as a “quaint, historic New England Village.” Geographically, this meant that the group would concentrate initially on the area between the Parish House/Remick Barn property and the monument. The subcommittee made outreach to three individuals who will be meeting with the subcommittee: Mary-Anne Szeniewski (Town Clerk), Bim Schoff (the Historic District Commission) and Jeff McConnell (First Parish Church). Issues about signage and a symbolic “gateway” into Town also will be addressed by this group.

Traffic and Pedestrian Subcommittee (Group B)

From the outset, it was clear to everyone on the VSC that parking is a major issue for the village. The VSC at large recommended that this second subcommittee direct its attention to addressing parking -- its quantity, location and configuration. Other issues of importance to the VSC were the conflicts between vehicles and pedestrians, the poor flow of traffic through the village and the lack of connecting pedestrian walkways.

At its first meeting, this subcommittee met with York’s Public Works Director, Dean Lessard. The group subsequently had an opportunity to review the CLD study of traffic in the village. It has since focused its attention on three frames of reference: 1) immediate, can-do improvements

(e.g., the Lindsay Road intersection at York Street); 2) ultimate improvements (e.g., additional “parking garden” facilities); and 3) interim improvements (e.g., capturing additional spaces in and proximate to the village). A walking tour of the Coventry Hall property was undertaken by this group in order to develop a better sense of what land might be available to address the parking problem. The group also has concerned itself with “broadwalks” where pedestrians would have dominion (e.g., particularly between Old York and the former Methodist Church). Signage, lighting and trees were identified by this group as important to consider, too.

Presently, this group is spearheading outreach to other communities (notably, Kennebunk, Kittery and Portsmouth) having recent experience with revitalization efforts in order to better understand how they proceeded and what obstacles they encountered. The group also is planning to coordinate with other local authorities including the water and sewer districts.

Land Use Issues Subcommittee (Group C)

The VSC zeroed in on the importance of distinguishing between public and private properties as well as the boundaries of public rights-of-way. A bound volume of property deeds and right-of-way information is being assembled by this third subcommittee. The existence of unsightly overhead utility lines and the general visual clutter within the 2-minute village also were seen to be significant issues for the Land Use Subcommittee. The subcommittee affirmed these issues as appropriate top priorities.

This subcommittee quickly went to work reviewing all properties within the 2-minute village. They identified forty-eight separate properties in this area (and more beyond it), noting that coming into the village from the West, a small number of owners have title to a majority of the property. In pursuit of their work, this subcommittee met with Rick Mace and Brett Horr of Town Hall, with JoAnn Fryer of CLD and with Dean Lessard, Director of Public Works for the Town of York. Lessard provided the subcommittee with insights into the Town’s rights with regard to the construction of roads, sidewalks, etc. The group will be meeting with property owners including Bank of America, Ellis Insurance, and First Parish. This subcommittee is also looking into developing a 3-D model of the village as a communication tool to help focus public interest and involvement with the project.

Village Stakeholders

The VSC is well aware that there are a variety of stakeholders within the 2-minute village. None is more prominent than the business owners whose livelihood depends on a base of customers coming into the village. The VSC has scheduled its first public meeting on the Village Study Committee’s work in order to dialogue with members of this group. All commercial property owners and all business owners within the 2-minute village have been invited to attend this meeting which will be held January 17 at 7:00 p.m. at the York Public Library. It is anticipated that this meeting will be telecast on CATV.

Other stakeholders will be invited to future meetings. At this point, the VSC has identified the following stakeholder groups: Residential Property Owners, Public Safety Stakeholders

(including police, fire and ambulance services), the Schools (as well as other identified village user groups), Public Works Stakeholders (including the Water District, the Sewer District, Public Works Department, CMP and Maine DOT), Nonprofit Stakeholders (including York Hospital, Old York and the Historic District Commission) and a residual group to include the General Public. The VSC hopes to be able to meet with representatives of these groups over the course of the next six months.

Recommendations

While the VSC is still in the early stages of its work, it is clear to the group that a few recommendations are in order now. Commitment to the following actions would be very helpful to facilitate the work of the committee at this point:

- **Recommendation #1:** The six acres of Town owned property adjacent to Coventry Hall should be retained by the Town for possible development as a parking facility.
- **Recommendation #2:** The Town should commit to preliminary engineering studies addressing the size, configuration, access, costs and phasing of a parking facility to be constructed on land referred to in Recommendation #1.
- **Recommendation #3:** A visioning session should be scheduled with targeted stakeholders so that consensus might be developed concerning long-term planning for the Village

The Work Ahead

To date, the VSC has focused almost exclusively on the 2-minute village and how to make it better. The group is well aware that there are significant issues at great distances from the monument of equal importance to those at the center. The group plans to direct its attention to these wider areas once work on the 2-minute village has been completed. The matrix below summarizes what we see as the work ahead. Right now, the VSC is focusing its attention on cells 1, 2 and 3 of this matrix with special attention to Cell 1 -- those things that can be done relatively quickly and at minimal expense -- but the committee anticipates moving through the matrix as its focus shifts in time and in scope.

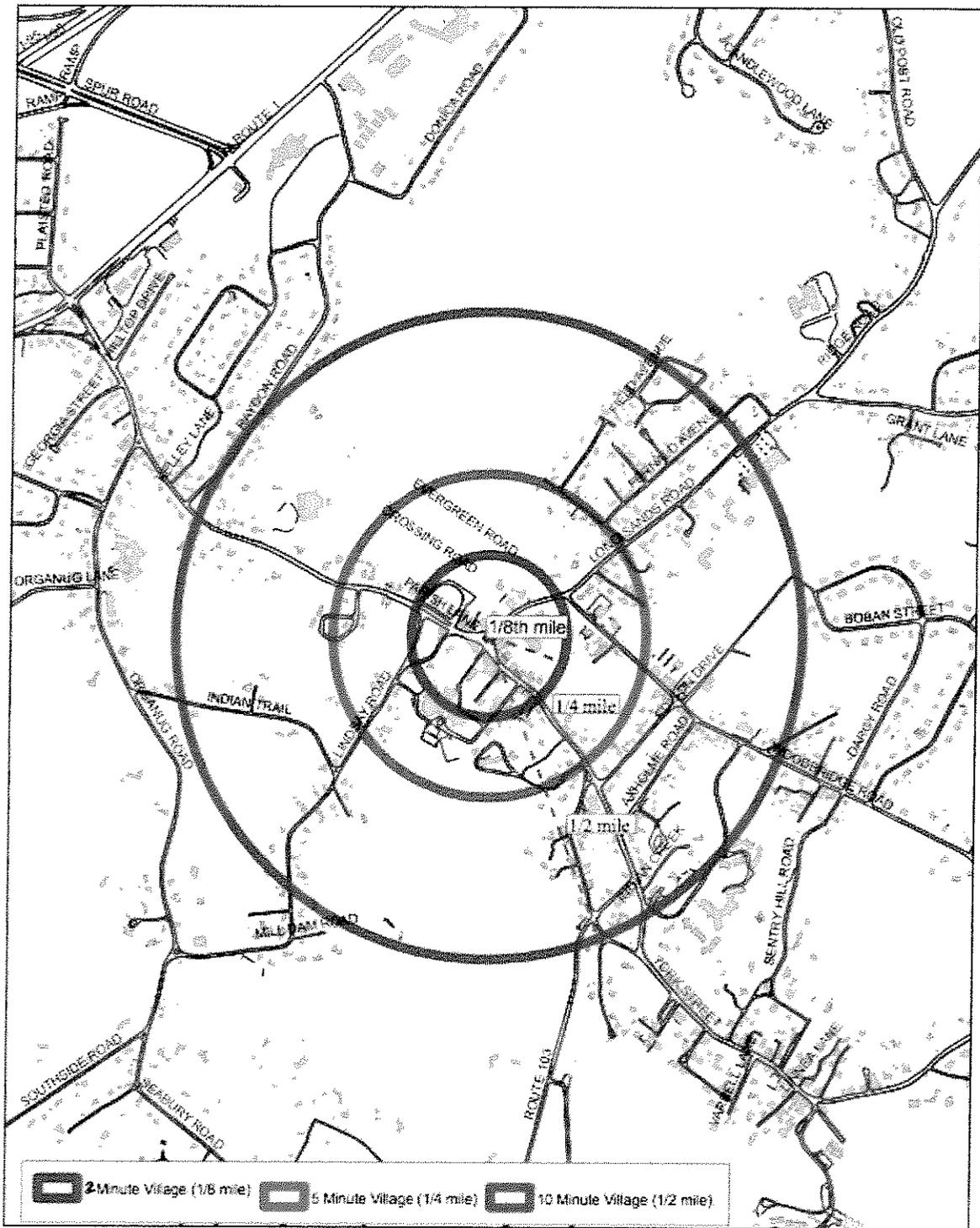
Timeframe for Subcommittee Objectives			
Distance	Short-term: 1-2 years	Medium Term: 2-10 years	Long-term: 10-20 years
2-minute village	1	2	3
5-minute village	4	5	6
10-minute village	7	8	9

Conclusion

The entire committee believes that some issues can be solved rather easily and quickly (and for little money). Lane painting and signage, for example, are relatively “low hanging fruit” for making significant changes in village life. Other issues will take more time and more money to resolve. The Village Study Committee is encouraged by the unanimity we have seen in defining some of the important issues: removing ugly utility lines, creating safe pedestrian zones, finding more parking, etc. We also are encouraged that the VSC can make a difference in the short run and that it can come up with ideas for improving the village in the long run. We look forward to our continuing work in partnership with the Board of Selectmen, other Town authorities and the full range of stakeholder groups.

