



# Town of York

186 York Street  
York, Maine 03909-1314

Town Manager/  
Selectmen  
(207)363-1000

Town Clerk/  
Tax Collector  
(207)363-1003

Finance/  
Treasurer  
(207)363-1004

Code Enforcement  
(207)363-1002

Planning  
(207)363-1007

Assessor  
(207)363-1005

Police Department  
(207)363-1031

Dispatch  
(207)363-2557

York Beach Fire  
Department  
(207)363-1014

York Village Fire  
Department  
(207)363-1015

Public Works  
(207)363-1011

Harbor Master  
(207)363-1000

Senior Center/  
General Assistance  
(207)363-1036

Parks and  
Recreation  
(207)363-1040

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

www.yorkmaine.org

## BOARD OF SELECTMEN'S MEETING AGENDA

5:45/6:00/7:00PM MONDAY, MAY 9, 2016  
YORK LIBRARY

**5:45PM:** Executive Session: Pursuant to M.R.S. § 405.6.F (Poverty Abatement)

**6:00 PM:** Annual Meeting with Auditors and Budget Committee

### Call to Order

### Opening Ceremonies

#### A. Minutes

1. April 25, 2016 Meeting Minutes

#### B. Chairman's Report

#### C. Manager's Report

#### D. Awards

#### E. Reports

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

#### G. Public Hearings

#### H. Endorsements

##### Business Licenses:

- Chapman Family Realty Trust DBA: Chapman Cottage (Bed and Breakfast, Food Service, Liquor, Special Amusement); located at 370 York Street
- Garry Dominguez DBA: York Harbor Inn (Innkeeper, Food Service, Liquor, Special Amusement); located at 480 York Street

- Trustees of St. Aspinquid DBA: St. Aspinquid Lodge (Food Service, Flea Market); located at 101 Long Sands Road
- Karen McElmurry DBA: Simply Grown at Rocky Acres (Food Service); located at 81 Webber Road
- The Goldenrod DBA: The Goldenrod (Food Service); located at 2 Railroad Avenue
- Martha Danolowqicz DBA: Wicked Good Ice Cream (Food Service); located at 4 Main Street
- York Golf and Tennis Club DBA: York Gold and Tennis Club (Food Service, Liquor, Special Amusement); located at 62 Organug Road
- Kathleen Kelley DBA: Coppa Magic Gelato (Food Service); located at 852 US Route One
- Joseph and Garry Dominguez DBA: Harbor Hill Inn (Bed and Breakfast); located at 472 York Street
- Joseph and Garry Dominguez DBA: 1730 Harbor Crest (Bed and Breakfast); located at 378 York Street
- Joseph and Garry Dominguez DBA: Harbor Cliffs Bed and Breakfast (Bed and Breakfast); located at 484 York Street

I. **Old Business**

1. Discussion and Possible Action: Selectmen's Investment Policy
2. Discussion and Possible Action: Selectmen's Fund Balance Policy
3. Discussion and Possible Action: Priorities for Comp Plan Implementation

J. **New Business**

1. Discussion and Possible Action: New Selectmen's Policy – Sunset Clauses
2. Discussion and Possible Action: Traffic Safety Ordinance Amendments – Parking Restrictions along Route One
3. Discussion and Possible Action: New Ordinance Amendments for November
4. Discussion and Possible Action: Appoint Warden for the Maine Primary Election
5. Discussion and Possible Action: Historic District Commission Resignation
6. Discussion and Possible Action: Special Event Permits
  - a. York Parks and Recreation's *Four on the Fourth Road Race* on July 4, 2016
  - b. York Parks and Recreation's *Amidon Family Dentistry York Days 5K* on July 24, 2016
  - c. York Parks and Recreation's *York Days Craft Fair* on July 24, 2016
  - d. York Parks and Recreation's *Christmas in July – Lighting of the Nubble* on July 24, 2016

- e. Josias River Farm Weddings on May<sup>28</sup>, June 11, June 25, July 16, July 30, August 6, August 20, August 27, September 3, September 10, September 24 and October 1, 2016
7. Discussion and Possible Action: Poverty Abatement

K. Future Agendas

L. Other Business

M. Citizens' Forum

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

Adjourn



## REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: April 27, 2016	<input type="checkbox"/> ACTION
DATE ACTION REQUESTED: May 9, 2016	<input checked="" type="checkbox"/> DISCUSSION ONLY
SUBJECT: Workshop with RKO re: FY15 Audit	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Annual workshop to discuss FY15 Audit results with Casey Leonard and Jen Connors of Runyon Kersteen Ouellett. Audit materials were previously provided please bring those with you for reference. The FY16 audit goal is December 31, 2016. Interim field work is scheduled for June 6th through June 8th with the audit itself scheduled the week of September 5th for the school department and following week of September 12th for the Town.

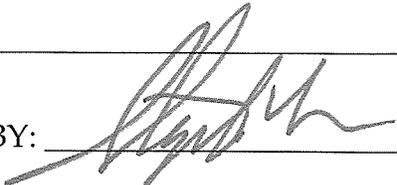
RECOMMENDATION:

PROPOSED MOTION:

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

PREPARED BY: Wendy Anderson REVIEWED BY: 

**YORK SCHOOL DEPARTMENT**  
**General Fund**  
**Changes in Fund Balances**  
**For the year ended June 30, 2015**

	Committed			Assigned			Total
	Nonspendable	Retirement Incentives	Fuel Stabilization	Budgeted Use of Fund Balance	Special Education Reserve	Unassigned	
Fund balance as reported, June 30, 2014	\$ 442,737	48,573	50,000	270,150	24,707	392,749	1,228,916
Lapse of budgeted use of fund balance	-	-	-	(270,150)	-	270,150	-
Lapse of nonspendable items	(442,737)	-	-	-	-	442,737	-
Payment of retirement incentives	-	(14,397)	-	-	-	14,397	-
Budgeted use of fund balance for FY 2015	-	-	-	270,000	-	(270,000)	-
FY 2014 prepaid items	626,978	-	-	-	-	(626,978)	-
Net change in fund balance	-	-	-	-	-	(10,064)	(10,064)
Fund balance as reported June 30, 2015, budgetary basis	626,978	34,176	50,000	270,000	24,707	212,991	1,218,852
Fuel costs that exceeded budgeted amounts	-	-	(50,000)	-	-	-	(50,000)
Legal fees paid in FY 2015	-	-	-	-	(24,707)	-	(24,707)
<b>Fund balance as reported June 30, 2015, GAAP basis</b>	<b>\$ 626,978</b>	<b>34,176</b>	<b>-</b>	<b>270,000</b>	<b>-</b>	<b>212,991</b>	<b>1,144,145</b>

TOWN OF YORK, MAINE  
General Fund

Changes in Fund Balances  
For the year ended June 30, 2015

	Restricted		Assigned				Total
	Nonspendable	School Department General Fund*	Budgeted Use of Fund Balance	Budgeted Use of Carry Forwards	Reserves**	Unassigned	
Fund balance as reported, June 30, 2014	\$ 1,192,144	786,179	650,000	1,346,808	853,044	2,352,111	7,180,286
Beginning balance of reserves	-	-	-	-	(847,284)	-	(847,284)
Negative reserve balances FY 14	-	-	-	-	(5,760)	5,760	-
Legal fees paid out of special education reserve FY 14	-	79,238	-	-	-	-	79,238
Beginning fund balance, budgetary basis	1,192,144	865,417	650,000	1,346,808	-	2,357,871	6,412,240
Lapse of budgeted use of fund balance	-	-	(650,000)	-	-	650,000	-
Lapse of nonspendable items	(1,192,144)	442,737	-	-	-	749,407	-
FY 2015 appropriations	-	-	-	6,719,511	-	(6,719,511)	-
Revenues added to carry forwards	-	-	-	42,004	-	(42,004)	-
Expenditures from carry forwards	-	-	-	(6,981,983)	-	6,981,983	-
FY 2016 budgeted use of fund balance	-	-	600,000	-	-	(600,000)	-
FY 2015 prepaid items	648,571	(626,978)	-	-	-	(21,593)	-
Net change in fund balance	-	(10,064)	-	-	-	333,451	323,387
Fund balance as reported June 30, 2015, budgetary basis	648,571	671,112	600,000	1,126,340	-	3,689,604	6,735,627
Amounts held in reserves	-	-	-	-	1,031,518	-	1,031,518
Negative reserve balances	-	-	-	-	2,980	(2,980)	-
Prepaid debt service	-	-	-	-	-	(702,850)	(702,850)
Fuel costs paid out of the fuel reserve	-	(50,000)	-	-	-	-	(50,000)
Legal fees paid out of the special education reserve	-	(103,945)	-	-	-	-	(103,945)
<b>Fund balance as reported June 30, 2015, GAAP basis</b>	<b>\$ 648,571</b>	<b>517,167</b>	<b>600,000</b>	<b>1,126,340</b>	<b>1,034,498</b>	<b>2,983,774</b>	<b>6,910,350</b>

\* School Department fund balance includes amounts committed for retirement incentives (\$34,176) and an amount assigned to next year's budget (\$270,000). Amounts are shown as restricted on the Town side as they are not available for Town operations.

\*\* Does not include reserves with negative balances as those must be shown as unassigned fund balance.

# TOWN OF YORK

## FINANCIAL OVERVIEW

Presented by:  
Casey Leonard and Jennifer Connors  
*RUNYON KERSTEEN OUELLETTE*

### INSIDE

2. Summary of Audit Results
3. General Fund Fund Balance
4. General Fund Fund Balance – Town and School Department
5. General Fund Revenues – Town Only
6. General Fund Expenditures – Town Only
7. School Department General Fund Fund Balance
8. School Department General Fund Revenues
9. School Department General Fund Expenditures
10. Unassigned Fund Balance as a Percentage of Budget - as Compared to Other Local Communities, FY 2014-2015
11. Long Term Debt
12. Long Term Debt, as Compared to Other Local Communities

### About this presentation

This presentation is intended as a tool to assist the Board of Selectmen, Budget Committee and management in understanding its financial operating results. The information contained in this publication should be read in conjunction with the audited financial statements and related disclosures and should not be used for any other purposes without the expressed consent of *RUNYON KERSTEEN OUELLETTE*.

Please contact us at 207-773-2986 or 1-800-486-1784  
20 Long Creek Drive, South Portland, ME 04106



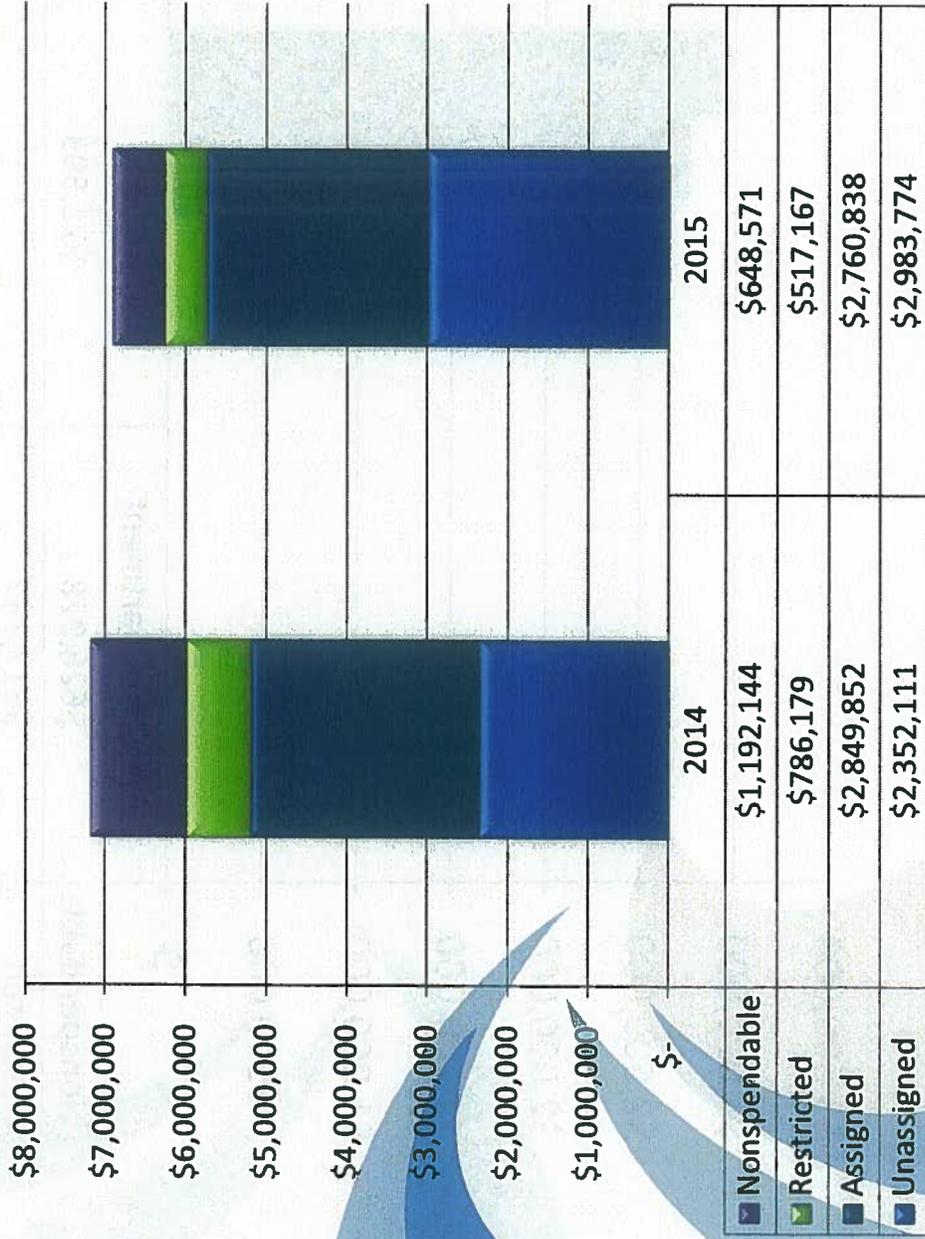
# TOWN OF YORK

## SUMMARY OF AUDIT RESULTS

- Financial Statement Opinion - Unmodified
- Report Required by Government Auditing Standards (GAS)
  - Material Weaknesses: None
  - Significant Deficiencies:
    - Schedule of Expenditures of Federal Awards
- Report Required by OMB Circular A-133
  - Programs Tested:
    - Special Education Cluster
    - School Nutrition Cluster
    - Emergency Management Performance Grant
  - Findings:
    - Emergency Management Performance Grant Allowable Costs – Time and Effort Documentation

# TOWN OF YORK

## GENERAL FUND FUND BALANCE



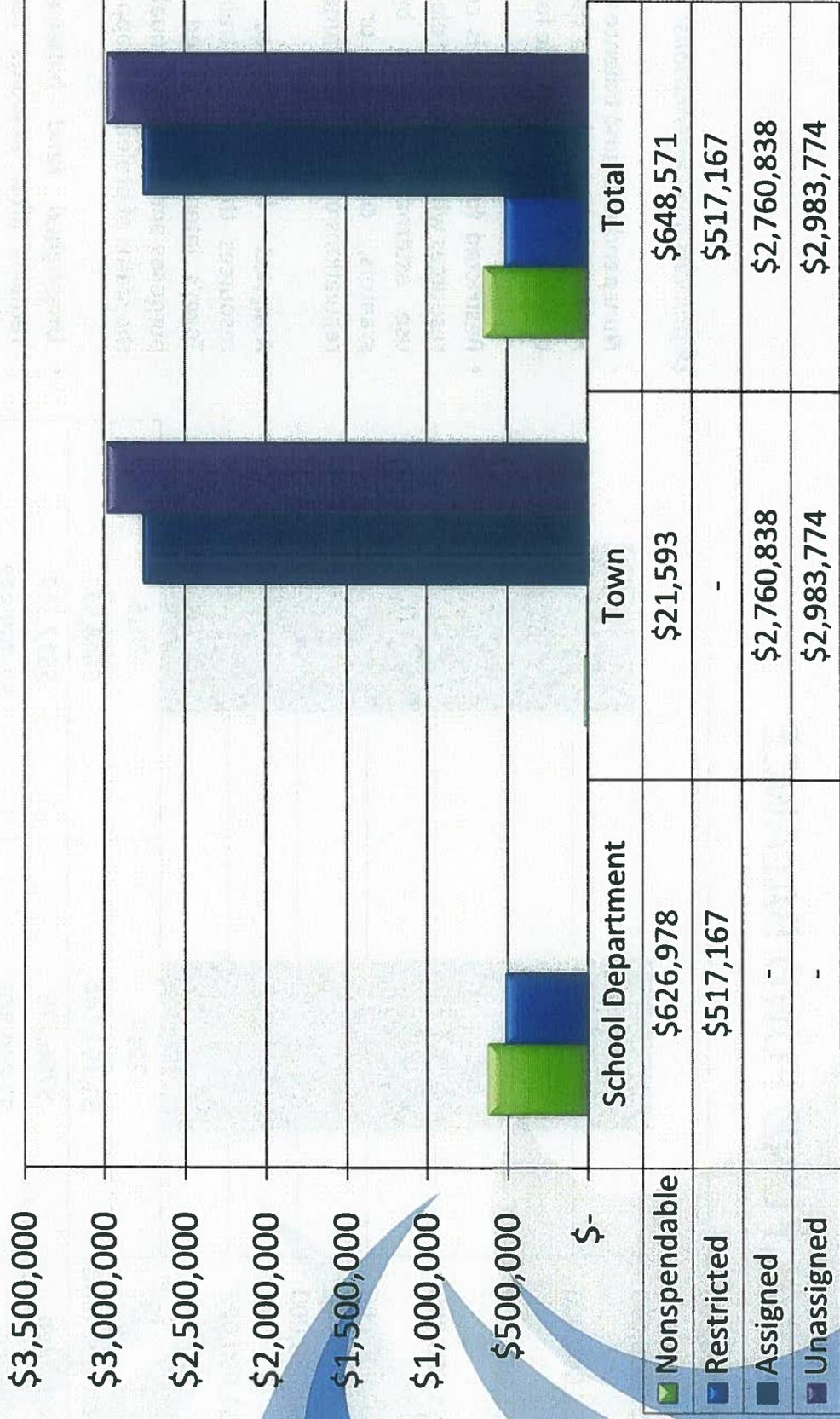
### Definitions and Observations:

- **Nonspendable fund balance** represents resources which cannot be spent because they are not in a spendable form.
- **Restricted fund balance** is composed of resources with constraints placed on their use externally imposed by creditors, grantors, contributors, or laws and regulations of other governments.
- **Assigned fund balance** represents resources that are constrained by the Town's intent to be used for specific purposes and changes annually based on the status of projects and appropriations.
- **Unassigned fund balance** is what remains after amounts recognized in other categories and increased approximately \$632K from 2014 to 2015.



# TOWN OF YORK

## GENERAL FUND FUND BALANCE – TOWN AND SCHOOL DEPARTMENT



# TOWN OF YORK

## GENERAL FUND REVENUES – TOWN ONLY

	Budget	Actual	Variance
Property taxes	\$14,979,221	\$ 15,050,543	\$ 71,322
Excise taxes	2,748,000	3,041,767	293,767
Licenses and permits	293,130	303,207	10,077
State revenue sharing	275,000	282,826	7,826
Other intergovernmental	335,221	443,883	108,662
Charges for services	771,227	714,174	(57,053)
Other revenues	396,249	435,751	39,502
<b>Total revenues</b>	<b>19,798,048</b>	<b>20,272,151</b>	<b>474,103</b>
Use of fund balance	650,000	-	(650,000)
Carryforward balances	1,346,808	-	(1,346,808)
Transfers in and appropriations for reserve accounts	-	493,323	493,323
<b>Total revenues and other sources</b>	<b>\$ 21,794,856</b>	<b>\$ 20,765,474</b>	<b>\$ (1,029,382)</b>

### Observations:

- **Property tax revenue** was over budget due to increased collections of outstanding taxes from prior years.
- **Excise tax revenue** was over budget due to increased auto registrations.
- **Other intergovernmental revenues** were over budget due to unbudgeted FEMA grant reimbursements and higher-than-anticipated rural road and general assistance payments from the State.
- **Charges for services** were under budget due to the lower-than-anticipated revenues from parking tickets, meter collections and code development fees.



# TOWN OF YORK

## GENERAL FUND EXPENDITURES – TOWN ONLY

	Budget	Actual	Variance
General government	\$ 2,733,574	\$ 2,478,776	\$ 254,798
Public safety	6,109,896	6,046,874	63,022
Public works	4,264,622	4,082,359	182,263
Parks and recreation	946,174	936,034	10,140
Public assistance	344,755	353,366	(8,611)
Library	483,102	483,102	-
County tax	2,390,073	2,386,313	3,760
Unclassified	684,030	530,510	153,520
Capital outlay	1,638,856	727,920	910,936
Debt service	2,125,274	1,998,607	126,667
<b>Total expenditures</b>	<b>21,720,356</b>	<b>20,023,861</b>	<b>1,696,495</b>
Transfers and appropriations to reserve accounts	35,000	365,407	(330,407)
Transfers out	39,500	42,690	(3,190)
<b>Total expenditures and other financing uses</b>	<b>\$ 21,794,856</b>	<b>\$ 20,431,958</b>	<b>\$ 1,362,898</b>

### Observations:

- **General government expenditures** were under budget as less was spent on technology and legal fees than anticipated. In addition, the budget includes carryforward amounts for contingencies that were not used.
- **Public safety expenditures** were under budget as Fire Department salaries and related costs were lower-than-anticipated due to employees who retired and were replaced with individuals lower on the pay scale.
- **Public works expenditures** were under budget as curbside pickup costs were significantly lower than anticipated.
- **Unclassified expenditures** were under budget primarily due to budgeted but unused contingency costs and lower-than-anticipated insurance costs.
- **Capital outlay expenditures** were under budget as certain projects were not completed or were delayed in the current-year. Budgeted amounts have been carried forward to future years.
- **Debt service expenditures** were under budget as some of the debt service was budgeted in the General Fund but paid out of the capital project funds.





# TOWN OF YORK

## SCHOOL DEPARTMENT GENERAL FUND REVENUES

	Budget	Actual	Variance
Taxes	\$ 26,714,054	26,714,054	-
State education subsidy	1,068,414	1,068,414	-
State agency clients	5,500	49,579	44,079
Impact fees	105,000	139,400	34,400
Activity fees	90,000	72,945	(17,055)
Rental income	17,800	22,167	4,367
Tuition	9,500	-	(9,500)
Other revenue	177,233	203,979	26,746
<b>Total revenues</b>	<b>28,187,501</b>	<b>28,270,538</b>	<b>83,037</b>
Use of surplus	270,150	-	(270,150)
<b>Total revenues and other financing sources</b>	<b>\$ 28,457,651</b>	<b>\$ 28,270,538</b>	<b>\$ (187,113)</b>

### Observations:

- **State agency client revenues exceeded its budget due to an increased number of reimbursements for wards of the State.**
- **Impact fee revenues were over budget due to the issuance of more building permits than anticipated.**

# TOWN OF YORK

## SCHOOL DEPARTMENT GENERAL FUND EXPENDITURES

	Budget	Actual	Variance
Regular instruction	\$11,804,845	11,787,526	17,319
Special education instruction	4,294,520	4,219,135	75,385
Career and technical education	11,673	11,534	139
Other instruction	1,130,658	1,088,605	42,053
Student and staff support	2,757,048	2,757,048	-
System administration	851,138	851,138	-
School administration	1,390,379	1,365,218	25,161
Transportation	1,055,982	1,055,982	-
Facilities maintenance	3,254,523	3,254,523	-
Other	66,257	61,907	4,350
Debt service	1,665,779	1,665,755	24
<b>Total expenditures</b>	<b>28,282,802</b>	<b>28,118,371</b>	<b>164,431</b>
Transfers out and other financing uses	174,849	162,231	12,618
<b>Total expenditures</b>	<b>\$ 28,457,651</b>	<b>\$ 28,280,602</b>	<b>\$ 177,049</b>

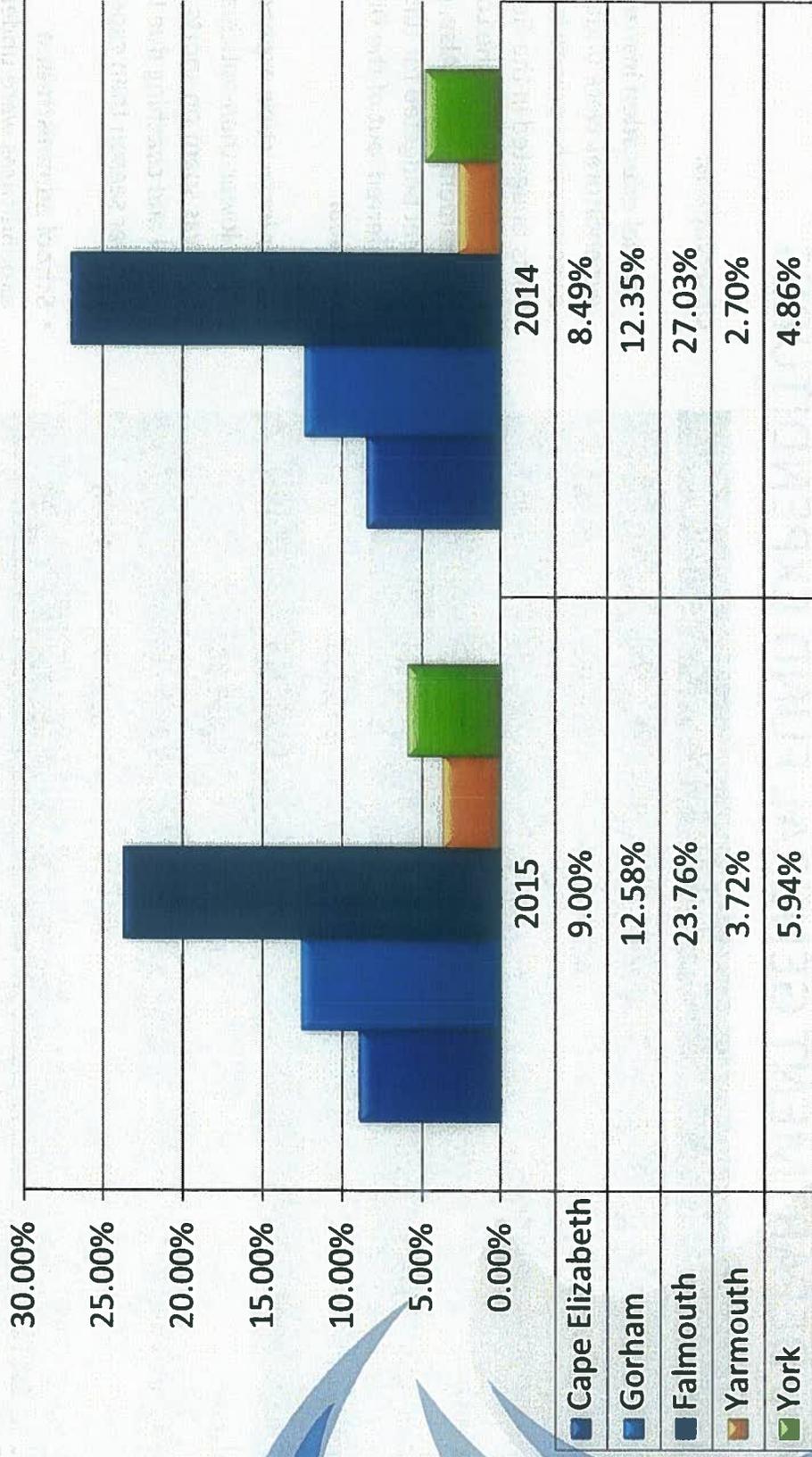
### Observations:

- **Special education instruction expenditures** were under budget as some of the private tuition costs budgeted in the General Fund were paid by the Local Entitlement grant. Also, one student budgeted for tuition transferred out of the District mid-year.
- **Other instruction expenditures** were lower-than-anticipated as less was spent on sports team travel and coaching due to a shorter season than expected.
- **School administration expenditures** were under budget as insurance costs were lower than anticipated.



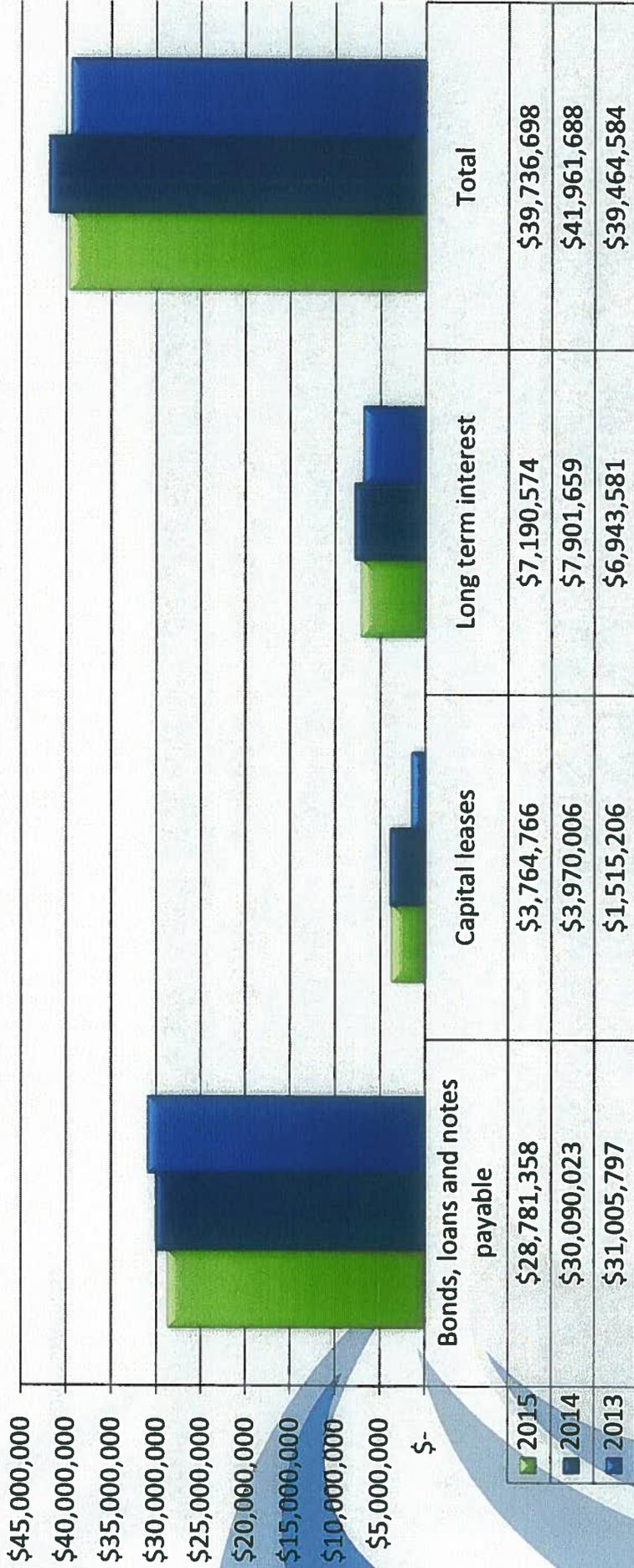
# TOWN OF YORK

## UNASSIGNED FUND BALANCE AS A PERCENTAGE OF BUDGET - AS COMPARED TO OTHER LOCAL COMMUNITIES, FY 2014 - 2015



# TOWN OF YORK

## Long Term Debt



**Observations:**

- **Bonds, loans and notes payable** decreased as principal payments on long term obligations outpaced current year issuances.
- **Capital leases** have decreased over the prior year as there were no new issuances and only principal payments in the current year.
- **Long term interest** represents interest due over the terms of the bonds, notes, loans and capital leases combined.

# TOWN OF YORK

## Long Term Debt – As Compared to Other Local Communities

	Bonds	Capital leases	Long-term Interest	Total Debt	Population	Debt per capita
Cape Elizabeth	\$ 17,792,634	\$ 873,584	\$ 3,717,476	\$ 22,383,694	9,015	\$ 2,010
Falmouth	\$ 55,236,844	-	\$ 23,762,042	\$ 78,998,886	11,185	\$ 4,903
Gorham	\$ 41,313,349	\$ 416,060	\$ 9,641,229	\$ 51,370,638	16,381	\$ 2,466
Yarmouth	\$ 17,211,889	\$ 1,826,767	\$ 3,888,973	\$ 22,927,629	8,349	\$ 2,266
York	\$ 28,781,358	\$ 3,764,766	\$ 7,190,574	\$ 39,736,698	12,529	\$ 2,718

**Observations:**

- Long term debt amounts exclude enterprise fund debt and include school department debt.
- Debt per capita calculations exclude long term interest and premiums or discounts on debt.