Appendix I

York Village Conceptual Areas by Walking Distance



Appendix II
Thematic Elements within the 2-Minute Village

GROUP A

Focal Points Subcommittee

Monument Island

Size and Shape

Landscaping

Destination: Mini-park

Village Greens

Character of the Village

The Feel of the Place

Areas of Rest/Gathering Places

Greenery-Pavement Balance

Types and Textures of Paving

Crosswalks

Pedestrian Conversion

Visual Pathways

Reclaiming Spaces

Specific Opportunities

Private Buildings

Bank of America

Berger Building

Cumberland Farms

Fairpoint Building

Former Methodist Church (YH)

Ott Property

Public Buildings

Fire Station and Property

Public Library (Environs/Access)

Town Hall

GROUP B

Traffic & Pedestrian Subcommittee

Motor Vehicles

Parking

Quantity, Location and Configuration

Town-owned Property

Coventry Hall

Fire Station

Private Property

Hospital

Other

Rights of Way

Flow

Safety

Long Sands Road-York Street Intersection

Pedestrians and Bicycles

Access and Linkages

Clarity/Continuity of Sidewalks/Bike Lanes

Safety

Broad Walks

GROUP C

Land Use Subcommittee

Zoning

Design Standards

Dimensional Considerations

Mix of Uses

Distinguishing Private & Public Property

Ownership Survey/Deed Research

Preservation Issues

What Must be Kept and Built Upon

First Parish Properties

Old York Properties

What Might be Given Up

Historic District Boundaries

Beautification

Lighting Standards

Trees

Signage

Branding

Overhead Utilities (e.g., Pole #2)



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: January 5, 2012	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: January 9, 2012	
Regular <input checked="" type="checkbox"/> Work Session	
Subject: Report on Mount Agamenticus Tree Cutting Project	

TO: Board of Selectmen
FROM: Robert G. Yandow, Town Manager
RECOMMENDATION:
PROPOSED MOTION:

Discussion: Mike Sullivan and Robin Kerr will present an update on the progress of the tree cutting project on Mount Agamenticus.

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

Prepared By: Robert M. Yandow Reviewed By: _____



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: December 15, 2011	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: January 9, 2012	
Regular <input checked="" type="checkbox"/> Work Session	

Subject: Business License Applications: **Cliff Realty Corporation; DBA Cape Neddick Country Club, Randy Zaninetti; DBA Lighthouse Inn, and Susan Antal; DBA Inn at Harmon Park.**

TO: BOARD OF SELECTMEN
FROM: Susan Scott
RECOMMENDATION: Approve Business License Applications (3)
PROPOSED MOTION: I move to approve the following licenses: Cliff Realty Corporation; DBA Cape Neddick Country Club (Victualers, Liquor and Special Amusement), Randy Zaninetti; DBA Lighthouse Inn (Victualers), and Susan Antal; DBA Inn at Harmon Park (Bed and Breakfast), subject to taxes, fees and inspection being current and compliant with the usual noise stipulations.

Discussion: Please see attached application for details.

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

Prepared By: Susan H. Scott

Reviewed By: Robert M. Gannon



Town of York

186 York Street
York, Maine 03909-1314

TO: Board of Selectmen

FROM: Kathryn Newell *K. Newell*
Code Enforcement Officer

DATE: January 5, 2012

RE: LICENSE INSPECTIONS AND RECOMMENDATIONS

Based on my review, I recommend the following position on the Licenses to be heard on January 9, 2012.

ENDORSEMENTS

Cliff Realty Corporation
DBA: Cape Neddick Country Club MAP 100/LOT 3
Victualers/Liquor/Special Amusement

Cliff Realty Corporation
P. O. Box 2249
Ogunquit, ME 03902

FACILITY	Restaurant/75 Seats
ZONE	RES-2
USE	Conforming, Existing
RECOMMENDATION	Approval

Randy Zaninetti
DBA: Lighthouse Inn MAP 27/LOT 84
Victualers

Randy Zaninetti
P. O. Box 249
York Beach, ME 03910

FACILITY	Food Provided in Lobby/15 Seats
ZONE	RES-2
USE	Conforming, Existing
RECOMMENDATION	Approval

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

Page 2
License Inspections & Recommendations

Susan Antal
DBA: Inn at Harmon Park
Bed & Breakfast

MAP 57/LOT 35

Susan Antal
P. O. Box 495
York Harbor, ME 03911

FACILITY	Bed & Breakfast/5 Root
ZONE	BUS-1
USE	Conforming, Existing
RECOMMENDATION	Approval

TOWN OF YORK - (186 York Street, York Me 03909)
BUSINESS LICENSE APPLICATION



Business Name CLIFF Realty Corporation
 Business Location 1/6/9 CAPE NODDICK GOLF CLUB
650 SHORE ROAD
CAPE NODDICK, ME 03902
 Telephone Number 207-361-2011

OWNER'S Name and Mailing Address CLIFF REALTY CORPORATION
Same as above
PO Box 2244, Ogunquit, ME 03907

APPLICANT'S Name and Mailing Address CLIFF REALTY CORPORATION
Same as Above
PO Box 2244, Ogunquit, ME 03907
 Is applicant same operator as prior year? Yes No

INSPECTION DATA (Office Use Only)		
DEPARTMENT	DATE	INITIALS
Zoning/Land Use	} ✓ 12/13/11	
Building Structural		
Electrical		
Plumbing	} ✓ 12/14/11	
Fire		Email
Tax Collector	✓ 1/05/12	Email

APPLICATION FEE IS \$50.00 PLUS \$25 PER SUBSEQUENT LICENSE. PLEASE CHECK APPLICABLE BOX(ES) BELOW AND ADD THE FEE INDICATED TO YOUR APPLICATION FEE. MAKE CHECK PAYABLE TO THE TOWN OF YORK.

MAP/LOT: <u>100-3</u> License Year: <u>2012</u> No. Of Seats: <u>75</u> No. Of Parking Spaces: <u>100</u> New License (One Time \$30 Fee): <input checked="" type="radio"/> YES <input type="radio"/> NO License Renewal: YES <input type="radio"/> NO <input type="radio"/> Bed and Breakfast License: # of Rooms <u>N/A</u> Hotel/Motel with Cooking Facilities: # of Rooms <u>N/A</u> Is Your Establishment Closed for More Than 120 Consecutive Days? <input checked="" type="radio"/> YES <input type="radio"/> NO	REQUESTING THE FOLLOWING LICENSES: <input checked="" type="checkbox"/> \$25.00 Victualers <input checked="" type="checkbox"/> \$25.00 Liquor <input checked="" type="checkbox"/> \$25.00 Special Amusement <input type="checkbox"/> \$25.00 Bottle Club <input type="checkbox"/> \$25.00 Theater <input type="checkbox"/> \$25.00 Dance Hall <input type="checkbox"/> Coin-OP Amusement (\$75 each or \$250 for 3 or more) Nature of Entertainment (If Applicable): <u>CLUB EVENTS & PARTIES</u> Bed and Breakfast (\$10 Per Room): Total _____ Hotel/Motel with Cooking Facilities (\$25 Per Every 10 Rooms): Total _____
---	--

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

I certify the above statements are true and understand false statements may be cause to revoke a license.

12-6-2011
Date

ROBERT A. SATTEL, President
Applicant's Signature

Please Read and Initial the Following Statements:

- understand that a license is required before operating or conducting any business or activity governed by the Town of York Licensing Ordinance.
- understand that a Town of York Business License must be filled out COMPLETELY and all fees are to be paid before my license is considered for re/approval
- understand that before my business license is issued I must have and pass a full inspection by the Town of York Code Enforcement Office and Fire Department.
- understand that as a business owner I am responsible for calling and setting up an appointment for an inspection and any necessary follow-up inspection with the Code Enforcement Office and Fire Department
- understand that I will not be granted re/approval of a business license through the Town of York until all inspections and taxes on my business are made current and compliant.