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

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

**Present:** Chairman Robert E. Palmer, Jr., Vice-Chairman Jonathan O. Speers, Dawn Sevingy-Watson, Torbert Macdonald, Todd A. Frederick, Town Manager Stephen H. Burns and Director of Human Resources Liam Gallagher.

Moved by Mr. Speers, seconded by Ms. Sevigny-Watson to enter into executive session. Without objection, so ordered.

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

**7:00PM:** Regular Meeting

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

**Call to Order**

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

**Opening Ceremonies**

**A. Minutes**

1. April 11, 2016 Meeting Minutes

Moved by Mr. Macdonald, seconded by Ms. Sevigny-Watson to accept the April 11, 2016 Meeting Minutes, as amended. Vote 5-0, motion passes.

2. April 20, 2016 Meeting Minutes

Moved by Mr. Macdonald, seconded by Ms. Sevigny-Watson to accept the April 20, 2016 Meeting Minutes. Vote 5-0, motion passes.

**B. Chairman's Report**

**C. Manager's Report**

Town Manager Stephen H. Burns announced that the Board of Selectmen will be joining the Historic District Commission next Wednesday, May 4<sup>th</sup> at their regular meeting to continue their joint discussion regarding the priorities of the commission and the possible expansion of the Historic Districts. Mr. Burns also announced the annual Candidate's Night that will be held May 2<sup>nd</sup> here at the library. Last Saturday there was a facilities tour visiting several town owned facilities throughout town – Mr. Burns thanked the Town employees that helped with the tour. Mr. Burns also reminded citizens that absentee ballots are available in the Town Clerk's office for the upcoming May referenda. He also mentioned two upcoming community forums: The Cycling and Walking Community Forum on May 7<sup>th</sup> and the York Community Dialogue forum entitled "Let's Talk About York's Taxes". Lastly, Mr. Burns announced that the Mackey Skate Park has been finished by Mr. Richard Bartlett and the Town now has a beautiful warming hut at the skate park.

Chairman Palmer moved the Awards item of the agenda to after the Citizens' Forum.

**D. "E. Reports"**

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

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

Public Comment: Hilary Clark  
Rozanna Patane  
Arthur Kyricos  
Howard Koepfel  
Doug Trueman  
Jack Johnson  
Ted Little

**F. "D. Awards"**

1. Bid Award: Beach Cleaning

The Parks and Recreation Department went out for bid for Beach Cleaning Services and received the following bids:

1. D.A. Trueman \$18,000
2. Moulton Grading and Site Work \$38,400

Parks and Recreation Director Michael Sullivan recommended the bid be awarded for Beach Cleaning Services to Moulton Grading and Site Work in the amount of \$38,400 per year for the 2016, 2017 and 2018 beach seasons.

Moved by Mr. Macdonald, seconded by Mr. Speers to award the bid for beach cleaning services for one year to D.A. Trueman Trucking, in the amount of \$18,000. 3-2, Mr. Frederick and Ms. Sevigny-Watson against, motion passes.

**G. Public Hearings**

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

Moved by Mr. Macdonald, seconded by Mr. Speers to open the public hearing. Without objection, so ordered.

Public Comment: None

Moved by Mr. Macdonald, seconded by Mr. Speers to close the public hearing. Without objection, so ordered.

**H. Endorsements**

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

Moved by Mr. Macdonald, seconded by Ms. Sevigny-Watson to approve the following business licenses: Patrick Cragin DBA: Ridge Road Inn (Innkeeper);

located at 281 Ridge Road, Diana Hickey DBA: Windbreaker Restaurant (Food Service); located at 243 Long Beach Avenue, Maine Ice Cream, LLC DBA: Village Scoop Ice Cream (Food Service); located at 226 York Street, Jeremy Prescott DBA: The Kettle Boys, Inc. (Food Service); located at 15 Railroad Avenue, LITR, Corp. DBA: Lobster in the Rough (Food Service, Liquor, Special Amusement); located at 1000 US Route One, all subject to taxes, fees and inspections being current and compliant with the usual noise stipulations. Vote 5-0, motion passes.

Chairman Palmer took New Business items 1 and 2 out of order.

**I. "New Business – 1 and 2"**

1. Discussion: Selectmen's Investment Policy

Finance Director Wendy Anderson asked that the Board of Selectmen review the Draft Investment Policy and use Northeast Municipal Advisors, of which was represented by Richard Ranaghan at the meeting, to help answer any questions they have. The Town's current Investment Policy is outdated and not serving the Town well in the current environment.

2. Discussion: Selectmen's Fund Balance Policy

Richard Ranaghan of Northeast Municipal Advisors answered questions and reviewed an informational handout that was provided to the Board of Selectmen talking about fund balance components and the importance of fund balance.

**J. Old Business**

1. Discussion and Possible Action: Police Station Building Project

Moved by Mr. Macdonald, seconded by Mr. Speers to direct the Municipal Police Building Committee and Project Manager Geoff Aleva to commence the bid process for the new police station as soon as the necessary documents are prepared. Vote 5-0, motion passes.

2. Discussion and Possible Action: Selectmen's Policy – Open Space Committee Charter

Moved by Mr. Macdonald, seconded by Mr. Frederick to repeal the Charter of the Open Space Committee. Vote 5-0, motion passes.

3. Discussion and Possible Action: Solarize York

This item was no longer necessary and not addressed.

**K. New Business**

1. "3. Discussion and Possible Action: Appointment to Fill a Vacancy on the York Water District Board of Trustees"

Moved by Mr. Macdonald, seconded by Mr. Speers to appoint Stephen Rendall to fill the remainder of Dana Moulton's unexpired term on the York Water District of Trustees. Vote 5-0, motion passes.

2. "4. Discussion: Alarm Ordinance for November 2016"

Over the course of many years York's emergency services has had to respond to excessive false alarms, which can be an undue burden on our limited emergency resources. The purpose of developing an Alarm Ordinance is to establish reasonable standards for users and owners of alarms to ensure that they are held responsible for their use of alarm systems.

The Board of Selectmen supported Police Chief Bracy's recommendation to allow the Police Department to work with the Planning Director on the development of a new "Alarm Ordinance" to be considered for the November Referendum.

3. "5. Discussion: Street Opening & Culvert Ordinance for November 2016"

This proposed amendment to the Street Opening and Culvert Ordinance is to waive the application fees for the Water and Sewer Utility Districts. The Planning Director will be drafting the amendment to bring forward for the Board's consideration.

4. "6. Discussion and Possible Action: Selectmen's Policy Manual – Overview of Section 4, Town Buildings and Other Property"

Moved by Mr. Macdonald, seconded by Mr. Speers to request that the Energy Steering Committee review the Street Light Policy and return with any recommended amendments. And to direct the Town Manager to place the Gift of Land, Political Activities in Town Buildings Policies, and Construction Policy on future board agendas. Vote 5-0, motion passes.

5. "7. Discussion and Possible Action: Contingency Request"

Moved by Mr. Macdonald, seconded by Mr. Speers to approve the use of contingency funds in the amount of \$10,031.47 to be allocated to the Appeals Board Salaries Line to account for payment of wages. Vote 5-0, motion passes.

6. "8. Discussion and Possible Action: Membership of the Sohler Park Committee"

Moved by Mr. Macdonald, seconded by Mr. Speers to appoint Ed MacGorman and Sally MacGorman to three year terms as alternates on the Sohler Park

Committee and Skip Hartwell and Tony Knox to three year terms as regular members of the Sohier Park Committee, effective July 1, 2016. Vote 5-0, motion passes.

7. "9. Discussion and Possible Action - Temporary Housing at 21 Lock Lane"

Moved by Mr. Macdonald, seconded by Mr. Speers to authorize rescinding the recreational vehicle approval at 19 Fort Hill Avenue and approve a recreational vehicle at 21 Lock Lane for a period of one year, while their home is being built. Vote 5-0, motion passes.

10. Special Events

- a. American Diabetes Association – Tour de Cure
- b. York Harbor Reading Room – July Independence Day Fireworks
- c. American Legion – Memorial Day Parade and Cemetery Ceremony
- d. York Garden Club – Plant Sale
- e. Maine Obsolete Autoleague Car Show

Moved by Mr. Macdonald, seconded by Mr. Speers to approve the following Special Event Permits, subject to all, if any conditions set by the Department Heads: American Diabetes Association's *New England Classic Tour de Cure* on July 10, 2016, York Harbor Reading Room's *Annual July Independence Day Fireworks* on July 2, 2016, American Legion Post #56's *Memorial Day Parade and Ceremony* on May 30, 2016, Old York Garden Club's *Plant Sale* on May 21, 2016, and Maine Obsolete Autoleague Car Show on May 1, 2016. Vote 5-0, motion passes.

K. Future Agendas

L. Other Business

M. Citizens' Forum

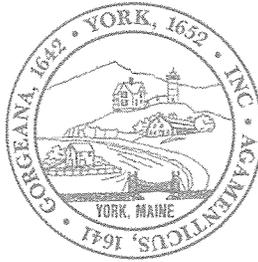
Public Comment: None

Adjourn

Moved by Mr. Macdonald, seconded by Mr. Speers to adjourn the meeting at 9:45PM. Without objection, so moved.

Respectfully Submitted,

Melissa M. Avery  
Assistant to the Town Manager



## REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: May 4, 2016	<input checked="" type="checkbox"/> ACTION
DATE ACTION REQUESTED: May 9, 2016	<input type="checkbox"/> DISCUSSION ONLY
SUBJECT: Business License Applications	

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

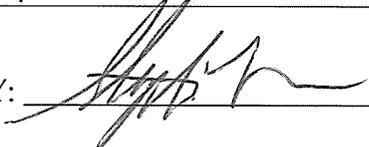
RECOMMENDATION: Approve the Business License(s) attached.

PROPOSED MOTION: I move to approve the following licenses:

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

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

PREPARED BY: Melissa M. Avery

REVIEWED BY: 

THE TOWN OF

# YORK, MAINE

186 York Street, York, Maine 03909

## BUSINESS LICENSE APPLICATION

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

Business Name: Harbor Cuts B+B

Street Address: 484 York Street, York Harbor ME 03911

Business Owner: Garry Joseph Dominguez Business Manager: Garry Dominguez

Mailing Address: \_\_\_\_\_ Mailing Address: PO BOX 573  
York Harbor, ME 03911

Phone Number: \_\_\_\_\_ Phone Number: 907 363 5119

E-mail Address: \_\_\_\_\_ E-mail Address: Garry@yorkharborinn.com

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

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

*Please indicate which Licenses or Local Approvals you seek:*

### Lodging:

Bed and Breakfast License (C/F)  
 Innkeeper License (C/F)  
Number of Rooms: 7

### Food and Beverage:

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

### Entertainment:

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

### Miscellaneous:

Transient Seller's License  
 Flea Market License  
 Junkyard, Auto Graveyard/Recycling License  
 Other: \_\_\_\_\_

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

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

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

Provide the following information about any relevant State licenses:

STATE LICENSE INFORMATION			
ID Number(s):	8073		
Expiration Date(s):	5/9/16		
Classification(s):			

Please read the following and sign to complete your application:

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

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

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

Business Manager: *MJB* Have you ever been convicted of a Felony? YES (NO)  
*Signature*  
 (If either person has a Felony conviction, please attach an explanation of the circumstances)

**FOR OFFICE USE ONLY**

FEES	Amount	Map - Lot: 0058 - 0007
Application and First License (\$60)	60.-	Processed By: <i>mmavery</i>
Subsequent Licenses (\$30 each)		Received Date: 3/17/16
New License Fee (\$50)		Amount Received: \$ 60.-
License Amendment (\$25)		Check # 8081 or Cash <input type="checkbox"/>
Other: _____		
<b>TOTAL DUE</b>	\$ 60.-	<b>LICENSE #:</b> _____ - _____

Department Approvals	Date of Approval	Special Conditions (Attached if Necessary)
Code Enforcement	4/5/16 <i>KNewell</i>	YES <u>(NO)</u>
Fire	5/5/16 <i>DAppar</i>	YES <u>(NO)</u>
Police	<u>(N/A)</u>	YES NO
Tax Collector	5/5/16 <i>MSzeniaowski</i>	YES <u>(NO)</u>
<b>Board of Selectmen</b>	_____ Town Manager for the Board of Selectmen	YES NO
	_____ Date	

THE TOWN OF

# YORK, MAINE

186 York Street, York, Maine 03909

## BUSINESS LICENSE APPLICATION

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

Business Name: 1730 Harbor Crest

Street Address: 378 York Street, York Harbor ME 03911

Business Owner: Joseph & Amy Dominguez Business Manager: Gary Dominguez

Mailing Address: PO Box 573 Mailing Address: PO Box 573  
York Harbor, ME 03911 York Harbor, ME 03911

Phone Number: 207 363-5119 Phone Number: 207 363-5119

E-mail Address: \_\_\_\_\_ E-mail Address: gary@yorkharbor.me

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

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

*Please indicate which Licenses or Local Approvals you seek:*

### Lodging:

Bed and Breakfast License (C/F)

Innkeeper License (C/F)

Number of Rooms: 7

### Food and Beverage:

Food Service License (C/F)

Liquor License (F/P)

Bottle Club License (F/P)

Number of Seats: \_\_\_\_\_

### Entertainment:

Special Amusement License (F/P)

Dance Hall License (F/P)

Bowling Alley License (F)

Coin-Operated Amusement License (P)

Bingo, Beano and Games of Chance

### Miscellaneous:

Transient Seller's License

Flea Market License

Junkyard, Auto Graveyard/Recycling License

Other: \_\_\_\_\_

*C - Code Enforcement Inspection Required F - Fire Department Inspection Required P - Police Department Inspection Required*

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

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

Provide the following information about any relevant State licenses:

STATE LICENSE INFORMATION			
ID Number(s):	17607		
Expiration Date(s):	6/1/16		
Classification(s):			

Please read the following and sign to complete your application:

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

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

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

Business Manager: \_\_\_\_\_ Have you ever been convicted of a Felony? YES  NO  
*Signature*  
 (If either person has a Felony conviction, please attach an explanation of the circumstances)

**FOR OFFICE USE ONLY**

FEES	Amount	Map - Lot: 0056 - 0007
Application and First License (\$60)	60	Processed By: mmaury
Subsequent Licenses (\$30 each)		Received Date: 3/17/16
New License Fee (\$50)		Amount Received: \$ 60.00
License Amendment (\$25)		Check # 8081 or Cash <input type="checkbox"/>
Other: _____		LICENSE #: _____ - _____
<b>TOTAL DUE</b>	\$ 60.	

Department Approvals	Date of Approval	Special Conditions (Attached if Necessary)
Code Enforcement	4/5/16 KNewell	YES <input checked="" type="radio"/> NO
Fire	5/5/16 DAppgar	YES <input checked="" type="radio"/> NO
Police	N/A	YES NO
Tax Collector	5/5/16 MSzeniaurki	YES <input checked="" type="radio"/> NO

<b>Board of Selectmen</b>	_____	_____	YES NO
	<i>Town Manager for the Board of Selectmen</i>	<i>Date</i>	

THE TOWN OF

# YORK, MAINE

186 York Street, York, Maine 03909

## BUSINESS LICENSE APPLICATION

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

Business Name: Herber Hill Inn

Street Address: 472 York Street, York Harbor, ME 03911

Business Owner: Joseph + Garry Dominguez Business Manager: Garry Dominguez

Mailing Address: \_\_\_\_\_ Mailing Address: PO Box 573 York Harbor

\_\_\_\_\_ ME, 03911

Phone Number: \_\_\_\_\_ Phone Number: 207 363 5119

E-mail Address: \_\_\_\_\_ E-mail Address: garry@yorkharborinn.com

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

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

Please indicate which Licenses or Local Approvals you seek:

### Lodging:

Bed and Breakfast License (C/F)

Innkeeper License (C/F)

Number of Rooms: 7

### Food and Beverage:

Food Service License (C/F)

Liquor License (F/P)

Bottle Club License (F/P)

Number of Seats: \_\_\_\_\_

### Entertainment:

Special Amusement License (F/P)

Dance Hall License (F/P)

Bowling Alley License (F)

Coin-Operated Amusement License (P)

Bingo, Beano and Games of Chance

### Miscellaneous:

Transient Seller's License

Flea Market License

Junkyard, Auto Graveyard/Recycling License

Other: \_\_\_\_\_

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

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

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

Provide the following information about any relevant State licenses:

STATE LICENSE INFORMATION			
ID Number(s):	9782		
Expiration Date(s):	5/31/16		
Classification(s):			

Please read the following and sign to complete your application:

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

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

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

Business Manager: \_\_\_\_\_ Have you ever been convicted of a Felony? YES / NO  
*Signature*  
 (If either person has a Felony conviction, please attach an explanation of the circumstances)

**FOR OFFICE USE ONLY**

FEES	Amount	Map - Lot: <u>0058 - 0004</u>
Application and First License (\$60)	60.-	Processed By: <u>mmavery</u>
Subsequent Licenses (\$30 each)		Received Date: <u>3/17/16</u>
New License Fee (\$50)		Amount Received: \$ <u>60.-</u>
License Amendment (\$25)		Check # <u>8081</u> or Cash <input type="checkbox"/>
Other: _____		
TOTAL DUE \$ <u>60.-</u>		LICENSE #: _____ - _____

Department Approvals		Date of Approval	Special Conditions (Attached if Necessary)
Code Enforcement	<u>N/A</u>	<u>4/5/16 Knawell</u>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Fire	<u>N/A</u>	<u>5/5/16 Drogar</u>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Police	<u>X N/A</u>		YES <input type="checkbox"/> NO <input type="checkbox"/>
Tax Collector	<u>N/A</u>	<u>5/5/16 NSZ-eniawski</u>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Board of Selectmen _____ <i>Town Manager for the Board of Selectmen</i> <i>Date</i>			YES <input type="checkbox"/> NO <input type="checkbox"/>

THE TOWN OF

# YORK, MAINE

186 York Street, York, Maine 03909

## BUSINESS LICENSE APPLICATION

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

Business Name: KATHRYN KELLEY D.B.A. COPPA MAGICA GELATO

Street Address: 852 U.S. ROUTE 1 YORK, ME 03909

Business Owner: KATHRYN KELLEY Business Manager: same

Mailing Address: PO BOX 316 Mailing Address: \_\_\_\_\_

YORK, ME 03909

Phone Number: 207 703 8227 Phone Number: \_\_\_\_\_

E-mail Address: KKELLEY723@yahoo.com E-mail Address: \_\_\_\_\_

info@coppamagica.com

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

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

*Please indicate which Licenses or Local Approvals you seek:*

### Lodging:

\_\_\_ Bed and Breakfast License (C/F)

\_\_\_ Innkeeper License (C/F)

Number of Rooms: \_\_\_

### Food and Beverage:

Food Service License (C/F)

\_\_\_ Liquor License (F/P)

\_\_\_ Bottle Club License (F/P)

Number of Seats: 0

### Entertainment:

\_\_\_ Special Amusement License (F/P)

\_\_\_ Dance Hall License (F/P)

\_\_\_ Bowling Alley License (F)

\_\_\_ Coin-Operated Amusement License (P)

\_\_\_ Bingo, Beano and Games of Chance

### Miscellaneous:

\_\_\_ Transient Seller's License

\_\_\_ Flea Market License

\_\_\_ Junkyard, Auto Graveyard/Recycling License

\_\_\_ Other: \_\_\_\_\_

*C - Code Enforcement Inspection Required F - Fire Department Inspection Required P - Police Department Inspection Required*

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

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

Provide the following information about any relevant State licenses:

STATE LICENSE INFORMATION			
ID Number(s):	2-28944	2-28944	1152855
Expiration Date(s):	8-9-2016	6-30-2016	
Classification(s):	Food & Fuel License	Frozen Dessert Manufacturer	Retailer Reg. no. (ME)

(ME Quality Assurance) (Dept. of Agriculture) Revenue Services  
 Please read the following and sign to complete your application:

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

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

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

Business Manager: \_\_\_\_\_ Have you ever been convicted of a Felony? YES / NO  
 Signature  
 (If either person has a Felony conviction, please attach an explanation of the circumstances)

**FOR OFFICE USE ONLY**

FEES	Amount	Map - Lot: 0094 - 0066
Application and First License (\$60)	60.	Processed By: mmavery
Subsequent Licenses (\$30 each)		Received Date: 4/14/16
New License Fee (\$50)		Amount Received: \$ 60. -
License Amendment (\$25)		Check # 292 or Cash <input type="checkbox"/>
Other: _____		
<b>TOTAL DUE</b>	\$ 60. -	<b>LICENSE #:</b> _____ - _____

Department Approvals	Date of Approval	Special Conditions (Attached if Necessary)
Code Enforcement	4/15/16 K Jewell	YES NO <u>NO</u>
Fire	4/27/16 D Appgar	YES NO <u>NO</u>
Police	<u>X</u> N/A	YES NO <u>NO</u>
Tax Collector	4/12/16 MSzeniaowski	YES NO <u>NO</u>
<b>Board of Selectmen</b>	_____ Town Manager for the Board of Selectmen	_____ Date
		YES NO

THE TOWN OF

# YORK, MAINE

186 York Street, York, Maine 03909

## BUSINESS LICENSE APPLICATION

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

Business Name: York Golf Tennis Club

Street Address: 62 Grayson Rd

Business Owner: York Golf Tennis Business Manager: Greg Lindsay

Mailing Address: 62 Grayson Rd Mailing Address: ''  
York, ME 03909 ''

Phone Number: (207) 363-0130 Phone Number: (207) 363-0130 Ext 1

E-mail Address: \_\_\_\_\_ E-mail Address: York.golf@maine.fr.com

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

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

Please indicate which Licenses or Local Approvals you seek:

### Lodging:

- Bed and Breakfast License (C/F)
- Innkeeper License (C/F)
- Number of Rooms: \_\_\_\_\_

### Food and Beverage:

- Food Service License (C/F)
- Liquor License (F/P)
- Bottle Club License (F/P)
- Number of Seats: 125

### Entertainment:

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

### Miscellaneous:

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

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

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

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

Provide the following information about any relevant State licenses:

STATE LICENSE INFORMATION			
ID Number(s):	5591		
Expiration Date(s):	4-21-16		
Classification(s):	Class 1		

Please read the following and sign to complete your application:

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

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

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

Business Manager: *Greg Lindsey* Have you ever been convicted of a Felony? YES / NO  
*Signature*  
 (If either person has a Felony conviction, please attach an explanation of the circumstances)

**FOR OFFICE USE ONLY**

FEES	Amount	Map - Lot: 0061 - 0017
Application and First License (\$60)	60	Processed By: mmavery
Subsequent Licenses (\$30 each)	60	Received Date: 3/3/16
New License Fee (\$50)		Amount Received: \$ 120.00
License Amendment (\$25)		Check # 4157 or Cash <input type="checkbox"/>
Other: _____		LICENSE #: _____ - _____
<b>TOTAL DUE</b>	<b>\$ 120.00</b>	

Department Approvals		Date of Approval	Special Conditions (Attached if Necessary)
Code Enforcement	__ N/A	4/26/16 Knewell	YES <input checked="" type="radio"/> NO
Fire	__ N/A	4/23/16 DAPGAR	YES <input checked="" type="radio"/> NO
Police	__ N/A	4/13/16 ODavis	YES <input checked="" type="radio"/> NO
Tax Collector	__ N/A	3/7/16 MSZENIAWSKI	YES <input checked="" type="radio"/> NO
<b>Board of Selectmen</b> _____ Town Manager for the Board of Selectmen _____ Date _____			YES NO

THE TOWN OF

# YORK, MAINE

186 York Street, York, Maine 03909

## BUSINESS LICENSE APPLICATION

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

Business Name: Wicked Good Ice Cream

Street Address: 4 Main St., York Beach, ME

Business Owner: Martha Danilowicz Business Manager: Casey Danilowicz

Mailing Address: P.O. Box 205 Mailing Address: P.O. Box 205

York Beach, ME 03910 York Beach, ME 03910

Phone Number: 508 450-0572 Phone Number: 207 351-1171

E-mail Address: wickedgoodicecream@ E-mail Address: \_\_\_\_\_  
yahoo.com

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

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

*Please indicate which Licenses or Local Approvals you seek:*

### Lodging:

\_\_\_ Bed and Breakfast License (C/F)

\_\_\_ Innkeeper License (C/F)

Number of Rooms: \_\_\_

### Food and Beverage:

Food Service License (C/F)

\_\_\_ Liquor License (F/P)

\_\_\_ Bottle Club License (F/P)

Number of Seats: 2

### Entertainment:

\_\_\_ Special Amusement License (F/P)

\_\_\_ Dance Hall License (F/P)

\_\_\_ Bowling Alley License (F)

\_\_\_ Coin-Operated Amusement License (P)

\_\_\_ Bingo, Beano and Games of Chance

### Miscellaneous:

\_\_\_ Transient Seller's License

\_\_\_ Flea Market License

\_\_\_ Junkyard, Auto Graveyard/Recycling License

\_\_\_ Other: \_\_\_\_\_

*C - Code Enforcement Inspection Required F - Fire Department Inspection Required P - Police Department Inspection Required*

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

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

Provide the following information about any relevant State licenses:

STATE LICENSE INFORMATION			
ID Number(s):	6441		
Expiration Date(s):	10/28/16		
Classification(s):	Dept. of Health & Human Services		

Please read the following and sign to complete your application:

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

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

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

Business Manager: Casey Dombrowski Have you ever been convicted of a Felony? YES /  NO  
Signature  
(If either person has a Felony conviction, please attach an explanation of the circumstances)

**FOR OFFICE USE ONLY**

FEES	Amount	Map - Lot: 0073 - 0008
Application and First License (\$60)	60.-	Processed By: mmavery
Subsequent Licenses (\$30 each)		Received Date: 4/11/16
New License Fee (\$50)		Amount Received: \$ 60.-
License Amendment (\$25)		Check # 1355 or Cash <input type="checkbox"/>
Other: _____		LICENSE #: _____ - _____
TOTAL DUE	\$ 60.00	

Department Approvals	Date of Approval	Special Conditions (Attached if Necessary)
Code Enforcement	4/29/16 KNewell	YES <input checked="" type="radio"/> NO
Fire	4/11/16 DBridges	YES <input checked="" type="radio"/> NO
Police	<input checked="" type="checkbox"/> N/A	YES NO
Tax Collector	4/12/16 MSzeniaowski	YES <input checked="" type="radio"/> NO
Board of Selectmen	_____ Town Manager for the Board of Selectmen	YES NO
	_____ Date	

THE TOWN OF

# YORK, MAINE

186 York Street, York, Maine 03909

## BUSINESS LICENSE APPLICATION

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

Business Name: ST ASPINQUID LODGE

Street Address: 101 LONG SANDS RD.

Business Owner: TRUSTEES OF ST ASPINQUID Business Manager: N/A

Mailing Address: PO BOX 408 Mailing Address: \_\_\_\_\_  
YORK, ME 0309-0408

Phone Number: 207-363-4817 Phone Number: \_\_\_\_\_

E-mail Address: N/A E-mail Address: \_\_\_\_\_

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

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

*Please indicate which Licenses or Local Approvals you seek:*

### Lodging:

Bed and Breakfast License (C/F)

Innkeeper License (C/F)

Number of Rooms: \_\_\_\_\_

### Food and Beverage:

Food Service License (C/F)

Liquor License (F/P)

Bottle Club License (F/P)

Number of Seats: 40

### Entertainment:

Special Amusement License (F/P)

Dance Hall License (F/P)

Bowling Alley License (F)

Coin-Operated Amusement License (P)

Bingo, Beano and Games of Chance

### Miscellaneous:

Transient Seller's License

Flea Market License

Junkyard, Auto Graveyard/Recycling License

Other: \_\_\_\_\_

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

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

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

Provide the following information about any relevant State licenses:

STATE LICENSE INFORMATION			
ID Number(s):	10900		
Expiration Date(s):			
Classification(s):			

Please read the following and sign to complete your application:

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

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

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

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

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

**FOR OFFICE USE ONLY**

FEES		Amount	Map - Lot: 0044 - 0048
Application and First License (\$60)		60.-	Processed By: minawery
Subsequent Licenses (\$30 each)		30.-	Received Date: 4/15/16
New License Fee (\$50)		-	Amount Received: \$ 90.00
License Amendment (\$25)		-	Check # 4188 or Cash <input type="checkbox"/>
Other: _____		-	LICENSE #: _____ - _____
TOTAL DUE		\$ 90.-	
Department Approvals		Date of Approval	Special Conditions (Attached if Necessary)
Code Enforcement	__ N/A	4/27/16 K Newell	YES NO
Fire	__ N/A	4/26/16 D Appgar	YES NO
Police	✗ N/A		YES NO
Tax Collector	__ N/A	4/27/16 MSzeniaowski	YES NO
Board of Selectmen _____ Town Manager for the Board of Selectmen _____ Date _____			YES NO

THE TOWN OF

# YORK, MAINE

186 York Street, York, Maine 03909

## BUSINESS LICENSE APPLICATION

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

Business Name: Simply Grown at Rocky Acres

Street Address: 81 Webster Rd.

Business Owner: Karen McElmurry Business Manager: Karen McElmurry

Mailing Address: 460 Mountain Rd Mailing Address: \_\_\_\_\_  
Cape Neddick, ME 03902

Phone Number: 207-332-1962 Phone Number: \_\_\_\_\_

E-mail Address: Karen460@qwi.net E-mail Address: \_\_\_\_\_

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

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

*Please indicate which Licenses or Local Approvals you seek:*

### Lodging:

\_\_\_ Bed and Breakfast License (C/F)

\_\_\_ Innkeeper License (C/F)

Number of Rooms: \_\_\_

### Food and Beverage:

Food Service License (C/F)

Number of Seats: 0 / 0 (Existing / Proposed)

\_\_\_ Liquor License (F/P)

\_\_\_ Bottle Club License (F/P)

### Entertainment:

\_\_\_ Special Amusement License (F/P)

\_\_\_ Dance Hall License (F/P)

\_\_\_ Bowling Alley License (F)

\_\_\_ Coin-Operated Amusement License (P)

\_\_\_ Bingo, Beano and Games of Chance

### Miscellaneous:

\_\_\_ Transient Seller's License

\_\_\_ Flea Market License

\_\_\_ Junkyard, Auto Graveyard/Recycling License

\_\_\_ Other: \_\_\_\_\_

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

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

York Sewer District: (207) 363-4232

York Water District: (207) 363-2265

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

Provide the following information about any relevant State licenses:

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

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

*Please read the following and sign to complete your application:*

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

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

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

Business Manager: \_\_\_\_\_ Have you ever been convicted of a Felony? YES / NO  
*Signature*  
 (If either person has a Felony conviction, please attach an explanation of the circumstances)

**FOR OFFICE USE ONLY**

<b>FEES</b>		Amount	Map - Lot: <u>0035 - 0015</u>
Application and First License (\$60)		<u>60.-</u>	Processed By: <u>mmawery</u>
Subsequent Licenses (\$30 each)		<u>-</u>	Received Date: <u>4/26/16</u>
New License Fee (\$50)		<u>-</u>	Amount Received: \$ <u>60.-</u>
License Amendment (\$25)		<u>-</u>	Check # <u>2541</u> or Cash <input type="checkbox"/>
Other: _____		<u>-</u>	<b>LICENSE #:</b> _____ - _____
<b>TOTAL DUE</b>		\$ <u>60.-</u>	
<b>Department Approvals</b>	<b>Date of Approval</b>	<b>Department Approvals</b>	<b>Date of Approval</b>
Code Enforcement	<u>5/2/16 KN</u>	Sewer	<u>4/26/16 TH</u>
Fire	<u>4/26/16 DB</u>	Water	<u>4/27/16 DN</u>
Police	<u>N/A</u>	Tax Collector	<u>4/27/16 MAS</u>
<b>Board of Selectmen</b>			<b>Special Conditions</b> (Attached if Necessary) <b>YES NO</b>
_____		_____	
<i>Town Manager for the Board of Selectmen</i>		<i>Date</i>	