Business Owner Signature ROBERT A. SATTEL, President

Business Manager Signature (If Applicable) ROBERT J. JONAS, GENERAL MANAGER

12/7/11
Date

Town Manager for the Board of Selectmen

Issued pursuant to the provisions of Title 30A MRSA Chapter 3811 through 3814

AMT. RECD. \$155.00 RECEIPT NO. 15875 RECEIPT DATE 12/7/11 MI PM MM MS

10/7/11
 ccd: FW ✓
 CEO ✓
 Clerk ✓

**Department of Public Safety
Division**



Liquor Licensing & Inspection

Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded. To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

BUREAU USE ONLY	
License No. Assigned:	
Class:	
Deposit Date:	
Amt. Deposited:	

PRESENT LICENSE EXPIRES March 2012

INDICATE TYPE OF PRIVILEGE: MALT SPIRITUOUS VINOUS

INDICATE TYPE OF LICENSE:

- | | |
|--|---|
| <input type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI) |
| <input type="checkbox"/> HOTEL-OPTIONAL FOOD (Class I-A) | <input type="checkbox"/> HOTEL (Class I,II,III,IV) |
| <input type="checkbox"/> CLASS A LOUNGE (Class X) | <input type="checkbox"/> CLUB-ON PREMISE CATERING (Class I) |
| <input type="checkbox"/> CLUB (Class V) | <input checked="" type="checkbox"/> GOLF CLUB (Class I,II,III,IV) |
| <input type="checkbox"/> TAVERN (Class IV) | <input type="checkbox"/> OTHER: _____ |

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

1. APPLICANT(S) —(Sole Proprietor, Corporation, Limited Liability Co., etc.) <u>Cliff Realty Corporation</u> DOB:	2. Business Name (D/B/A) <u>CAPE NEDDICK COUNTRY CLUB</u>
DOB:	
DOB:	Location (Street Address) <u>650 Shore Road</u>
Address <u>650 Shore Road</u>	City/Town <u>CAPE NEDDICK</u> State <u>ME</u> Zip Code <u>03902</u>
City/Town <u>CAPE NEDDICK</u> State <u>ME</u> Zip Code <u>03902</u>	Mailing Address <u>PO. Box 2249</u>
City/Town <u>CAPE NEDDICK</u> State <u>ME</u> Zip Code <u>03902</u>	City/Town <u>OGUNQUIT</u> State <u>ME</u> Zip Code <u>03907</u>
Telephone Number <u>207-361-2011</u> Fax Number <u>207-361-1713</u>	Business Telephone Number <u>207-361-2011</u> Fax Number <u>207-361-1713</u>
Federal I.D. # <u>01-6011293</u>	Seller Certificate # <u>1035032</u>

3. If premises are a hotel, indicate number of rooms available for transient guests: 0
4. State amount of gross income from period of last license: ROOMS \$ N/A FOOD \$ _____ LIQUOR \$ _____ **NEW**
5. Is applicant a corporation limited liability company or limited partnership? YES NO

complete Supplementary Questionnaire, if YES

6. Do you permit dancing or entertainment on the licensed premises? YES NO
7. If manager is to be employed, give name: ROBERT DOORMAN, GENERAL MANAGER
8. If business is NEW or under new ownership, indicate starting date: APRIL 2012
Requested inspection date: Any Time with Notice Business hours: 7-5
9. Business records are located at: Club Offices - 650 Shore Road, CAPE NEDDICK, ME 03902
10. Is/are applicants(s) citizens of the United States? YES NO

11. Is/are applicant(s) residents of the State of Maine?

YES NO

12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married: Use a separate sheet of paper if necessary.

	Name in Full (Print Clearly)	DOB	Place of Birth
①	ROBERT DORAN	12-20-1967	Melrose, MA
②	ROBERT SATTEN	12-15-1943	St. Louis, MO

Residence address on all of the above for previous 5 years (Limit answer to city & state)

- ① 9 Beaver Dam Rd. South Berwick ME 03908
- ② 2 TREETOPS LANE, CAPE MCDONCK, ME : PHOTOS 140 SERRATE ROAD, PALM BEACH, FL 33400

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES NO

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

14. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?

Yes No If Yes, give name: _____

15. Has/have applicant(s) formerly held a Maine liquor license? YES NO

16. Does/do applicant(s) own the premises? Yes No If No give name and address of owner: _____

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) See Attached

Architectural Plan

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?

YES NO Applied for: _____

19. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 4/10 MILE Which of the above is nearest? CHURCH

20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES NO

If YES, give details: Club has a mortgage with SAFRAD INSTITUTION FOR SAVINGS

The Division of Liquor Licensing & Inspection is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: CAPE MCDONCK, ME on December 6, 2011

Town/City, State

Date

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)

ROBERT A SATTEN, PRESIDENT

Signature of Applicant or Corporate Officer(s)

Robert E. Doran, General Manager

Print Name **CLIPP REALTY CORPORATION**
D/B/A CAPE MIDDON COUNTY CLUB

Print Name

NOTICE – SPECIAL ATTENTION

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval of their application for liquor licenses prior to submitting them to the bureau.

THIS APPROVAL EXPIRES IN 60 DAYS.

FEE SCHEDULE

Class I	Spirituous, Vinous and Malt	\$ 900.00
	CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; <u>Golf Clubs</u> ; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.	
Class I-A	Spirituous, Vinous and Malt, Optional Food (Hotels Only)	\$1,100.00
	CLASS I-A: Hotels only that do not serve three meals a day.	
Class II	Spirituous Only	\$ 550.00
	CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
Class III	Vinous Only	\$ 220.00
	CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class IV	Malt Liquor Only	\$ 220.00
	CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
Class V	Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)	\$ 495.00
	CLASS V: Clubs without catering privileges.	
Class X	Spirituous, Vinous and Malt – Class A Lounge	\$2,200.00
	CLASS X: Class A Lounge	
Class XI	Spirituous, Vinous and Malt – Restaurant Lounge	\$1,500.00
	CLASS XI: Restaurant/Lounge; and OTB.	
FILING FEE	\$ 10.00

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All fees must accompany application, made payable to: **TREASURER, STATE OF MAINE. – DEPARTMENT OF PUBLIC SAFETY, LIQUOR LICENSING AND INSPECTION DIVISION, 164 STATE HOUSE STATION, AUGUSTA ME 04333-0164.** Payments by check subject to penalty provided by Sec. 3, Title 28A, MRS.

STATE OF MAINE

Dated at: _____, Maine _____ SS
City/Town (County)

On: _____
Date

The undersigned being: ☐ Municipal Officers ☐ County Commissioners of the
☐ City ☐ Town ☐ Plantation ☐ Unincorporated Place of: _____, Maine

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Maine Revised Statutes and herby approve said application.

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§ 653. Hearings; bureau review; appeal

1. **Hearing.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, shall hold a public hearing for the consideration of applications for new on-premise licenses and applications for transfer of location of existing on-premise licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [1993, c.730, §27(amd).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c.140, §4 (amd).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premise license, for transfer of the location of an existing on-premise license or for renewal of an on-premise license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premise license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premise license that has been extended pending renewal with 120 days of the filing of the application. [1999, c589, §1 (amd).]

2. **Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class c crime: [1987, c45, Pt.A§4 (new).]

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c.45, Pt.A§4(new).]

C. Conditions of record such as waste disposal violations, health or safety violation or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c.730, §27 (amd).]

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c.592,§3 (amd).]

E. A violation of any provision of this Title; and [1989, c.592, §3 (amd).]

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601. [1989, c.592, §4 (new).]

[1993, c730, §27 (amd).]

3. **Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. [1993, c.730, §27 (rp).]

4. **No license to person who moved to obtain a license. (REPEALED)**

5. **(TEXT EFFECTIVE 3/15/01) Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

STATE OF MAINE
Liquor Licensing & Inspection Unit
164 State House Station
Augusta, Maine 04333-0164
Tel: (207) 624-7220 Fax: (207) 287-3424

SUPPLEMENTARY QUESTIONNAIRE FOR CORPORATE APPLICANTS LIMITED LIABILITY COMPANIES AND LIMITED PARTNERSHIPS

1. Exact Corporate Name: CLIFF REALTY CORPORATION
Business D/B/A Name: CAPE NEDDICK COUNTRY CLUB
2. Date of Incorporation: OCTOBER 13, 1949
3. State in which you are incorporated: MAINE
4. If not a Maine Corporation, date corporation was authorized to transact business within the State of Maine:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list percent of stock owned:

Name	Address Previous 5 Years	Birth Date	% of Stock	Title
<u>See Attached</u>				

6. What is the amount of authorized stock? 300 shares Outstanding Stock? 300 shares
7. Is any principal officer of the corporation a law enforcement official? () YES NO
8. Has applicant(s) or manager ever been convicted of any violation of the law, other than a minor traffic violation(s), of the United States? () YES NO.
9. If yes, please complete the following: Name: _____

Date of Conviction: _____ Offense: _____

Location: _____ Disposition: _____

Dated at: _____ City/Town _____ On: _____ Date _____

Signature of Duly Authorized Officer

Date: 12-6-2011

ROBERT A. SATTOR, PRESIDENT
Print Name of Duly Authorized Officer

Cliff Realty Corporation
Shareholders-November 15, 2011

<u>Block</u>	<u>Legal Shareholder</u>	<u>Number of Shares</u>	<u>% of Outstanding Stock</u>	<u>Officers (B)= Board Director</u>
1	Morrissey trusteeship expired in August 2006. Currently no voting trustee	5.1136	1.794%	
		3.7500	1.316%	
		3.7500	1.316%	
		3.7500	1.316%	
2	Kathleen Calo	15.0000	5.263%	
3	Robert and Kathy Cammarota	15.0000	5.263%	
4	Helen L. Clements	18.8811	6.625%	B-Secretary
5	Stuart Dunnan	30.0000	10.526%	
6	Joseph A. English and Jean English, his wife, as joint tenants with rights of survivorship	16.3636	5.742%	
7	Penelope Fraser, Trustee of the Penelope Fraser Trust	18.8811	6.625%	B
8	James Gambrell	17.6224	6.183%	B-Chairman
9	Robert A. Satter, Trustee of John R. Ghirardini Trust u/d/t 2-10-1980	21.3279	7.483%	B-President/ Treasurer
10	Jonathan Satter Revocable Trust u/d/t 11-4-2003 f/b/o Jonathan and Michelle McGann	16.4343	5.766%	
11	Donald L. Gillespie	16.3636	5.742%	
12	Martin Levine	15.0000	5.263%	
13	William R. Tower, Jr.	18.8811	6.625%	B
14	Emily Whipple	17.6224	6.183%	
15	Monte Living Trust u/d/t 3-15- 1996, Judith and Kenneth Wood. Trustee	16.2587	5.705%	B
16	Paul Haseltine	15.0000	5.263%	
Total		285.0000	100.0000%	
Total Authorized		300.0000		
Total Outstanding		285.0000		