THE TOWN OF

# YORK, MAINE

186 York Street, York, Maine 03909

## BUSINESS LICENSE APPLICATION

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

Business Name: York Harbor Inn

Street Address: 480 York St York Harbor Inn ME 03911

Business Owner: Garry Dominguez Business Manager: SAME

Mailing Address: PO Box 573 Mailing Address: \_\_\_\_\_

York ME 03911

Phone Number: 207 363 5119 Phone Number: \_\_\_\_\_

E-mail Address: garry@yorkharborinn.com E-mail Address: \_\_\_\_\_

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

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

*Please indicate which Licenses or Local Approvals you seek:*

### Lodging:

Bed and Breakfast License (C/F)

Innkeeper License (C/F)

Number of Rooms: 33

### Food and Beverage:

Food Service License (C/F)

Liquor License (F/P)

Bottle Club License (F/P)

Number of Seats: 175

### Entertainment:

Special Amusement License (F/P)

Dance Hall License (F/P)

Bowling Alley License (F)

Coin-Operated Amusement License (P)

Bingo, Beano and Games of Chance

### Miscellaneous:

Transient Seller's License

Flea Market License

Junkyard, Auto Graveyard/Recycling License

Other: \_\_\_\_\_

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

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

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

Provide the following information about any relevant State licenses:

STATE LICENSE INFORMATION			
ID Number(s):	4393		
Expiration Date(s):	12/28/16		
Classification(s):			

Please read the following and sign to complete your application:

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

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

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

Business Manager: Court Davis Signature Have you ever been convicted of a Felony? YES /  NO  
(If either person has a Felony conviction, please attach an explanation of the circumstances)

**FOR OFFICE USE ONLY**

FEES		Amount	Map - Lot: 0058 - 0006	
Application and First License (\$60)		60.-	Processed By: mmavery	
Subsequent Licenses (\$30 each)		90.-	Received Date: 3/17/16	
New License Fee (\$50)		-	Amount Received: \$ 150.00	
License Amendment (\$25)		-	Check # 8081 or Cash <input type="checkbox"/>	
Other: _____		-		
TOTAL DUE		\$ 150.-	LICENSE #: _____ - _____	
Department Approvals		Date of Approval		Special Conditions (Attached if Necessary)
Code Enforcement	<u>  </u> N/A	4/5/16	Newell	YES <input checked="" type="radio"/> NO
Fire	<u>  </u> N/A	5/5/16	Daggar	YES <input checked="" type="radio"/> NO
Police	<u>  </u> N/A	5/5/16	O'Davis	YES <input checked="" type="radio"/> NO
Tax Collector	<u>  </u> N/A	5/5/16	MSzeniaowski	YES <input checked="" type="radio"/> NO
Board of Selectmen			_____	YES NO
Town Manager for the Board of Selectmen			_____	Date

THE TOWN OF

# YORK, MAINE

186 York Street, York, Maine 03909

## BUSINESS LICENSE APPLICATION

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

Business Name: Chapman Cottage

Street Address: 370 York St York Harbor ME 03911

Business Owner: Paul & Gagnon Trustee Business Manager: Paul & Gagnon

Mailing Address: Chapman Family Realty Trust Mailing Address: PO Box 573

York Harbor ME 03911 York Harbor ME 03911

Phone Number: 207 363-5119 x 148 Phone Number: 207 363-5119 x 292

E-mail Address: gum@yorkharborinn.com E-mail Address: pgagnon@yorkharborinn.com

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

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

Please indicate which Licenses or Local Approvals you seek:

### Lodging:

Bed and Breakfast License (C/F)

Innkeeper License (C/F)

Number of Rooms: 7

### Food and Beverage:

Food Service License (C/F)

Liquor License (F/P)

Bottle Club License (F/P)

Number of Seats: 30

### Entertainment:

Special Amusement License (F/P)

Dance Hall License (F/P)

Bowling Alley License (F)

Coin-Operated Amusement License (P)

Bingo, Beano and Games of Chance

### Miscellaneous:

Transient Seller's License

Flea Market License

Junkyard, Auto Graveyard/Recycling License

Other: \_\_\_\_\_

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

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

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

Provide the following information about any relevant State licenses:

STATE LICENSE INFORMATION		
ID Number(s):	10064	lic B&B 75 / code 1140 code 290 / Reg 1158265
Expiration Date(s):	6/19/16	8/20/16 N/A
Classification(s):	eating & lodging class v. Surt Virus Retailer Malt & B&B	

Please read the following and sign to complete your application:

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

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

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

Business Manager: Cathy Dun Signature Have you ever been convicted of a Felony? YES / **NO**  
(If either person has a Felony conviction, please attach an explanation of the circumstances)

**FOR OFFICE USE ONLY**

FEES	Amount	Map - Lot: 0057 - 0065
Application and First License (\$60)	60.-	Processed By: <u>mmavery</u>
Subsequent Licenses (\$30 each)	90.-	Received Date: <u>3/17/15</u>
New License Fee (\$50)	-	Amount Received: \$ <u>150.00</u>
License Amendment (\$25)	-	Check # <u>8081</u> or Cash <input type="checkbox"/>
Other: _____	-	LICENSE #: _____ - _____
<b>TOTAL DUE</b>	<b>\$ 150.-</b>	

Department Approvals	Date of Approval	Special Conditions (Attached if Necessary)
Code Enforcement	<u>4/5/16</u> <u>KWewell</u>	YES <b>NO</b>
Fire	<u>5/5/16</u> <u>DAGGAR</u>	YES <b>NO</b>
Police	<u>5/5/16</u> <u>O'DAVIS</u>	YES <b>NO</b>
Tax Collector	<u>5/5/16</u> <u>MSZenhawski</u>	YES <b>NO</b>
<b>Board of Selectmen</b>	_____ Town Manager for the Board of Selectmen	YES NO
	_____ Date	

THE TOWN OF

# YORK, MAINE

186 York Street, York, Maine 03909

## BUSINESS LICENSE APPLICATION

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

Business Name: The Goldenrod

Street Address: 2 Railroad Ave

Business Owner: The Goldenrod Business Manager: David Peck

Mailing Address: PO Box 1140 Mailing Address: same

York Beach ME 03910

Phone Number: 207 363 2621 Phone Number: \_\_\_\_\_

E-mail Address: goldenrod@thegoldenrod.com E-mail Address: \_\_\_\_\_

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

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

*Please indicate which Licenses or Local Approvals you seek:*

### Lodging:

Bed and Breakfast License (C/F)

Innkeeper License (C/F)

Number of Rooms: \_\_\_\_\_

### Food and Beverage:

Food Service License (C/F)

Liquor License (F/P)

Bottle Club License (F/P)

Number of Seats: 135

### Entertainment:

Special Amusement License (F/P)

Dance Hall License (F/P)

Bowling Alley License (F)

Coin-Operated Amusement License (P)

Bingo, Beano and Games of Chance

### Miscellaneous:

Transient Seller's License

Flea Market License

Junkyard, Auto Graveyard/Recycling License

Other: \_\_\_\_\_

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

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

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

Provide the following information about any relevant State licenses:

STATE LICENSE INFORMATION			
ID Number(s):	13808	4955	
Expiration Date(s):	renewing	6/27/16	
Classification(s):	Retail Seafood	DHHS	

Please read the following and sign to complete your application:

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

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

Business Owner: [Signature]  
Signature

Have you ever been convicted of a Felony? YES  NO

Business Manager: \_\_\_\_\_  
Signature

Have you ever been convicted of a Felony? YES / NO

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

**FOR OFFICE USE ONLY**

FEES	Amount	Map - Lot: 0024 - 0048
✓ Application and First License (\$60)	60.00	Processed By: mmavery
Subsequent Licenses (\$30 each)	—	Received Date: 4/13/16
New License Fee (\$50)	—	Amount Received: \$ 60. —
License Amendment (\$25)	—	Check # 18833 or Cash <input type="checkbox"/>
Other: _____	—	LICENSE #: _____ - _____
<b>TOTAL DUE</b>	\$ 60. —	

Department Approvals		Date of Approval	Special Conditions (Attached if Necessary)
Code Enforcement	— N/A	4/26/2016 K Newell	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Fire	— N/A	4/26/16 D Bridges	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Police	✓ N/A		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Tax Collector	— N/A	4/27/16 M Szeniewski	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
<b>Board of Selectmen</b>	_____ Town Manager for the Board of Selectmen		YES <input type="checkbox"/> NO <input type="checkbox"/>
	_____ Date		



## REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: April 29, 2016

ACTION

DATE ACTION REQUESTED: May 9, 2016

DISCUSSION ONLY

SUBJECT: Possible adoption of Board of Selectmen Investment Policy

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Investment Policy draft is attached with changes from 4/25/16 meeting. Options are to further edit or adopt in its current form.

RECOMMENDATION: I recommend the Board of Selectmen adopt the Investment Policy prepared by Northeast Municipal Advisors, LLC

PROPOSED MOTION:

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

PREPARED BY: \_\_\_Wendy Anderson\_\_\_

REVIEWED BY: 

**DRAFT**

**TOWN OF YORK, MAINE**

**INVESTMENT POLICY**

**May 9, 2016**

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## **1.0 PURPOSE**

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

## **2.0 BASIS OF POLICY**

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

## **3.0 LEGAL COMPLIANCE**

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

#### 4.0 POOLING OF FUNDS

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

#### 5.0 SCOPE

The Town investment policy applies to the following financial assets:

- General Fund
- Trust & Endowment Funds
- Capital Project Funds
- Other Funds

#### 6.0 STANDARDS OF CARE

The Town investment policy is built upon the following principles:

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

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

## 7.0 REPORTING

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

## 8.0 INVESTMENT OBJECTIVES

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

- ❖ Safety: Preservation of the Town's capital and protection of the investment principal is the primary goal.
  
- ❖ Liquidity: The Town's investment portfolio will remain liquid to meet all operating requirements that are reasonably

**Town of York, Maine  
Investment Policy**

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

- ❖ Yield: Given the higher importance of safety and liquidity, the investment portfolio shall be designed to achieve a reasonable rate of return.
- ❖ Term: Funds shall be invested so as to be able to meet cash flow needs throughout the year. Excess funds can be invested in longer term instruments, but not to exceed five (5) years.

## **9.0 DIVERSIFICATION**

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

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

## **10.0 AUTHORIZED INVESTMENTS**

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

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

## **11.0 COLLATERALIZATION**

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

Acceptable investment vehicles are:

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

If these first three collateralization methods are not available, a corporate surety bond/insurance policy rated AA or higher by qualified bond rating agencies can be substituted.

## **12.0 SAFEKEEPING AND CUSTODY**

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

**Town of York, Maine  
Investment Policy**

agreement.

Investments may be held in safekeeping with:

- ❖ A Federal Reserve Bank;
- ❖ Any bank authorized by the Federal government and, where applicable, the State of Maine;

If neither of these safekeeping options are available, then a registered securities broker dealer regulated by the Securities and Exchange Commission (SEC) can be utilized.



## REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: May 5, 2016

ACTION

DATE ACTION REQUESTED: May 9, 2016

DISCUSSION ONLY

SUBJECT: Adoption of Fund Balance Policy

**DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:** This Proposal of the Fund Balance Policy has been prepared by Northeast Municipal Advisors, LLC with input from the Town Finance Director. The purpose of discussion is to arrive at what the board would like to see as an unassigned fund balance as a percentage of the overall budget and what period of time is palatable to restore fund balance should it drop below the established limit. The proposed policy recommends between 8% and 12% unassigned fund balance. At 6/30/15 unassigned fund balance (page 19 of the audit) is at \$2,983,774 with a budget of \$50,003,158 (page 22 of audit) leaving us at 5.97% however, when you add in the restricted fund balance (school fund balance) of \$517,167 and the prepaid expenditures of \$648,571 we are currently at the lower end of the policy at 8.3%. Prepaid expenses due on July 1 if paid on the due date would be part of Unassigned, this is a timing issue only and the school fund balance is restricted for their use but is available.

While the GFOA recommends 2 months operating expenses be available in fund balance which would put the Town at a level of 17% they make this recommendation based on certain assumptions. The Town of York collects a very high percentage of taxes in the year of commitment (97% to 99%) many communities collect far less in the year assessed. The Town collects property taxes twice per year (September and February) not once per year. The Town has a diversified tax base, we are not reliant on a particular business or individual for a large portion of our taxes. In the event of a superstorm the amount of Town owned property at risk is little and the amount of taxes generated from impacted properties if lost temporarily would not likely cripple the Town. Currently cash resources are strong. We have the ability to borrow tax anticipation notes fairly quickly and with our good bond rating the ability to bond without concern. If any or some of these particular circumstances were not true a higher fund balance recommendation may be necessary, closer to the 2 months of operating expenses recommended by the GFOA. As the budget grows over time the board may find it necessary to revisit this policy in order to maintain a reasonable fund balance.

RECOMMENDATION: I recommend the Board adopt the proposed policy with the goal of maintaining closer to the 12% figure than then 8%. In the event a need to borrow should arise it is possible borrowing could take a month to secure. A minimum of 8% provides approximately 1/12 coverage of operating expenses assuming all months are equal. In addition should a need arise during the summer months cash flow is slimmest at that time.

PROPOSED MOTION: I propose to adopt the fund balance policy in as presented by Northeast Municipal Advisors LLC

FISCAL IMPACT: Impact could vary each fiscal year. Current year would not be impacted.

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

PREPARED BY: Wendy Anderson \_\_\_\_\_

REVVED BY: \_\_\_\_\_

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

# TOWN OF YORK

## FUND BALANCE POLICY

May 9, 2016

The Town of York will endeavor to maintain an audited General Fund “Unrestricted Fund Balance” of between 8-12% of the annual audited General Fund expenditures. The “Unrestricted Fund Balance” shall consist of the Assigned Fund Balance, the Unassigned Fund Balance and that portion of the Restricted Fund Balance representing the “School Fund Balance”.

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

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



## REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: May 5, 2016	<input type="checkbox"/> ACTION
DATE ACTION REQUESTED: May 9, 2016	<input checked="" type="checkbox"/> DISCUSSION ONLY
SUBJECT: Comprehensive Plan implementation	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: please see attached memo

RECOMMENDATION: simply seeking guidance and direction at this point

PROPOSED MOTION: n.a.

Prepared by Stephen H. Burns, Town Manager: \_\_\_\_\_

# MEMO



**TO:** Board of Selectmen  
**FROM:** Stephen H. Burns, Town Manager   
**DATE:** May 5, 2016  
**RE:** Leadership with Comp Plan Implementation

As the Board will recall from my annual review, this is an area where I was asked to take a stronger role. With this Memo I offer the Board my thoughts in beginning to become more deliberate about prioritizing implementation of the Town's Comprehensive Plan.

I have reviewed the policy section of the Plan and have identified 14 tasks that would spread responsibilities across 7 departments and 7 committees plus the Board of Selectmen itself. My thinking is to bring many resources to bear on the task rather than dogpile on just a few departments or committees. Some of these tasks are under way in some form or another, and others have yet to be started. Some will require years while other will be relatively quick hits. I think it is a good mix.

To get this conversation moving, here in no particular order are my recommended implementation priorities:

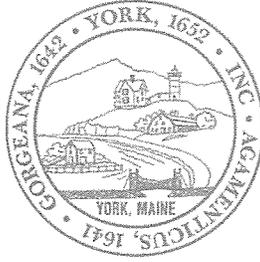
- #1.1.2: expand the **public sewer service area**. This is an ongoing priority, and has been a the focus of ongoing discussions. The areas of high-density development near Long Sands and Short Sands, and the lower Cape Neddick watershed are all priorities for expansion. This is assigned to the planning staff, who need to be working in partnership with the York Sewer District.
- #1.4.1: **LED streetlights**. This is a task, currently in process, that directly supports the policy statement about promoting sustainability and energy conservation. This work falls to the Energy Steering Committee and DPW.
- #2.2.5: **comprehensive assessment of fees**. This is an immediate priority task, and as the only one assigned directly to the Town Manager I figure it needs to top my list. Some of this work is already under way in terms of the fee work being undertaken for the November Referendum by the Planning Board, but this task is more far-reaching than just land use codes.
- #2.2.7: **dedicated reserve funds**. This is an immediate priority task. I think the work might be expanded a bit to ensure the budgeting process is appropriate and fair to the taxpayers. I'd bring the Finance Department and Budget Committee into this effort.
- #2.2.8: **enterprise funds for stormwater and floodplain management**. I would like to evaluate the possibility of creating a stormwater/floodplain utility, most likely

as an enterprise fund, so that relevant public actions could be funded more along the line of a user fee than based on the value of a property. This is also mentioned in the Stormwater Chapter of the Comp Plan. I would challenge the public Works and Code Enforcement departments, with their MS4 and floodplain management roles, to lead this effort.

- #4.2.8: **donation of properties to Habitat for Humanity** and other organizations to increase the stock of affordable housing. This is an ongoing priority, and I'd ask the Assessor to report to the Board about the status of current work in this regard. I know some activity is currently taking place here.
- #6.3.1: protection of **un-fragmented habitat blocks**. This is an on-going priority for the Planning Board. Despite being on-going, it hasn't received enough attention and should be raised up on the to-do list. The planning staff can assist.
- #6.4.10 & 11: identify areas of **migration of tidal marsh** with respect to sea level rise, and **removal of existing tidal restrictions**. These are both on-going priorities assigned to the Conservation Commission with help from others. While we're waiting to get funding for the sea level rise/storm surge economic vulnerability assessment, this is a great next step for planning for sea level rise.
- #8.1.6: conservation of large tracts of land. This is an ongoing priority. I would like to see this considered in terms of evaluating the possibility of **creating a town forest**. This should be assigned to the Parks & Recreation Committee and Parks & Recreation Department as part of its charge to engage in open space planning.
- Policy #3 in the Future Land Use Area 2 (Nubble): address **circulation on the Nubble, particularly on the Nubble Road loop**. This is an immediate to midterm priority. There is currently a placeholder in the Capital Program for \$75,000 in FY18 to fund analysis of issues associated with safety of drivers, bicyclists and pedestrians in this very difficult and popular area. Because of the significance of bicycle and pedestrian issues, this should be assigned to the Bicycle and Pedestrian Committee with support of Planning and DPW.
- Future Land Use Area #22 – **Green Enterprise Recreation Overlay**. There are multiple priorities dealing with this area. I believe it would be appropriate to challenge the Planning Board and planning staff to create an implementation program for this zone.
- Already in process: **Cliff Walk**. Policies relating to the Cliff Walk appear in multiple locations in the Plan, and we have a Cliff Walk Committee working towards the goals of public access and resource management. I don't think a new assignment is necessary or appropriate, but this should be recognized as an important implementation task.
- Revise: the **Capital Investment Plan**. This section of the Comp Plan is the backbone of our Capital Program, yet it is grossly out of date. For example, this Plan still contains language about building a new library and adding on to the Middle School – both completed over a decade ago. This is a task that should fall to me to lead with the Planning Board because of the manager's Charter-assigned capital budgeting responsibilities.
- Fill in a gap: **multi-generational community center**. With all the talk recently about this sort of facility, it is completely absent from the Comp Plan and from the

Capital Program. It simply doesn't exist in these policy documents and therefore should be added. This said, the Board should task the Parks & Recreation Board and Parks & Recreation Department with developing a policy proposal that could be provided for inclusion into the Comp Plan. This will require coordination with the Planning Board.

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## REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: May 3, 2016

ACTION

DATE ACTION REQUESTED: May 9, 2016

DISCUSSION ONLY

SUBJECT: Board of Selectmen's Policy – Sunset Clauses

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Per the direction of the Town Manager, I have developed a Board of Selectmen Sunset Clause Policy regarding new standalone ordinance initiatives similar to the Plastic Bag and Property Fairness Ordinance. The purpose of adopting this policy is to establish an evaluation process for the need to incorporate such a clause within a standalone ordinance as well as to establish an assessment process prior to the ordinance's expiration date.

RECOMMENDATION: Adopt the policy as written.

PROPOSED MOTION: Motion to approve the attached Selectmen's Policy "Sunset Clause's and Town Ordinances."

FISCAL IMPACT: N/A

DEPARTMENT LINE ITEM ACCOUNT: N/A

BALANCE IN LINE ITEM IF APPROVED: N/A

PREPARED BY:

REVIEWED BY:

# DRAFT BOARD OF SELECTMEN POLICY



**TO: Board of Selectmen**  
**FROM: Dylan Smith, Town Planning Director**  
**DATE: April 29, 2016**  
**RE: Sunset Clause Policy for Town Ordinances**

**The following is a draft ordinance sunset clause policy that I request the Board consider implementing.**

## **Selectmen's Policy Sunset Clause's and Town Ordinances**

New standalone ordinance initiatives similar to the Single-Use Plastic Carryout Bag and Property Relief Ordinance shall contain a “sunset clause” provision that establishes a specific timeframe whereby an ordinance is valid. The purpose of a sunset clause provision is to allow evaluation of ordinance effectiveness and make adjustments if needed when the desired outcomes of the ordinance are causing adverse impacts. Prior to determining if a sunset clause provision should be placed within an ordinance the Board shall instruct the Town Manager to obtain an advisory opinion from town staff, legal counsel, or other personnel deemed appropriate by the Town Manager. This will assist the Board in determining the suitability of incorporating such a provision within an ordinance, and will help define appropriate timeframes of ordinance validity. The incorporation of such a clause is not intended for existing ordinances that are in place.

After it is determined to include a sunset clause within an ordinance, the Board shall instruct the Town Manager to assign appropriate personnel for providing the Board an evaluation of ordinance effectiveness and whether adjustments are needed. This evaluation will be provided to the Board no later than six (6) months prior to a sunset clause's prescribed ordinance repeal date.



## REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: May 5, 2016

ACTION

DATE ACTION REQUESTED: May 9, 2016

DISCUSSION ONLY

SUBJECT: Changes to the Traffic Safety Ordinances

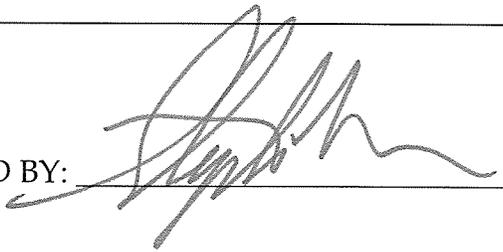
**DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:** The options available to the Board would be to make the proposed changes or do nothing. By making the proposed changes, parking would be prohibited on Route 1 in the Town of York. To do nothing would leave the current parking restrictions in place and allow for parking on Route 1 in certain locations. The attached GIS map shows areas where parking is currently prohibited.

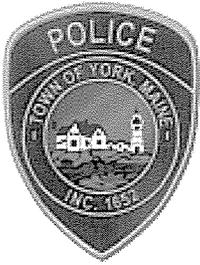
Maine DOT staff have been contacted about this proposed change and they support this change.

**RECOMMENDATION:** Review the changes to the Traffic Safety Ordinance and send the proposed revisions forward for a public hearing.

**PROPOSED MOTION:** I move to direct the Town Manager to post proposed changes to the Traffic Safety Ordinance for a public hearing and possible Board action on May 23rd.

PREPARED BY: Lt. Owen T. Davis

REVIEWED BY: 



# TOWN OF YORK, MAINE

## Police Department

**Douglas P. Bracy**  
Chief of Police

*Mailing Address:*  
36 Main Street  
York, Maine 03909

*Dispatch*  
**Non Emergency**  
(207) 363-4444

*Administration*  
(207)363-1031

*Facsimile*  
(207) 361-6818

[www.yorkpolice.org](http://www.yorkpolice.org)

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### MEMORANDUM

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**DATE:** May 2, 2016

**TO:** Town Manager Steve Burns

**Cc:** Chief Douglas Bracy

**FROM:** Lt. Owen Davis

**SUBJECT:** Parking Revisions in the Traffic Safety Ordinance

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As we continue to work to improve traffic safety along Route 1, I am proposing that we amend the traffic safety ordinance to prohibit parking on Route 1. There should be no parking on either side of Route 1 from the Kittery town line to the Ogunquit town line. Parking along Route 1 creates a safety issue for vehicular traffic, pedestrians, and property owners. Vehicles parked on Route 1 creates a visual and physical obstruction that diminishes the safety for all using the roadway. As the Route 1 corridor continues to be developed and vehicular traffic increases it is only prudent to prohibit parking on this extremely busy roadway.

***Committed  
to excellence***

# **Proposed Amendments**

to be considered by the

## **Board of Selectmen**

### Amendments

1. Traffic Safety Ordinance

## Amendment #1 *Traffic Safety Ordinance*

Explanation of Amendment: The purpose of this amendment is to add language in the Traffic Safety Ordinance regarding prohibiting parking Along Route 1.

**Amendment:** Amend “Schedule A – No Parking Zones” by repealing the following sections that specify prohibited parking areas along Route 1 and replacing them with a single section that prohibits parking along both sides of Route 1 from Kittery to Ogunquit town lines.

### **Schedule A - No Parking Zones**

~~Route 1~~ within ten (10) feet of the pavement on either side near New Town Road from a point adjacent to and opposite NET Pole #85/27 northerly to NET Pole #85/30

~~Route 1~~ within ten (10) feet of the pavement on either side from Orchard Farm Road and CMP Pole #307 northerly to CMP Pole #289

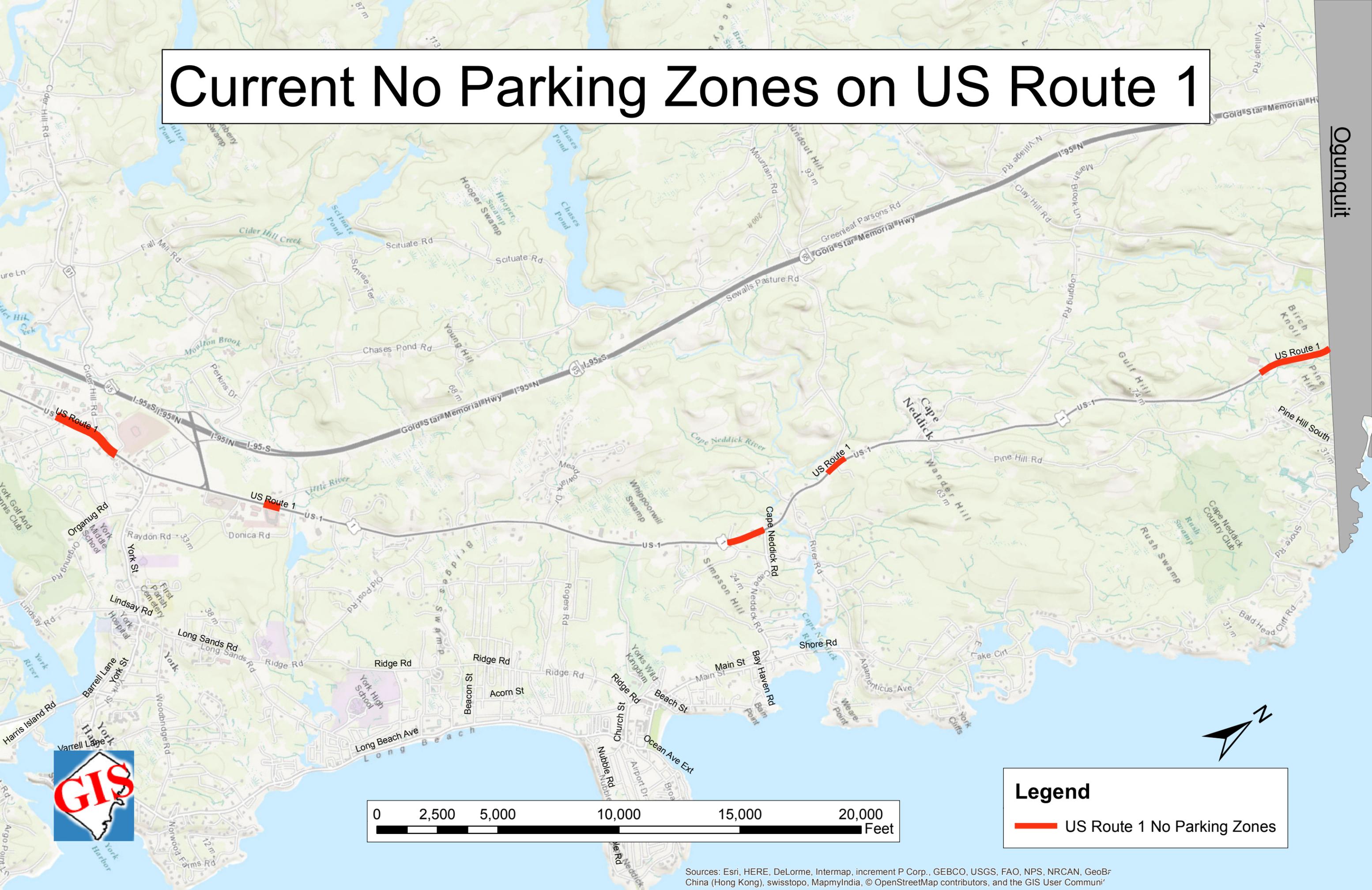
~~Route 1~~ either side from Clark Road to the intersection of Route 1 and Route 1A in Cape Neddick.

~~\*Route 1 (Cape Neddick)~~ within ten (10) feet of the pavement on either side from the Wells York town line southerly to CMP Pole #20. (Pole #20 is south of Pasture Spring Motel).

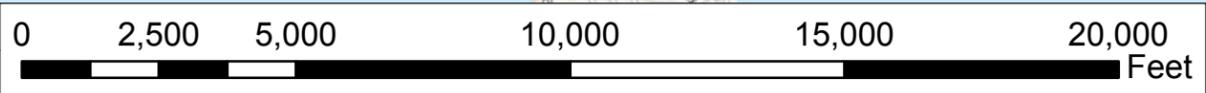
~~Route 1 (Cape Neddick)~~ within ten (10) feet of the pavement from CMP Pole #117 south of the Mountain Road intersection to CMP Pole #111 on the north side of Mountain Road intersection.

*Route 1- on either side of Route 1 from the Kittery town line to the Ogunquit town line.*

# Current No Parking Zones on US Route 1



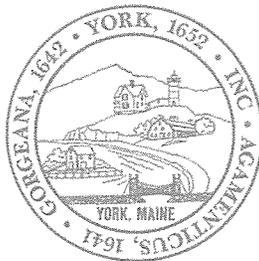
Ogunquit



**Legend**

 US Route 1 No Parking Zones

Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBr, China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community



## REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: May 3, 2016

ACTION

DATE ACTION REQUESTED: May 9, 2016

DISCUSSION ONLY

SUBJECT: Ordinance Amendments for November 2016

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Per the Board of Selectmen's Policy, "Timing of Referendum-Related Requests" and to refresh the Board; the following ordinances are intended to be brought forth for Public Hearing in July:

1. Zoning Fees: We are currently reviewing the "Land Use Ordinance Fee Schedule" and hope to present amended fees that will need to be incorporated within the Zoning Ordinance;
2. Interpretation of Zoning Boundaries: The Planning Board is working on clarification language in the zoning ordinance to ensure zoning boundaries are being adhered to;
3. Wetlands Protection Overlay District: The Planning Board is working on a small section of this ordinance to clarify the review standard for the construction of driveways, utility's and road crossings;
4. Shoreland Overlay District: The Planning Board has been working on incorporating state mandated changes to the Shoreland Zoning Act as well as some other minor clarifications to the ordinance;
5. Building Height: the Planning Board has worked on clarifying the definition of building height to ensure town standards are being met;
6. Alarm ordinance : York PD is working to develop an alarm ordinance to ensure proper use and guidelines.

RECOMMENDATION: This is for the Board's information.