MAINE DEPT OF PUBLIC SAFETY

STATE OF MAINE
Liquor Licensing & Inspection Division
164 State House Station
Augusta ME 04333-0164
Tel: (207) 624-7220 Fax: (207) 287-3424



SUPPLEMENTARY QUESTIONNAIRE FOR CLUB APPLICANTS

1. Exact Club Name: CAPE MEECHUM COUNTY CLUB

2. Title, name, birth date and telephone number of each principal officer of the club:

Title	Name	Birth Date	Telephone
Chairman	JAMES GAMMILL	10-4-1940	207-363-7814
PRESIDENT	ROBERT SATTEL	12-15-1943	561-301-4541
SECRETARY	HELEN CLEMENTS	5-22-1938	207-363-2203

3. Date Club was incorporated: OCTOBER 13, 1949

4. Purpose of Club: () Social Recreational () Patriotic () Fraternal

5. Date regular meetings are held: Board of Directors holds 3-5 MEETINGS PER YEAR

6. Date of election of Club Officers: OCTOBER

7. Date elected officers are installed: OCTOBER

8. Total Membership: 300± Annual Dues: \$1875-\$2495 Payable When: JAN-MARCH

9. Does the Club cater to the public or to groups of non-members on the premises? Yes No

10. Excluding salaries, will any person, other than the Club, receive any of the financial profits from the sales of liquors? Yes No

11. If a manager or steward is employed, complete the following:

Name: _____ Date of Birth: _____

Sign in blue ink

[Signature]
Signature & Title of Club Officer

12/7/11
Date

ROBERT SATTEL, PRESIDENT
Print Name & Title of Club Officer

**MAINE DEPT OF
PUBLIC SAFETY**

STATE OF MAINE
Liquor Licensing & Inspection Division
164 State House Station
Augusta ME 04333-0164
Tel: (207) 624-7220 Fax: (207) 287-3424



**SUPPLEMENTAL APPLICATION FORM
ON-PREMISE DIAGRAM**

In an effort to clearly define your license premise and the areas that consumption and storage of liquor is allowed, The Liquor Licensing & Inspection Division is requiring all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, decks and all areas that you are requesting approval from the Department for liquor consumption.

See ATTACHED



STATE OF MAINE
 Department of Public Safety
 Liquor Licensing
 164 State House Station
 Augusta, Maine
 04333



APPLICATION FOR AUXILIARY LICENSE - \$100.00
 Check Payable: Treasurer State of Maine

The undersigned hereby applies for an auxiliary license and certifies that the applicant is the holder of a spirituous, vinous and malt restaurant, hotel license or club license located at a ski area / golf course.

1. Full Name of Applicant: CLIFF ROBERTSON CORPORATION d/b/a CAPE NEDDICK COUNTRY CLUB
 (PLEASE PRINT) Last First Middle Initial
 Date of Birth: 10-13-1949 Telephone #: 207-361-2011 FAX #: 207-361-1713
 Address: PO. Box 2249 Downsview ME 03907
 Mailing Address City/Town State Zip Code

2. Describe auxiliary premise and the location at the ski/golf area:
BEVERAGE CART- 18 HOLE GOLF COURSE

3. Do you have all necessary permits from the Department of Human Services for your auxiliary premise?
 Yes No

4. What is the distance from the premise to the nearest school, school dormitory, church, chapel or parish house, measured from the main entrance of the premise to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 7/10 MILE

Which of the above is nearest? CHAPEL

NOTE: The above application must be signed by the individual(s) or a duly authorized officer of the corporation executing the application and approved by the Municipal Officers/County Commissioner and filed with the Liquor Licensing & Inspection Division.

Dated at: CAPE NEDDICK, ME on 12-6, 2011
 City/Town Date

[Signature]
ROBERT A. SATTER
PRESIDENT

ROBERT A. SATTER

Signature of Individual(s) or Duly Authorized Officer(s) of Corporation or if Partnership by Members of Partnership

Print Name

AuxLicApp/2008

Susan Scott

From: David K. Bridges
Sent: Wednesday, December 14, 2011 7:57 PM
To: Susan Scott
Subject: RE: New Business License Application

No problems with this license request. Grant the license. Dave

From: Susan Scott
Sent: Wednesday, December 14, 2011 1:48 PM
To: David K. Bridges; David Apgar; Christopher Balentine; Mary-Anne Szeniewski
Subject: RE: New Business License Application

Hello,

Could your respective departments let me know if inspections have been done, and/or if there are any concerns regarding the new business license for Cliff Realty the restaurant at Cape Neddick Country Club?

Thanks, Susie.

Susan Scott
Administrative Assistant to the Town Manager
Town of York, Maine
186 York Street, York, Maine 03909-1314
i: www.yorkmaine.org
e: sscott@yorkmaine.org
p: (207) 363-1000, Ext. 222
f: (207) 363-1019

 Please consider the environment before printing this email.

From: Susan Scott
Sent: Wednesday, December 07, 2011 4:12 PM
To: David K. Bridges; David Apgar; Christopher Balentine; Mary-Anne Szeniewski
Subject: New Business License Application

Hello All,

Cliff Realty Corporation has assumed operation of the restaurant that was originally operated and managed by former owners Patricia McNeice and Christopher Wilson as "The Grille." As "The Grille" no longer exists at CNCC, Cliff Realty is applying for a new business license (Victualers, Liquor and Special Amusement) under the name Cape Neddick Country Club.

Therefore, folks there will be phoning shortly to schedule required inspections.

Please contact me with any questions or concerns.

Thanks, Susie.

Susan Scott
Administrative Assistant to the Town Manager
Town of York, Maine

Susan Scott

From: Mary-Anne Szeniaewski
Sent: Thursday, January 05, 2012 8:11 AM
To: Susan Scott
Subject: RE: New Business License Application

Yes, they are up to date on their personal property taxes, only owe what is due by Feb 3rd

Mary-Anne Szeniaewski
Town Clerk/Tax Collector
Town of York, Maine
186 York Street, York, ME 03909-1314
i: www.yorkmaine.org
e: mszeniaewski@yorkmaine.org
p: (207) 363-1003, Ext. 272
f: (207) 363-1009

CONFIDENTIALITY: The information contained in this electronic mail message and any electronic files attached to it may be confidential information, and may also be the subject of legal professional privilege and/or public interest immunity. If you are not the intended recipient you are required to delete it. Any use, disclosure or copying of this message and any attachments is unauthorized. If you have received this electronic message in error, please inform the sender or contact town@yorkmaine.org. This footnote also confirms that this email message has been checked for the presence of computer viruses.

From: Susan Scott
Sent: Wednesday, January 04, 2012 4:26 PM
To: Mary-Anne Szeniaewski
Subject: RE: New Business License Application

Cheryl from CNCC informed me they paid a partial payment on their outstanding taxes. Does this mean you're ok with their permit renewal?

Thanks, Susie.

Susan Scott
Administrative Assistant to the Town Manager
Town of York, Maine
186 York Street, York, Maine 03909-1314
i: www.yorkmaine.org
e: sscott@yorkmaine.org
p: (207) 363-1000, Ext. 222
f: (207) 363-1019

 Please consider the environment before printing this email.

From: Mary-Anne Szeniaewski
Sent: Thursday, December 22, 2011 12:41 PM
To: Susan Scott
Subject: RE: New Business License Application

No, they are behind their Sept 2011 installment.

Mary-Anne Szeniaewski
Town Clerk/Tax Collector
Town of York, Maine
186 York Street, York, ME 03909-1314
i: www.yorkmaine.org
e: mszeniaewski@yorkmaine.org

TOWN OF YORK- (186 York Street, York Me 03909)
BUSINESS LICENSE APPLICATION



Business Name Cliff Realty Corporation
d/b/a Cape Medical Cattery Club
 Business Location 650 SHORE ROAD
CAPE MEDICAL, ME 03902
 Telephone Number 207-361-2011

OWNER'S Name and Mailing Address CLIFF REALTY CORPORATION
Same as above
PO Box 2249, Orono, ME 03471

APPLICANT'S Name and Mailing Address CLIFF REALTY CORPORATION
Same as Above
PO Box 2249, Orono, ME 03471
 Is applicant same operator as prior year? Yes No

INSPECTION DATA (Office Use Only)		
DEPARTMENT	DATE	INITIALS
Zoning/Land Use	13 DEC 11	KJH
Building Structural		
Electrical		
Plumbing		
Fire		
Tax Collector		

APPLICATION FEE IS \$50.00 PLUS \$25 PER SUBSEQUENT LICENSE. PLEASE CHECK APPLICABLE BOX(ES) BELOW AND ADD THE FEE INDICATED TO YOUR APPLICATION FEE. MAKE CHECK PAYABLE TO THE TOWN OF YORK.

MAP/LOT: <u>100-3 RES-2</u> License Year: <u>2012</u> No. Of Seats: <u>75</u> No. Of Parking Spaces: <u>100</u> New License (One Time \$30 Fee): <input checked="" type="radio"/> YES <input type="radio"/> NO License Renewal: YES <input type="radio"/> NO <input type="radio"/> Bed and Breakfast License: # of Rooms <u>N/A</u> Hotel/Motel with Cooking Facilities: # of Rooms <u>N/A</u> Is Your Establishment Closed for More Than 120 Consecutive Days? <input checked="" type="radio"/> YES <input type="radio"/> NO	REQUESTING THE FOLLOWING LICENSES: <input checked="" type="checkbox"/> \$25.00 Victualers <input checked="" type="checkbox"/> \$25.00 Liquor <input checked="" type="checkbox"/> \$25.00 Special Amusement <input type="checkbox"/> \$25.00 Bottle Club <input type="checkbox"/> \$25.00 Theater <input type="checkbox"/> \$25.00 Dance Hall <input type="checkbox"/> Coin-OP Amusement (\$75 each or \$250 for 3 or more) Nature of Entertainment (If Applicable): <u>CLUB EVENTS & PARTIES</u> ___ Bed and Breakfast (\$10 Per Room): Total _____ ___ Hotel/Motel with Cooking Facilities (\$25 Per Every 10 Rooms): Total _____
---	---

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

I certify the above statements are true and understand false statements may be cause to revoke a license.

Date 12-6-2011

Applicant's Signature ROBERT A. SATTER, PRESIDENT

Please Read and Initial the Following Statements:

- I understand that a license is required before operating or conducting any business or activity governed by the Town of York Licensing Ordinance.
- I understand that a Town of York Business License must be filled out COMPLETELY and all fees are to be paid before my license is considered for re/approval.
- I understand that before my business license is issued I must have and pass a full inspection by the Town of York Code Enforcement Office and Fire Department.
- I understand that as a business owner I am responsible for calling and setting up an appointment for an inspection and any necessary follow-up inspection with the Code Enforcement Office and Fire Department.
- I understand that I will not be granted re/approval of a business license through the Town of York until all inspections and taxes on my business are made current and compliant.

Business Owner Signature ROBERT SATTER, PRESIDENT

Business Manager Signature (If Applicable) ROBERT J. JONAH, GENERAL MANAGER

Date 12/7/11

Town Manager for the Board of Selectmen

Issued pursuant to the provisions of Title 30A M.R.S.A Chapter 3811 through 3814

AMT. RECD. \$155.00 RECEIPT NO. 15875 RECEIPT DATE 12/7/11 MI PM MM MS
 Check # _____

TOWN OF YORK- (186 York Street, York Me 03909)
BUSINESS LICENSE APPLICATION



Business Name LIGHTHOUSE INN
 Business Location 18/20 NOBLE RD
YORK BEACH ME
 Telephone Number 563-6072

OWNER'S Name and Mailing Address RANDY ZANINETTI (CONTACT)
PO BOX 249
YORK BEACH ME 03910

APPLICANT'S Name and Mailing Address SAME

INSPECTION DATA (Office Use Only)		
DEPARTMENT	DATE	INITIALS
Zoning/Land Use	} ✓ 12/19/11	Email
Building Structural		
Electrical		
Plumbing	} ✓ 12/19/11	Email
Fire		
Tax Collector	✓ 12/20/11	Email

Is applicant same operator as prior year? Yes No

APPLICATION FEE IS \$50.00 PLUS \$25 PER SUBSEQUENT LICENSE. PLEASE CHECK APPLICABLE BOX(ES) BELOW AND ADD THE FEE INDICATED TO YOUR APPLICATION FEE. MAKE CHECK PAYABLE TO THE TOWN OF YORK.

MAP/LOT: <u>27-84 RES-5</u> License Year: <u>2012</u> No. Of Seats: <u>15</u> No. Of Parking Spaces: <u>31</u> New License (One Time \$30 Fee): YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> License Renewal: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Bed and Breakfast License: # of Rooms <u>—</u> Hotel/Motel with Cooking Facilities: # of Rooms <u>—</u> Is Your Establishment Closed for More Than 120 Consecutive Days? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	REQUESTING THE FOLLOWING LICENSES: <input checked="" type="checkbox"/> \$25.00 Victualers <input type="checkbox"/> \$25.00 Liquor <input type="checkbox"/> \$25.00 Special Amusement <input type="checkbox"/> \$25.00 Bottle Club <input type="checkbox"/> \$25.00 Theater <input type="checkbox"/> \$25.00 Dance Hall <input type="checkbox"/> Coin-OP Amusement (\$75 each or \$250 for 3 or more) Nature of Entertainment (If Applicable): _____ <input type="checkbox"/> Bed and Breakfast (\$10 Per Room): Total _____ <input type="checkbox"/> Hotel/Motel with Cooking Facilities (\$25 Per Every 10 Rooms): Total _____
---	---

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

I certify the above statements are true and understand false statements may cause to revoke a license.

Date 12 Dec 11 Applicant's Signature Randy Zaninetti

Please Read and Initial the Following Statements:

- I understand that a license is required before operating or conducting any business or activity governed by the Town of York Licensing Ordinance.
- I understand that a Town of York Business License must be filled out COMPLETELY and all fees are to be paid before my license is considered for re/approval
- I understand that before my business license is issued I must have and pass a full inspection by the Town of York Code Enforcement Office and Fire Department.
- I understand that as a business owner I am responsible for calling and setting up an appointment for an inspection and any necessary follow-up inspection with the Code Enforcement Office and Fire Department
- I understand that I will not be granted re/approval of a business license through the Town of York until all inspections and taxes on my business are made current and compliant.

Business Owner Signature R Zaninetti Business Manager Signature (If Applicable) _____

Date 12-14-11 Town Manager for the Board of Selectmen _____

Issued pursuant to the provisions of Title 30A MRSA Chapter 3811 through 3814

AMT. RECD. \$ 75.00 RECEIPT NO. CK 1322 RECEIPT DATE 12/15/11 55 MI PM MM MS 12/19/11

Wrote requesting copies of current State Liquor License
 B3B
 CC: CEO ✓
 Fire ✓
 Clerk ✓

State of Maine

DEPARTMENT OF HEALTH AND HUMAN SERVICES

EST ID: 5032

EATING AND LODGING

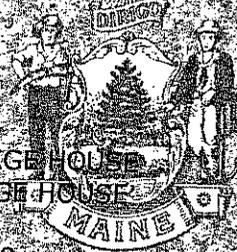
15 Seats (Indoors) 29 Sleeping rooms

LIGHTHOUSE INN & CARRIAGE HOUSE
18 NUBBLE RD.
YORK ME 03909

EXPIRES: 06/01/2012

FEE: \$250.00

LIGHTHOUSE INN & CARRIAGE HOUSE
LIGHTHOUSE INN & CARRIAGE HOUSE
PO BOX 249
YORK BEACH ME 03910-0249



Mary C. Mayhew
COMMISSIONER

NON-TRANSFERABLE

05892

Susan Scott

From: David K. Bridges
Sent: Monday, December 19, 2011 9:16 AM
To: Susan Scott
Subject: Light House Inn

You can grant the license

Sent from my iPhone

CONFIDENTIALITY: The information contained in this electronic mail message and any electronic files attached to it may be confidential information, and may also be the subject of legal professional privilege and/or public interest immunity. If you are not the intended recipient you are required to delete it. Any use, disclosure or copying of this message and any attachments is unauthorized. If you have received this electronic message in error, please inform the sender or contact town@yorkmaine.org. This footnote also confirms that this email message has been checked for the presence of computer viruses.

Susan Scott

From: Kathryn A. Newell
Sent: Monday, December 19, 2011 12:12 PM
To: Melissa M. Avery; Leslie Hinz; Susan Scott
Subject: License

Lighthouse inn is all set

Sent from my iPhone

CONFIDENTIALITY: The information contained in this electronic mail message and any electronic files attached to it may be confidential information, and may also be the subject of legal professional privilege and/or public interest immunity. If you are not the intended recipient you are required to delete it. Any use, disclosure or copying of this message and any attachments is unauthorized. If you have received this electronic message in error, please inform the sender or contact town@yorkmaine.org. This footnote also confirms that this email message has been checked for the presence of computer viruses.

Susan Scott

From: Mary-Anne Szeniaewski
Sent: Tuesday, December 20, 2011 1:01 PM
To: Susan Scott
Subject: RE: Business License Renewal - Lighthouse Inn

Current with taxes

Mary-Anne Szeniaewski
Town Clerk/Tax Collector
Town of York, Maine
186 York Street, York, ME 03909-1314
i: www.yorkmaine.org
e: mszeniaewski@yorkmaine.org
p: (207) 363-1003, Ext. 272
f: (207) 363-1009

CONFIDENTIALITY: The information contained in this electronic mail message and any electronic files attached to it may be confidential information, and may also be the subject of legal professional privilege and/or public interest immunity. If you are not the intended recipient you are required to delete it. Any use, disclosure or copying of this message and any attachments is unauthorized. If you have received this electronic message in error, please inform the sender or contact town@yorkmaine.org. This footnote also confirms that this email message has been checked for the presence of computer viruses.