PROPOSED MOTION:N/A

FISCAL IMPACT: N/A

DEPARTMENT LINE ITEM ACCOUNT: N/A

BALANCE IN LINE ITEM IF APPROVED: N/A

PREPARED BY: *D. Y. Bbb*

REVIEWED BY: *[Signature]*

# MEMO



**TO:** Board of Selectmen  
**FROM:** Stephen H. Burns, Town Manager *SHB*  
**DATE:** May 5, 2016  
**RE:** Additional Ordinance Amendments for November

Based on the Board's joint meeting with the Historic District Commission last night, it appears there may be 3 additional ordinance amendments that could be introduced for November. These include:

1. **Expand the Historic District in York Village.** It is the HDC's intention to expand the district along Long Sands Road.
2. **Alter the Demolition Delay Standards.** This may include a better targeting of important properties, longer delays, and possible even a ban on demolition of very old or significant structures. The details have yet to be worked out.
3. **Alternative Construction Standards.** This would probably take the form of an amendment to the Town's Supplemental Building Ordinance to allow for appropriate alternative construction standards in significant historic buildings.

Scott Hastings, our Assistant Planner, will work with the HDC to prepare these amendments.

Establishment of a local historic district in Concordville and/or York Beach in general was discussed, but it's farther down on the priority list. It is likely this could move forward for the November 2017 General Referendum.

These fees to be amended, and added into the voter-approved codes.

## Land Use Ordinance Fee Schedule

Board of Selectmen's Policy

Adopted: October 24, 2005

This Fee Schedule is adopted pursuant to authorization in various land use ordinances adopted by the voters of the Town of York. Specific references are provided for each such ordinance.

### 1. FEES BY ORDINANCE

A. **Floodplain Management Ordinance.** The following fee is established pursuant to Article IV.A of the Floodplain Management Ordinance.

1. Applications to the CEO  
For an application to the CEO, the application fee shall be \$50.
2. Application to the Planning Board  
For an application to the Planning Board, the application fee shall be \$50.
3. Application to the Board of Appeals  
For an application to the Board of Appeals, the application fee shall be \$50.

B. **Wireless Communications Facility Ordinance.** The following fees are established pursuant to §1.8.C of the Wireless Communications Facility Ordinance.

1. Application to the CEO  
For an application to the CEO, the application fee shall be:
  - a. \$100 for a WCF for Licensed Amateur ("Ham") Radio per §1.5.A.1.
  - b. \$250 for Co-location per §1.5.A.2.
  - c. \$500 for a Disguised WCF per §1.5.A.3.
  - d. \$100 for a Hidden WCF per §1.5.A.4.

This shall be in addition to any other fees required under other Town codes, including but not limited to Building Permit fees.

2. Application to the Planning Board  
For an application to the Planning Board, the application fee shall be:
  - a. Any application forwarded by the CEO to the Planning Board per §1.5.A shall pay only the fee specified in Section 1 above.
  - b. \$1,000 for any other WCF.
3. Application to the Board of Appeals  
For an application to the Board of Appeals, the application fee shall be \$100.

**C. Zoning Ordinance.** The following fees are established pursuant to §1.5 the Zoning Ordinance.

1. Any application not otherwise specified under this Ordinance: \$25
2. Application to the Code Enforcement Officer
  - a. Permit for single-family or duplex residence (ref. Article 4): \$0 (Building Permit Fee applies)
  - b. Route One Use Permit (ref. Article 4): \$50
  - c. Shoreland Permit (ref. Article 8):
    1. Value of project from \$1 to \$10,000: \$50
    2. Value of project \$10,001 or more: \$200
    3. When project involves proposed fill or earthmoving activity within a Shoreland regulated wetland, the fee identified in “1” or “2” above shall increase by the following amount:
      - a. 1,000 square feet or less of impact in the wetland: \$500
      - b. 1,001 to 2,500 square feet of impact in the wetland: \$750
      - c. 2,501 to 10,000 square feet of impact in the wetland: \$1,000
      - d. 10,001 to 20,000 square feet of impact in the wetland: \$1,250
      - e. 20,001 or more square feet of impact in the wetland: \$1,500

4. When project involves timber harvesting and requires a Shoreland Permit, the fee identified in “1” or “2” above shall increase by the following amount:
    - a. less than 5 acres of timber harvest operations: \$0
    - b. 5 acres up to 20 acres of timber harvest operations: \$100
    - c. 20 acres up to 40 acres of timber harvest operations: \$200
    - d. 40 acres or more of timber harvest operations: \$300
  - d. Watershed Overlay District Permit (ref. Article 10):
    1. Value of project from \$1 to \$10,000: \$50
    2. Value of project \$10,001 or more: \$200
  - e. Wetland Permit (ref. Article 11): \$250, but \$0 when application for Wetland Permit is concurrent with an application for a Shoreland Permit (Shoreland Permit fee applies in this case).
  - f. Seasonal Conversion Permit (ref. Article 14): \$200
  - g. Golf Course (does not include miniature golf course):
    1. Permit to construct a 9-hole course: \$2,250
    2. Permit to construct an 18-hole course: \$4,500
    3. Permit to amend an existing course: \$250/hole affected by the amendment
3. Application to the Planning Board
    - a. Route One Use Permit (ref. Article 4):
      1. New permit: \$100 plus \$0.10/square foot of floor area for all buildings
      2. Amendment of an approved Route One Use Permit:
        - a. Minor (modification of 1,000 square feet or less of floor area of buildings): \$100
        - b. Major (modification of 1,001 square feet or more of floor area of buildings): \$100 plus \$0.10/square foot of floor area being affected by the amendment
    - b. Conversion of Historic Buildings (ref. §7.5): \$200
    - c. Shoreland Permit (ref. Article 8):
      1. Value of project from \$1 to \$10,000: \$50
      2. Value of project \$10,001 or more: \$200

3. When project involves proposed fill or earthmoving activity within a Shoreland regulated wetland, the fee identified in "1" or "2" above shall increase by the following amount:
    - a. 1,000 square feet or less of impact in the wetland: \$500
    - b. 1,001 to 2,500 square feet of impact in the wetland: \$750
    - c. 2,501 to 10,000 square feet of impact in the wetland: \$1,000
    - d. 10,001 to 20,000 square feet of impact in the wetland: \$1,250
    - e. 20,001 or more square feet of impact in the wetland: \$1,500
  4. When project involves timber harvesting and requires a Shoreland Permit, the fee identified in "1" or "2" above shall increase by the following amount:
    - a. less than 5 acres of timber harvest operations: \$0
    - b. 5 acres up to 20 acres of timber harvest operations: \$100
    - c. 20 acres up to 40 acres of timber harvest operations: \$200
    - d. 40 acres or more of timber harvest operations: \$300
  - d. Watershed Overlay District Conditional Use Permit (ref. Article 10):
    1. Value of project from \$1 to \$10,000: \$50
    2. Value of project \$10,001 or more: \$200
  - e. Wetland Permit (ref. Article 11): \$250, but \$0 when application for Wetland Permit is concurrent with an application for a Shoreland Permit (Shoreland Permit fee applies in this case).
  - f. Change of Non-Conforming Use Permit (ref. §17.1.4): \$200
  - g. Golf Course (does not include miniature golf course):
    1. Permit to construct a 9-hole course: \$2,250
    2. Permit to construct an 18-hole course: \$4,500
    3. Permit to amend an existing course: \$250/hole affected by the amendment
4. Application to the Design Review Committee
    - a. All applications: \$50

5. Application to the Historic District Commission
  - a. All applications: \$50
6. Application to the Board of Appeals
  - a. All applications: \$100.

## 2. GENERAL STANDARDS

- A. Fees are to be submitted at the time an application for a permit is submitted.
- B. Fees are non-refundable.
- C. An application for amendment to an approved permit shall require payment of an application fee equal to the fee for the original application, except where amendments are specifically addressed in the fee schedule for a code.
- D. When an application is denied and a revised application is submitted, an additional application fee equal to the original application fee shall be required.
- E. Where more than one permit or approval is required for one application (for instance, a Route One Use Permit, a Shoreland Permit, and a approval under the Floodplain Management Ordinance), the required application fee shall be the sum of the fees required for each of the permits and/or approvals.
- F. For any application submitted after-the-fact permit pursuant to any code referenced in Section 1 of this Schedule, the application fee shall be increased by \$100.

## 3. USE OF FEES

Fees collected shall be deposited in the Town's General Fund.



AGENDA ITEM NUMBER: \_\_\_\_\_

## REQUEST FOR ACTION BY BOARD OF SELECTMEN

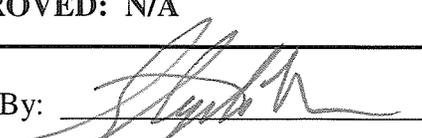
<b>Date Submitted:</b> May 3, 2016	<b>Type of Action:</b> <input type="checkbox"/> Procedural <input checked="" type="checkbox"/> Formal Action <input type="checkbox"/> Other: _____
<b>Date Action Requested:</b> next regular meeting	
<b>Regular</b> <input checked="" type="checkbox"/> <b>Work Session</b> <input type="checkbox"/>	
<b>Subject:</b> To approve the appointment of David N. Ott as the Warden for the State of Maine Primary Election that will be held on June 14, 2016.	

<b>TO:</b> Board Of Selectmen
<b>FROM:</b> Mary-Anne Szeniewski, Town Clerk
<b>RECOMMENDATION:</b> N/A
<b>PROPOSED MOTIONS:</b> 1. Motion to approve the Town Clerk's appointment of David N. Ott as the Warden for the State of Maine Primary Election on June 14, 2016 pursuant to Title 21A, Section 501.

Discussion:

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

Prepared By: MAS \_\_\_\_\_

Reviewed By: 



## REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: May 5, 2016	<input checked="" type="checkbox"/> ACTION
DATE ACTION REQUESTED: May 9, 2016	<input type="checkbox"/> DISCUSSION ONLY
SUBJECT: Historic District Commission Resignation	

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Attached is a letter of resignation from Scott Stevens from the Historic District Commission

RECOMMENDATION: Accept the resignation

PROPOSED MOTION: I move to accept, with regret the resignation of Scott Stevens from the Historic District Commission.

FISCAL IMPACT: N/A

DEPARTMENT LINE ITEM ACCOUNT: N/A

BALANCE IN LINE ITEM IF APPROVED: N/A

PREPARED BY: Melissa M. Avery

REVIEWED BY: 

16 Algonquin Drive  
Cape Neddick, ME 03902  
April 26, 2016

Robert Palmer, Chair  
Board of Selectmen  
York, Maine

Dear Mr. Palmer:

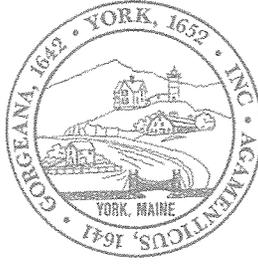
It has been my privilege to serve the town on the Historic District Commission since appointed by the Selectmen in 2013. The Parks and Recreation Department recently hired my consulting firm to assess the condition of the building exteriors on the Nubble, a Town property. Any recommendations we make for repairs or restoration will have to go before the Historic District Commission for review. To avoid the obvious conflict of interest and any appearance of favoritism, I must regretfully offer my resignation from the Historic District Commission.

I am grateful to the Board of Selectmen for my appointment.

Yours truly,

A handwritten signature in cursive script that reads "Scott Stevens". The signature is written in dark ink and is positioned above the printed name.

Scott Stevens



## REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: May 4, 2016

ACTION

DATE ACTION REQUESTED: May 9, 2016

DISCUSSION ONLY

SUBJECT: Special Event Permit Applications

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: All appropriate departments have been notified and have given approval. Options available to the Board: 1) Approve/Deny all Special Event Permit Applications listed below in one motion. 2) Approve/Deny Special Event Permit Applications in separate motions

RECOMMENDATION: Approve all Special Event Permit Applications in one motion.

PROPOSED MOTION: I move to approve the following Special Event Permit applications subject to all, if any, conditions given by Department Heads:

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

FISCAL IMPACT: N/A

DEPARTMENT LINE ITEM ACCOUNT: N/A

BALANCE IN LINE ITEM IF APPROVED: N/A

PREPARED BY: Melissa M. Avery

REVIEWED BY: 



# Town of York, Maine Special Event Permit Application

This application for a special event permit is hereby presented to the York Town Manager, 186 York Street, York, ME 03909.

Date: 4-22-16

Name of Event: Christmas in July Lighting of the Nubble

Type of Event: Concert & lighting of Nubble in holiday lights

Organization Name: York Parks & Recreation Phone #: 363-1040

Organization Address: 186 York Street City York State: ME Zip: 03909

Applicant Name: Lynzi Pacitti Phone #: 363-1040

Applicant Address: Same City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name for Day of Event: Lynzi Contact Phone # 808-780-4215

Date of Event: July 24, 2016 Day of Week: Sunday

Starting Time: 7:00 pm Ending Time: 9:00 pm

Assembly Area: Schrier Park | Nubble

Dispersal Area: Schrier Park | Nubble

Event Route: N/A

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

Describe number of bands, vehicles, signs, floats, or other articles carried or displayed along with method of participation (walking, bicycles, motorcycles etc): Nubble Holiday Lights turned on in conjunction w/ concert and visit from Santa.

Describe how group is organized and supervised to insure order: York Parks & Rec. Staff working closely with York PD and York Beach FD

Purpose of the Event: Community Special Event - York Days

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

Signature of Applicant: [Signature] - Special Events Coordinator  
York Parks & Recreation  
Department



# Town of York, Maine Special Event Permit Application

This application for a special event permit is hereby presented to the York Town Manager, 186 York Street, York, ME 03909.

Date: 4-22-16

Name of Event: York Days Craft Fair

Type of Event: Craft Fair / Festival

Organization Name: York Parks & Rec Department Phone #: 363-1040

Organization Address: 186 York St City: York State: ME Zip: 03909

Applicant Name: Lynzi Pacitti Phone #: 363-1040

Applicant Address: 186 York St City: York State: ME Zip: 03909

Contact Name for Day of Event: Lynzi Contact Phone #: 808-780-4215

Date of Event: July 30 & 31 Day of Week: Sat. & Sun.

Starting Time: 7:00 Setup / 10:00 Ending Time: 5:00 pm  
Start

Assembly Area: York Beach Ball Field

Dispersal Area: York Beach Ball Field

Event Route: N/A

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

1000+ visitors / 60-70 vendors

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

2 day craft fair, live music 12-3 Saturday

Describe how group is organized and supervised to insure order: \_\_\_\_\_

York Parks & Recreation Staff

Purpose of the Event: York Days

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

Signature of Applicant: [Signature] - Special Events Coordinator  
York Parks & Recreation  
Department



# Town of York, Maine Special Event Permit Application

This application for a special event permit is hereby presented to the York Town Manager, 186 York Street, York, ME 03909.

Date: 4-21-16  
Name of Event: Amidon Family Dentistry York Day 5K  
Type of Event: 5K Road Race  
Organization Name: York Parks & Recreation Phone #: 363-1040  
Organization Address: 186 York St City: York State: ME Zip: 03909  
Applicant Name: Lynzi Pacitti Phone #: 363-1040  
Applicant Address: Same City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Name for Day of Event: Lynzi Contact Phone #: 808-780-4215  
Date of Event: July 24, 2016 Day of Week: Sunday  
Starting Time: 8:00 am Ending Time: 11:00 am  
Assembly Area: York High School  
Dispersal Area: York High School  
Event Route: application & map attached

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

\_\_\_\_\_ The race is limited to 1200 runners

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

Up to 1200 runners w/ road marshalls on course

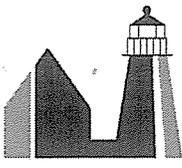
Describe how group is organized and supervised to insure order: York Parks & Rec Staff w/ volunteers and support from York PD, Lifeguard & Ambulance Staff

Purpose of the Event: Community road race affiliated w/ York Days

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

Signature of Applicant: \_\_\_\_\_

York Days  
Special Events Coordinator  
York Parks & Recreation  
Department



Town of York Inc. 1652

York Parks and Recreation Department Presents . . .