From: Susan Scott
Sent: Monday, December 19, 2011 9:13 AM
To: David K. Bridges; David Apgar; Christopher Balentine; Mary-Anne Szeniaewski
Subject: Business License Renewal - Lighthouse Inn

Another license renewal for your review and approval.

Thank you, Susie.

Susan Scott
Administrative Assistant to the Town Manager
Town of York, Maine
186 York Street, York, Maine 03909-1314
i: www.yorkmaine.org
e: sscott@yorkmaine.org
p: (207) 363-1000, Ext. 222
f: (207) 363-1019

 Please consider the environment before printing this email.

CONFIDENTIALITY: The information contained in this electronic mail message and any electronic files attached to it may be confidential information, and may also be the subject of legal professional privilege and/or public interest immunity. If you are not the intended recipient you are required to delete it. Any use, disclosure or copying of this message and any attachments is unauthorized. If you have received this electronic message in error, please inform the sender or contact town@yorkmaine.org. This footnote also confirms that this email message has been checked for the presence of computer viruses.

CONFIDENTIALITY: The information contained in this electronic mail message and any electronic files attached to it may be confidential information, and may also be the subject of legal professional privilege and/or public interest immunity. If you are not the intended recipient you are required to delete it. Any use, disclosure or copying of this message and any attachments is unauthorized. If you have received this electronic message in error, please inform the sender or contact town@yorkmaine.org. This footnote also confirms that this email message has been checked for the presence of computer viruses.

TOWN OF YORK- (186 York Street, York Me 03909)
BUSINESS LICENSE APPLICATION



Business Name INNA AT HARMON PARK
 Business Location 415 YORK ST
YORK HARBOR
 Telephone Number 207 363-2031

OWNER'S Name and Mailing Address SUSAN ANTAL
PO BOX 495
YORK HARBOR, ME
03911

APPLICANT'S Name and Mailing Address SAME

Is applicant same operator as prior year? Yes No

INSPECTION DATA (Office Use Only)		
DEPARTMENT	DATE	INITIALS
Zoning/Land Use		
Building Structural	✓ 12/22/11	Email
Electrical		
Plumbing		
Fire	✓ 12/10/11	Email
Tax Collector	✓ 12/19/11	Email

APPLICATION FEE IS \$50.00 PLUS \$25 PER SUBSEQUENT LICENSE. PLEASE CHECK APPLICABLE BOX(ES) BELOW AND ADD THE FEE INDICATED TO YOUR APPLICATION FEE. MAKE CHECK PAYABLE TO THE TOWN OF YORK.

MAP/LOT: <u>57/35</u> License Year: <u>2012</u> No. Of Seats: <u>—</u> No. Of Parking Spaces: <u>7</u> New License (One Time \$30 Fee): YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> License Renewal: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Bed and Breakfast License: # of Rooms <u>5</u> Hotel/Motel with Cooking Facilities: # of Rooms _____ Is Your Establishment Closed for More Than 120 Consecutive Days? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	REQUESTING THE FOLLOWING LICENSES: <input type="checkbox"/> \$25.00 Victualers <input type="checkbox"/> \$25.00 Liquor <input type="checkbox"/> \$25.00 Special Amusement <input type="checkbox"/> \$25.00 Bottle Club <input type="checkbox"/> \$25.00 Theater <input type="checkbox"/> \$25.00 Dance Hall <input type="checkbox"/> Coin-OP Amusement (\$75 each or \$250 for 3 or more) Nature of Entertainment (If Applicable): <input checked="" type="checkbox"/> Bed and Breakfast (\$10 Per Room): Total <u>50⁰⁰</u> <input type="checkbox"/> Hotel/Motel with Cooking Facilities (\$25 Per Every 10 Rooms): Total _____
--	--

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

I certify the above statements are true and understand false statements may be cause to revoke a license.

12-14-11
Date

Susan Antal
Applicant's Signature

Please Read and Initial the Following Statements:

- I understand that a license is required before operating or conducting any business or activity governed by the Town of York Licensing Ordinance.
- I understand that a Town of York Business License must be filled out COMPLETELY and all fees are to be paid before my license is considered for re/approval
- I understand that before my business license is issued I must have and pass a full inspection by the Town of York Code Enforcement Office and Fire Department.
- I understand that as a business owner I am responsible for calling and setting up an appointment for an inspection and any necessary follow-up inspection with the Code Enforcement Office and Fire Department
- I understand that I will not be granted re/approval of a business license through the Town of York until all inspections and taxes on my business are made current and compliant.

Business Owner Signature Susan Antal

Business Manager Signature (If Applicable) _____

Date

Town Manager for the Board of Selectmen

Issued pursuant to the provisions of Title 30A MRSA Chapter 3811 through 3814

State of Maine

DEPARTMENT OF HEALTH AND HUMAN SERVICES

EST ID: 5045

BED AND BREAKFAST 5 ROOMS OR LESS

5 Rooms 10 Seats (in)

INN AT HARMON PARK
415 YORK ST
YORK ME 03909

ANTAL, SUSAN
INN AT HARMON PARK
PO BOX 495
YORK HARBOR ME 03911-0495

EXPIRES: 08/17/2012

FEE: \$100.00

Mary C. Mayhew
COMMISSIONER

NON-TRANSFERABLE

08130

License Certificate

No. 011-002

Municipality of York, Maine
Office of the Municipal Clerk
Date: December 13, 2010

To all whom these presents may concern:

Know Ye, that Inn at Harmon Park Residing at 415 York Street, York Me 03909
Receipt of which is hereby acknowledged, having complied with all the requirements
of Law, Inn at Harmon Park has been duly licensed for a Bed and Breakfast License in the
Municipality of York, Maine.

This License is subject to the strict observance of all Laws and Regulations in such case
made and provided, and is to continue the 30th day of January 2012 unless sooner revoked.

Seating Capacity: N/A

Mary-Anne Szeniewski
Municipal Clerk

Susan Scott

From: David Apgar
Sent: Saturday, December 10, 2011 2:23 PM
To: Susan Scott
Subject: Inspection Completed - Harmon Park B&B

Hi Susie,

I have completed a fire inspection at the Harmon Park B&B. Please proceed with the licensing renewal process.

Thank you,

David Apgar
Deputy Fire Chief
York Village Fire Dept
Fire Inspector
207-451-8258

CONFIDENTIALITY: The information contained in this electronic mail message and any electronic files attached to it may be confidential information, and may also be the subject of legal professional privilege and/or public interest immunity. If you are not the intended recipient you are required to delete it. Any use, disclosure or copying of this message and any attachments is unauthorized. If you have received this electronic message in error, please inform the sender or contact town@yorkmaine.org. This footnote also confirms that this email message has been checked for the presence of computer viruses.

Susan Scott

From: Mary-Anne Szeniaewski
Sent: Monday, December 19, 2011 8:20 AM
To: Susan Scott
Subject: RE: License Renewal - Inn at Harmon Park

She's good to go!

Mary-Anne Szeniaewski
Town Clerk/Tax Collector
Town of York, Maine
186 York Street, York, ME 03909-1314
i: www.yorkmaine.org
e: mszeniaewski@yorkmaine.org
p: (207) 363-1003, Ext. 272
f: (207) 363-1009

CONFIDENTIALITY: The information contained in this electronic mail message and any electronic files attached to it may be confidential information, and may also be the subject of legal professional privilege and/or public interest immunity. If you are not the intended recipient you are required to delete it. Any use, disclosure or copying of this message and any attachments is unauthorized. If you have received this electronic message in error, please inform the sender or contact town@yorkmaine.org. This footnote also confirms that this email message has been checked for the presence of computer viruses.

From: Susan Scott
Sent: Thursday, December 15, 2011 11:38 AM
To: Mary-Anne Szeniaewski
Subject: License Renewal - Inn at Harmon Park

Mary-Anne,

Do you have any issues w/the business license renewal for the Inn at Harmon Park, Susan Antal at 415 York Street (Map 57, Lot 35)?

Thanks, Susie.

Susan Scott
Administrative Assistant to the Town Manager
Town of York, Maine
186 York Street, York, Maine 03909-1314
i: www.yorkmaine.org
e: sscott@yorkmaine.org
p: (207) 363-1000, Ext. 222
f: (207) 363-1019

 Please consider the environment before printing this email.

CONFIDENTIALITY: The information contained in this electronic mail message and any electronic files attached to it may be confidential information, and may also be the subject of legal professional privilege and/or public interest immunity. If you are not the intended recipient you are required to delete it. Any use, disclosure or copying of this message and any attachments is unauthorized. If you have received this electronic message in error, please inform the sender or contact town@yorkmaine.org. This footnote also confirms that this email message has been checked for the presence of computer viruses.

CONFIDENTIALITY: The information contained in this electronic mail message and any electronic files attached to it may be confidential information, and may also be the subject of legal professional privilege and/or public interest immunity. If you are not the intended recipient you are required to delete it. Any use, disclosure or copying of this message and any attachments is unauthorized. If you have received this electronic message in error, please inform the sender or contact town@yorkmaine.org. This footnote also confirms that this email message has been checked for the presence of computer viruses.

Susan Scott

From: Kathryn A. Newell
Sent: Thursday, December 22, 2011 9:51 AM
To: Susan Scott; Melissa M. Avery; Leslie Hinz
Subject: License

The Inn at Harmon Park is all set.

Sent from my iPhone

CONFIDENTIALITY: The information contained in this electronic mail message and any electronic files attached to it may be confidential information, and may also be the subject of legal professional privilege and/or public interest immunity. If you are not the intended recipient you are required to delete it. Any use, disclosure or copying of this message and any attachments is unauthorized. If you have received this electronic message in error, please inform the sender or contact town@yorkmaine.org. This footnote also confirms that this email message has been checked for the presence of computer viruses.



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: January 5, 2012	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: January 9, 2012	
Regular <input checked="" type="checkbox"/> Work Session	
Subject: Contract with York Ambulance	

TO: Board of Selectmen
FROM: Robert G. Yandow, Town Manager
RECOMMENDATION: Approve Contract
PROPOSED MOTION: I move to approve a two year contract with York Ambulance for the provision of ambulance services in the Town of York in an amount of \$40,000 per year.

Discussion: For some years the town has appropriated \$40,000 annually to York Ambulance for the provision of ambulance services in York. The attached contract formalizes the arrangement between the Town of York and York Ambulance for fiscal years 2013 and 2014. The \$40,000 payment is subject to voter approval at the annual budget referendum.

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

Prepared By: Robert M. Yandow

Reviewed By: _____



YORK AMBULANCE ASSOCIATION, INC.

15 Salisbury Avenue

P.O. Box 238

York, ME 03909-0238

Phone: 207-363-4403

Fax: 207-363-2041

This CONTRACT by and between the TOWN of York, Maine, a municipal corporation, hereinafter referred to as the TOWN, and YORK AMBULANCE ASSOCIATION, INC., of York, Maine, which is licensed as an ambulance service in the State of Maine, hereinafter referred to as YA, for the provision of ambulance service as follows:

A. TERMS

YA will:

1. Supply around-the-clock at least one (1) registered ambulance housed in York, Maine to be used exclusively for emergency services in the TOWN of York, Maine. Paramedics or certified Emergency Medical Technicians will be properly licensed in Maine. Level of care to be provided will be at the Basic through Paramedic level for emergency services within the TOWN of York. The ambulance vehicle shall be suitably maintained and shall meet all specifications set forth by the State of Maine.
2. Provide back-up service from its other ambulances unless it is in the best interest of the patient to utilize mutual aid.
3. Respond to all calls from York Communications Center and the general public, police, fire, or any other persons responsible for sick or injured person. All responses shall be prompt and efficient. Emergency calls shall include transportation to the most appropriate hospital facility that would best serve the patient.
4. Hold harmless the TOWN, its officials, agents, employees and assigns against any and all loss, cost, damage, expense, claims, suits, demands or judgments, direct or indirect, or any other liability arising from or in any way referable to the performance or non-performance of this contract.
5. Obtain and maintain insurance with limits of one million dollars (\$1,000,000) automotive liability with the TOWN as an additional named insured party and two million dollars (\$2,000,000) professional liability and errors and omissions. YA will provide evidence to the TOWN of this insurance. Additionally, YA agrees to provide evidence of Worker's Compensation Insurance. For all purposes of this contract, YA shall be deemed to be an independent contractor and not an employee or agent of the TOWN of York.

6. Will supply an ambulance at no additional cost to a mutually agreed upon TOWN sponsored activity(s).
7. Will be present, when requested, for various training exercises with Police and/or Fire Departments as they relate to emergency services. YA is willing to assist in emergency services training as available and as necessary.
8. Copies of any and all complaints from residents of the TOWN of York, Maine will be on file at YA's Office. A copy of any and all responses will be forwarded to the Town Manager.

The TOWN will:

1. Provide assistance from the TOWN's Police and Fire Departments when appropriate, needed, and requested by YA.

B. THE RIGHT TO BILL

YA may charge reasonable fees to those who receive emergency ambulance services arising from this CONTRACT and the TOWN hereby assigns the rights to any third-party claims for such charges to YA. No person will be denied service if a medical emergency exists, regardless of their ability to pay.

C. DEFAULT TERMINATION

In the event of default by YA of the terms and conditions of the contract, the TOWN may terminate same and rely upon its remedies for breach of contract, provided, however, that written notice is given by the TOWN to YA of any such alleged default and that YA be given an opportunity to cure such default, and fails to cure same within 60 days of receipt of said notice. This CONTRACT shall be interpreted and enforced under the laws of the State of Maine.

D. PAYMENT

As consideration for the above service, the TOWN will pay YA the sum of:

Three thousand three hundred thirty three dollars and 33 cents per month for the period of July 1, 2012 to June 30, 2014.

TOWN's obligation for payment under the terms of this contract shall be contingent upon voter approval of the appropriation during the contract period.

Review of the fee and subsidy structure shall be undertaken by YA and the TOWN upon a material change in the reimbursement rate structure currently relied upon by YA due to changes in the insurance industry, governmental programs or regulations.

IN WITNESS WHEREOF, this contract has been duly executed by the TOWN, Town Manager/ Purchasing Agent of the TOWN of York and YA by its President of the Board of Directors, duly authorized.

YORK AMBULANCE ASSOCIATION, INC.

TOWN OF YORK, MAINE

Signature – Authorized Representative

Signature

Printed Name

Printed Name

DATE: _____

DATE: _____



York Ambulance Association, Inc.
15 Salisbury Ave.
P.O. Box 238
York, ME 03909-0238
Phone: 207-363-4403 Emergency: 911

FACTS ABOUT YORK AMBULANCE

- Staffed with highly-trained personnel for emergency 911 transport service 24 hours a day, 7 days a week
- Responds to more than 1,000 emergency calls annually throughout the Town
- Employs 25 people on a full time or part time basis
- A non-profit corporation with annual operating costs of more than \$500,000
- 97% of York Ambulance's expenses are directly related to supporting the operations of the organization (staff, vehicle maintenance, life-saving equipment, medical supplies, insurance, etc.); 3% goes toward administrative costs.
- Contracts with the Town of York to provide emergency medical services, for which it receives \$40,000 annually. This offsets less than 8% of York Ambulance's total operating expenses and helps to cover the costs of attendance at Town and school events as well as requests for assistance by the police and fire departments.
- Must pay for at least 25% of its operating expenses with income received through membership drives, fund drives and donations
- The annual subscription (\$75 for single households, \$85 for families) covers any balance remaining for York Ambulance's emergency transport after your insurance pays its share – for as many times as you or your household need it during the subscription year (October 1 through September 30).
- The patient balance remaining after primary and secondary insurance payments for just one emergency call can often exceed York Ambulance's annual subscription fee.
- York Ambulance is proud to provide the highest quality emergency care possible to the residents, and visitors, of York Village, York Beach, York Harbor and Cape Neddick.

YORK AMBULANCE NON-BILLABLES JANUARY 1 – DECEMBER 31, 2010

NON-TRANSPORTS - FIRE/POLICE ASSISTANCE/STANDBY:

Fire/Police assistance / standby: 25 calls avg. \$200 each = \$5,000

Cancelled en route: 50 calls avg. \$50 each = \$2,500

Non-billable non-transport (NOTE: 123 of these are MVA's): 158 avg. \$100 each = \$15,800

TOWN EVENT COVERAGE (ROAD RACES, POLAR PLUNGE, WALKATHONS, SWIM RACE, FIREWORKS, PARADES, FOOTBALL GAMES, ETC.):

Approx. 20 Town and other non-profit events, avg. \$250 each = \$5,000

Football games: 5 avg. \$200 each = \$1,000

BILLING WRITE-OFFS:

York Residents -- bills not paid, hardship requests, deceased = \$22,000

SUMMARY:

Fire/Police assistance/standby	\$5,000
Cancelled en route	\$2,500
Non-billable non-transport	\$15,800
Town Events	\$6,000
Billing Write-offs	\$22,000
TOTAL	\$51,300



AGENDA ITEM NUMBER: _____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: January 6, 2012	Type of Action: <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
Date Action Requested: January 9, 2012	
Regular <input checked="" type="checkbox"/> Work Session	
Subject: FY13 Operating Budget	

TO: Board of Selectmen
FROM: Robert G. Yandow, Town Manager
RECOMMENDATION:
PROPOSED MOTION:

Discussion: On December 12, 2011 and December 19, 2011 I presented information to the Board of Selectmen regarding the proposed FY13 operating budget. As a part of our discussions I presented written materials that outlined proposed increases in each of the five cost centers along with examples of some of the individual department increases. Additionally, I presented overall budget summary information along with some options for the appropriation of fund balance money to help offset taxes. I am attaching these same written materials as there have been some minor changes since our last meeting. Specifically, we have learned that the cost of printing tax bills will be increased by approximately 100%, unless we can find a new vendor, which will increase the Town Clerk and Tax Collector's budget. We have also adjusted the police department's line item for fuel based on recent projections. To mitigate these increases I have removed \$10,000 from the budget for the Long Beach Avenue Seawall. We carried forward approximately \$25,000 from the FY11 budget for seawall repair so this should not have any impact on FY13 repairs. The result of the adjustments is that the operating increase, absent the increase for debt service, is 3.5% which is down a bit from the 3.54% previous increase.

I would ask that the Board of Selectmen review the options regarding the appropriation of fund balance for FY13 so that we can further discuss that at the meeting.

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared By: Robert B. Gandon Reviewed By: _____

**Town of York
Proposed FY13 Budget Summary**

	Actual FY10	Actual FY11	Budget FY12	Proposed FY13	\$ Change	% Change
Administration						
Board of Selectmen	10,413	8,889	13,780	24,580	10,800	78.37%
Town Manager	232,744	240,044	238,649	250,081	11,432	4.79%
Finance Department	385,511	415,723	430,658	238,216	-192,442	-44.69%
Information Technology	0	0	0	187,069	187,069	100.00%
Human Resources	0	0	0	108,486	108,486	100.00%
Assessing Department	264,314	271,834	288,451	295,442	6,991	2.42%
Community Development Department	320,083	311,786	334,055	391,002	56,947	17.05%
Town Clerk/Tax Collector	299,167	319,792	338,021	332,951	-5,070	-1.50%
Elections	21,657	23,835	31,805	25,043	-6,762	-21.26%
Town Hall Operations	246,259	329,953	256,838	165,934	-90,904	-35.39%
Records Management	4,879	4,879	10,000	0	-10,000	-100.00%
Earned Account/Unemployment	20,000	20,000	22,000	25,000	3,000	13.64%
Debt Service	361,116	472,417	1,109,827	1,762,896	653,069	58.84%
Contingency	34,001	129,581	50,000	50,000	0	0.00%
Cable TV Operations	8,335	6,639	7,500	11,978	4,478	59.71%
Academic Reimbursement	2,200	0	2,000	2,000	0	0.00%
Short Sands Park	34,499	34,603	37,076	37,076	0	0.00%
Insurance	292,120	347,421	417,000	366,303	-50,698	-12.16%
Circuit Breaker and new policy items	81,065	49,737	50,000	50,000	0	0.00%
Total Administration	2,618,363	2,987,133	3,637,660	4,324,057	686,397	18.87%
Public Safety						
Police	2,925,105	2,909,156	3,099,959	3,226,846	126,887	4.09%
Communications	513,743	494,630	530,865	562,051	31,186	5.87%
Animal Control	32,060	32,679	32,719	43,717	10,998	33.61%
Harbormaster	40,301	42,885	47,041	55,304	8,263	17.57%
York Village Fire	390,667	390,667	453,003	472,552	19,549	4.32%
York Beach Fire	382,093	410,412	424,864	451,710	26,846	6.32%
Firefighter Training	9,258	8,004	9,800	0	-9,800	-100.00%
Public Health	105,000	105,000	80,000	80,000	0	0.00%
Hydrants	851,345	851,455	856,500	856,500	0	0.00%
Total Public Safety	5,249,572	5,244,887	5,534,750	5,748,679	213,929	3.87%
Public Works						
Tree Care	24,842	25,764	27,010	27,510	500	1.85%
White Goods	55,631	18,764	72,713	74,613	1,900	2.61%
Highway Maintenance	1,813,015	1,820,784	1,608,831	1,904,561	295,730	18.38%
Winter Maintenance	944,286	1,043,058	1,079,367	1,178,358	98,990	9.17%
Contracted Services	1,268,928	1,288,861	1,491,100	1,511,100	20,000	1.34%
Total Public Works	4,106,702	4,197,231	4,279,021	4,696,141	417,120	9.75%
Parks/Grounds/Beaches						
School Grounds Maintenance	117,699	119,998	126,016	132,585	6,570	5.21%
Mt. Agamenticus Trails and Coordinator Appropriation	25,250	25,250	25,250	25,250	0	0.00%
Public Buildings, Grounds and Beaches	525,324	565,421	561,954	638,854	76,900	13.68%
Total Parks/Grounds/Beaches	668,273	710,669	713,220	796,690	83,470	11.70%
Boards and Committees						
Veterans' Graves	0	3,000	3,000	3,000	0	0.00%
Planning Board	6,844	4,954	8,800	8,800	0	0.00%
Appeals Board	465	247	6,535	6,535	0	0.00%
Cemetery Maintenance	4,000	4,000	4,000	4,000	0	0.00%
Shellfish Commission	818	1,275	1,725	1,725	0	0.00%
Conservation Commission	750	1,450	2,830	2,830	0	0.00%
Cable TV Board	0	0	400	400	0	0.00%
Budget Committee	100	77	100	100	0	0.00%
Historic District Committee	34	38	1,040	1,040	0	0.00%
Recycling Committee	0	0	1,000	1,000	0	0.00%
Total Boards and Committees	13,011	15,041	29,430	29,430	0	0.00%
Human Services						
Recreation Administration	121,953	123,590	127,879	130,687	2,808	2.20%
Senior Center	214,802	223,522	231,534	249,235	17,701	7.65%
General Assistance	18,331	31,870	35,501	35,501	0	0.00%
Senior Transportation Appropriation	30,000	32,500	0	0	0	0.00%
Outside Requests	35,050	0	36,200	33,306	-2,894	-7.99%
Total Human Services	420,136	411,482	431,114	448,729	17,615	4.09%
Total General Fund Cost Centers	13,076,057	13,566,444	14,625,194	16,043,725	1,418,531	9.70%
Other Items:						
Cliff Path/Fishermen's Walk	65,659	0	0	0	0	0.00%
Seawall Repair	3,390	3,390	0	0	0	0.00%
Library Appropriation	428,793	0	450,218	450,218	0	0.00%
Bonding Costs			44,296	0	-44,296	-100.00%
New Debt Service			185,050	0	-185,050	0.00%
Total Other Items	497,842	3,390	679,564	450,218	-229,346	0.00%
Total Budget Requests:	13,573,899	13,569,834	15,304,758	16,493,943	1,189,185	7.77%

**Board of Selectmen Work Session
FY 13 Operating Budget
December 12, 2011**

Draft total Operating Budget	\$16,493,943 (+\$1,189,185=7.77%)
• Without Debt Service for TTF	\$15,840,874 (+536,116=3.5%)
<u>Administration</u>	\$4,324,057 (+\$686,397=18.87%)
• Remove Debt Service Increase	\$653,069 (+\$33,328= 1%)
<u>Public Safety</u>	\$5,745,679 (+\$210,929=3.81%)
• Restores Cuts From FY12	
<u>Public Works</u>	\$4,696,141 (+427,620=9.75%)
• General Highway +\$71,330	
• Capital Maintenance +\$224,400	
1. Paving +\$149,400	From \$417,600 to \$567,000
2. 1 Ton Pick Up +\$40,000	
3. Mower Attachment +\$35,000	
• Winter Maintenance +\$97,021	
1. Salt +\$51,000	
• Contracted Services +\$20,000	
1. Street Lights +\$20,000	
<u>Parks/Grounds/Beaches</u>	\$796,690 (+83,470= 11.7%)
1. Diesel Mower +\$13,500	
2. 4WD Pick Up +\$31,000	
<u>Human Services</u>	\$448,729 (+\$17,615=4.09%)
1. Salaries/Benefits +\$15,201	
2. Building-Related +\$2,500	

Statistical Overview

Personnel Costs:

• Salaries	\$6,684,237
• FICA	\$525,667
• Health Insurance	\$1,068,080
• Retirement	\$408,424
• Worker's Compensation	<u>\$193,443</u>

Total Personnel Costs **\$8,879,851**

- % of Total Budget with DS= 54%
- % of Total without DS =56%

Fund Balance Issues:

- 8% of FY12 Budget = \$3,141,891
- 12% of FY12 Budget = \$4,712,837

Unsure of current audited fund balance due to GASB standard which changed the way special some revenue accounts are shown; they now must be part of fund balance calculation as "assigned" funds.

Revenues:

- FY11 revenues closed out (unaudited) at 99.1% of projections. Only \$39,950 uncollected.

Questions:

1. Any specific amount of increase?
2. Review of FY13 increases only?
3. Amount of fund balance to be used?

Last year's starting point was 53rd week, decreased revenues and reduction in fund balance.

Use of Fund Balance for FY13:

FY12 Amount of Fund Balance= \$790,000

Option A: FY13 Amount of Fund Balance @ \$650,000= \$140,000 Decrease in Revenue/\$140,000 Increase in Expense.

- 3.5 cents on tax rate (.035)
- House @ \$350,000 Impact = \$12.25/year (.01=3.50)
- House @ \$400,000 Impact = \$14.00/year (.01=4.00)
- House @ \$500,000 Impact = \$17.50/year (.01=5.00)

Option B: FY13 Amount of Fund Balance @ \$500,000=\$290,000 Decrease in Revenue/\$290,000 Increase in Expense.

- 7.25 cents on tax rate (.0725)
- House @ \$350,000 Impact = \$25.375/year
- House @ \$400,000 Impact = \$29.00/year
- House @ \$500,000 Impact = \$36.25/year

Total Draft Operating Budget (From Page 1) \$16,493,943 with Debt Service

- \$1,189,185 (7.77%) Increase = **29.857 cents on tax rate**
- House @ \$350,000 Impact = \$104.499/year
- House @ \$400,000 Impact = \$119.428/year
- House @ \$500,000 Impact = \$149.285/year

Total Draft Operating Budget (From Page 1) \$15,840,874 without Debt Service

- \$536,116 (3.5%) Increase = **13.53 cents on tax rate**
- House @ \$350,000 Impact = \$47.35/year
- House @ \$400,000 Impact = \$54.12/year
- House @ \$500,000 Impact = \$67.65/year