THE THIRTY-THIRD ANNUAL

# AMIDON FAMILY DENTISTRY



## YORK DAYS

York Days Road Race 5K

### ROADRACE

**Date:** Sunday, July 24, 2016  
**Time:** 8:00 a.m.  
**Location:** York High School, York, ME  
**Course:** 5K Certified by the Athletics Congress  
**Entry Fee:** \$25 mail-in registration/\$27 online (includes all fees) or \$30 Race Day, space permitting  
**Info:** Registration opens at 6:30 a.m. on race day and closes at 7:45 a.m.  
 Race starts at 8:00 a.m.  
 Limited to 1,200 runners  
 T-shirts to anyone  
 Registered by July 1st

**FREE!** 12 & Under Fun Run immediately following

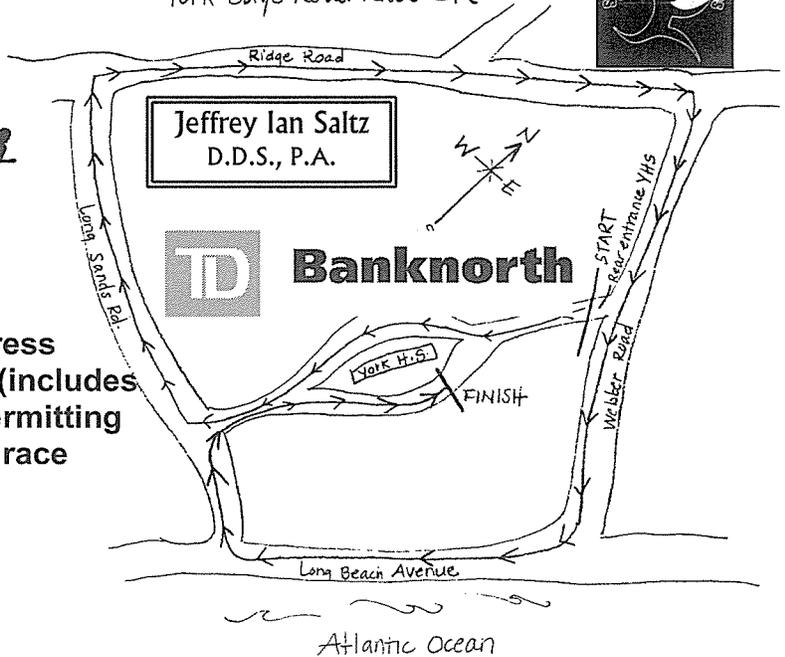
PRE-REGISTRATION DEADLINE IS JULY 21st

ANYONE WANTING TO REGISTER AFTER THAT MUST REGISTER ON RACE DAY.

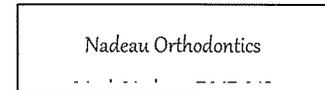
DIRECTIONS TO YORK HIGH SCHOOL – 1 Robert Stevens Dr., York, ME 03909

From I-95: take the York Exit, bear right at the lights onto Rte. 1. Travel to the top of a hill and take a left at the lights onto Rte 1A. Travel one mile to the monument And bear left. Travel six-tenths of a mile and turn right onto Long Sands Road. York High School is seven-tenths of a mile on the left.

**Cash prize to overall male and female. First, 2<sup>nd</sup> & 3<sup>rd</sup> place prizes to division winners. Race includes water, mile markers, professional chip timing, police and ambulance.**



**NO DOGS PLEASE** for their safety and ours



**PROCEEDS BENEFIT YORK PARKS & RECREATION YOUTH PROGRAMS**

### Road Race Division

	12 & Under	13 - 17	18 - 29	30 - 39	40 - 49	50 - 54	55 - 59	60 - 64	65 - 69	70 - 79	80 & Up	Walking	Race Walking	Wheelchair
<b>MEN</b>	<input type="checkbox"/>													
<b>WOMEN</b>	<input type="checkbox"/>													

(Fun Run registration not required)

### Tee Shirt Size

XS SM M L XL

**Make checks payable to:**  
York Parks and Recreation

**Mail application to:**  
York Parks & Recreation Department  
186 York St., York, ME 03909

**For information on applications,**  
call the York Parks & Recreation  
Department at 363-1040 Mon – Fri  
8:30 a.m. to 4:30 p.m.

### "YORK DAY ROAD RACE" REGISTRATION FORM

Please Print Clearly

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Sex: \_\_\_\_\_ Age: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

#### WAIVER \*must be signed

In signing this entry, I for myself, my heirs, executors and administrators, release the manager of the race, all sponsors and promoters, the Town of York, for any and all liability in case of death or injury received during participation in this race. In the case of a minor, this entry must be signed by a parent or guardian of entrant.

Signature \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Visit our WEBSITE [www.yorkparksandrec.org](http://www.yorkparksandrec.org) for online registration



# Town of York, Maine Special Event Permit Application

This application for a special event permit is hereby presented to the York Town Manager, 186 York Street, York, ME 03909.

Date: 4-21-16

Name of Event: Four on the 4<sup>th</sup> Road Race

Type of Event: 5k Road Race

Organization Name: York Parks & Rec. Dept. Phone #: 363-1040

Organization Address: 186 York Street City York State ME Zip: 03909

Applicant Name: Lynzi Pacitti Phone #: 363-1040

Applicant Address: Same City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name for Day of Event: Lynzi Contact Phone # 808-780-4215

Date of Event: July 4<sup>th</sup>, 2016 Day of Week: Monday

Starting Time: 8:00 am Ending Time: 11:00 am

Assembly Area: York High School

Dispersal Area: York High School

Event Route: application & map attached

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

Race is limited to 1200 runners

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

up to 1200 runners w/ road marshalls on course

Describe how group is organized and supervised to insure order: York Parks & Rec Staff

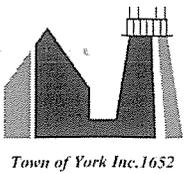
w/ volunteers and support from York PD, Lifeguard & ambulance

Purpose of the Event: Community event - 4<sup>th</sup> of July Collaboration Staff

w/ York Rotary Club  
The above information is true to the best of my knowledge and belief.

Signature of Applicant: \_\_\_\_\_

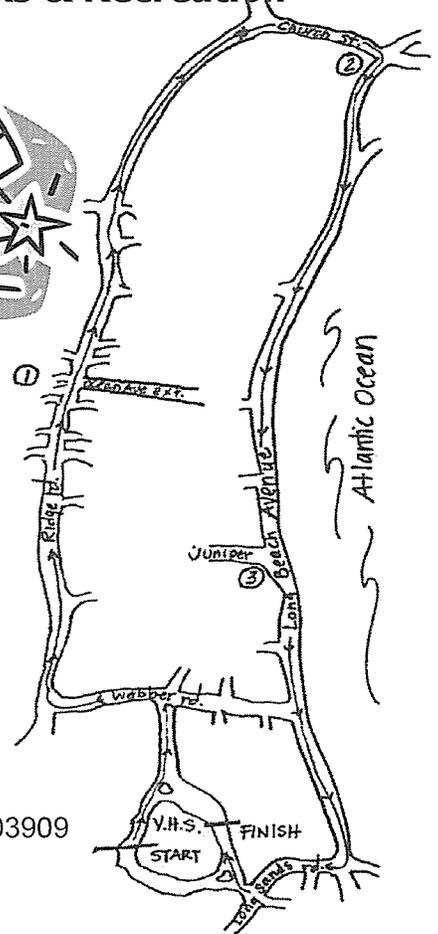
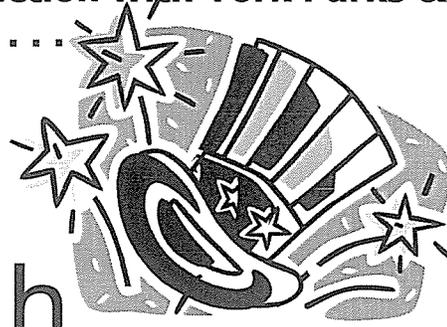
[Signature] - Special Events Coordinator  
York Parks & Recreation  
Department



York Rotary in conjunction with York Parks & Recreation Department presents . . .

The Thirty-Seventh Annual

FOUR on the 4th



NO DOGS PLEASE for their safety and ours

**Date:** Monday, July 4, 2016  
**Start at:** York High School, York, ME  
**8:00 a.m.** 4 Mile USATF – Certified Road Race  
 1 Mile (free) FUN RUN immediately following 4 mile race (No registration needed for FUN RUN).  
**Entry Fee:** Mail-in Pre-registration - \$25  
 On-line Pre-registration - \$27 (includes all fees)  
 Race Day Registration - \$30, space permitting  
**Info:** Registration opens at 6:30 a.m. and closes at 7:45 a.m.  
 T-Shirts to anyone registered before June 4th, 2015  
 Visit our website at [www.yorkparksandrec.org](http://www.yorkparksandrec.org) for online registration  
 Limited to 1,200 runners.

**PRE-REGISTRATION DEADLINE IS JULY 2nd.**  
**ANYONE WANTING TO REGISTER AFTER THAT MUST REGISTER ON RACE DAY.**

**DIRECTIONS TO YORK HIGH SCHOOL – 1 Robert Stevens Dr., York ME 03909**

From I-95: take the York Exit, bear right at the lights onto Route 1. Travel to the top of the hill and take a left at the lights onto Route 1A. Travel one mile to the monument and bear left. Travel six-tenths of a mile and turn right onto Long Sands Road. York High School is seven-tenths of a mile on the left.

Cash prizes of \$100 awarded to the overall winners. Prizes to 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place in each division. Race includes water, splits, professional chip timing, and Police.

**Tee Shirt Size**

0 S 0 M 0 L 0 XL

0 Wickaway

MEN	0 12 & Under	0 13 - 17	0 18 - 29	0 30 - 39	0 40 - 49	0 50 - 54	0 55 - 59	0 60 - 64	0 65 - 69	0 70 & Over	0 Walking	0 Race Walk	0 Wheelchair
WOMEN	0 12 & Under	0 13 - 17	0 18 - 29	0 30 - 39	0 40 - 49	0 50 - 54	0 55 - 59	0 60 - 64	0 65 - 69	0 70 & Over	0 Walking	0 Race Walk	0 Wheelchair

**Make checks payable to:**

**YORK ROTARY CLUB**

Mail Application to:  
 York Parks & Recreation Department  
 186 York St., York, ME 03909

For information, call the York Parks & Recreation Department at 363-1040.

**"Four on the 4th"**

Registration Form - Please Print Clearly

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Sex: \_\_\_\_\_ Age: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**WAIVER \*must be signed**

In signing this entry, I for myself, my heirs, executors and administrators, release the manager of the race, all sponsors and promoters, the Town of York, for any and all liability in case of death or injury received during participation in this race. In the case of a minor, this entry must be signed by a parent or guardian of entrant.

Signature \_\_\_\_\_

Parent/Guardian \_\_\_\_\_



# Town of York, Maine Special Event Permit Application

This application for a special event permit is hereby presented to the York Town Manager, 186 York Street, York, ME 03909.

Date: <sup>4/8/16</sup>  
~~MAY 28, 2016~~

Name of Event: LAURYN DOUGLAS / TAYLOR CRUTCHFIELD WEDDING

Type of Event: WEDDING CEREMONY AND RECEPTION

Organization Name: JOSIAS RIVER FARM Phone #: 361-2771

Organization Address: 171 LOGGING RD City: YORK State: ME Zip: 03902

Applicant Name: RICHARD SCHMID Phone #: 337-0490

Applicant Address: 171 LOGGING RD City: YORK State: ME Zip: 03902

Contact Name for Day of Event: RICHARD Contact Phone # 337-0490

Date of Event: MAY 28 Day of Week: SATURDAY

Starting Time: 12:00 PM Ending Time: 11:00 PM

Assembly Area: JOSIAS RIVER FARM

Dispersal Area: SAME

Event Route: ON PREMISES

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

150

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

ONE BAND OR DJ (MUSIC TO END AT 10 PM)

Describe how group is organized and supervised to insure order: PARENTS OF BRIDE

AND GROOM, IMMEDIATE FAMILY AND US. PLUS WEDDING PLANNER

Purpose of the Event: WEDDING CELEBRATION

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

Signature of Applicant: Richard D. Schmid



# Town of York, Maine Special Event Permit Application

This application for a special event permit is hereby presented to the York Town Manager, 186 York Street, York, ME 03909.

Date: 4/8/16

Name of Event: PERRIN/BORGES WEDDING

Type of Event: WEDDING CEREMONY & RECEPTION

Organization Name: JOSIAS RIVER FARM Phone #: 361-2771

Organization Address: 171 LOGGING RD City: YORK State: ME Zip: 03902

Applicant Name: RICHARD SCHMID Phone #: 361-2771

Applicant Address: 171 LOGGING RD City: YORK State: ME Zip: 03902

Contact Name for Day of Event: RICHARD Contact Phone # 337-0490

Date of Event: JUNE 11, 2016 Day of Week: SATURDAY

Starting Time: 12:00 PM Ending Time: 11:00 PM

Assembly Area: JOSIAS RIVER FARM

Dispersal Area: SAME

Event Route: ON PREMISES

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

150

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

1 BAND OR DJ. MUSIC TO END @ 10 PM

Describe how group is organized and supervised to insure order: PARENTS OF

BRIDE AND GROOM, IMMEDIATE FAMILY AND US

Purpose of the Event: WEDDING CELEBRATION

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

Signature of Applicant: Richard J. Schmid



# Town of York, Maine Special Event Permit Application

This application for a special event permit is hereby presented to the York Town Manager, 186 York Street, York, ME 03909.

Date: 4/8/16

Name of Event: DEEGAN/ROBERTS WEDDING

Type of Event: WEDDING CEREMONY & RECEPTION

Organization Name: JOSIAS RIVER FARM Phone #: 361-2771

Organization Address: 171 LOGGING RD City: YORK State: ME Zip: 03902

Applicant Name: RICHARD SCHMID Phone #: 361-2771

Applicant Address: 171 LOGGING RD City: YORK State: ME Zip: 03902

Contact Name for Day of Event: RICHARD Contact Phone # 337-0490

Date of Event: JUNE 25, 2016 Day of Week: SATURDAY

Starting Time: 12:00 PM Ending Time: 11:00 PM

Assembly Area: JOSIAS RIVER FARM

Dispersal Area: SAME

Event Route: ON PREMISES

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed)  
150

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

1 BAND OR DJ MUSIC TO END @ 10 PM

Describe how group is organized and supervised to insure order: PARENTS OF BRIDE AND GROOM, IMMEDIATE FAMILY AND US. <sup>PLUS</sup> WEDDING PLANNER

Purpose of the Event: WEDDING CELEBRATION

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

Signature of Applicant: Richard D. Schmid



# Town of York, Maine Special Event Permit Application

This application for a special event permit is hereby presented to the York Town Manager, 186 York Street, York, ME 03909.

Date: APRIL 8, 2016

Name of Event: DOBSON/MENDOZA WEDDING

Type of Event: WEDDING CEREMONY & RECEPTION

Organization Name: JOSIAS RIVER FARM Phone #: 361-2771

Organization Address: 171 LOGGING RD City: YORK State: ME Zip: 03902

Applicant Name: RICHARD SCHMID Phone #: 361-2771

Applicant Address: 171 LOGGING RD City: YORK State: ME Zip: 03902

Contact Name for Day of Event: RICHARD Contact Phone #: 337-0490

Date of Event: JULY 16, 2016 Day of Week: SATURDAY

Starting Time: 12 NOON Ending Time: 11 PM

Assembly Area: JOSIAS RIVER FARM

Dispersal Area: SAME

Event Route: ON PREMISES

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

150

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

ONE BAND OR DJ, MUSIC TO END @ 10 PM

Describe how group is organized and supervised to insure order: PARENTS OF BRIDE

AND GROOM, IMMEDIATE FAMILY, WEDDING PLANNER & US.

Purpose of the Event: WEDDING CELEBRATION

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

Signature of Applicant: Richard L. Schmid



# Town of York, Maine Special Event Permit Application

This application for a special event permit is hereby presented to the York Town Manager, 186 York Street, York, ME 03909.

Date: 4/8/16

Name of Event: TSAI / LIBBY WEDDING

Type of Event: WEDDING CEREMONY & RECEPTION

Organization Name: JOSIAS RIVER FARM Phone #: 361-2771

Organization Address: 171 LOGGING RD City: YORK State: ME Zip: 03902

Applicant Name: RICHARD SCHMID Phone #: 361-2771

Applicant Address: 171 LOGGING RD City: YORK State: ME Zip: 03902

Contact Name for Day of Event: RICHARD Contact Phone # 337-0490

Date of Event: JULY 30, 2016 Day of Week: SATURDAY

Starting Time: 12 NOON Ending Time: 11 PM

Assembly Area: JOSIAS RIVER FARM

Dispersal Area: SAME

Event Route: ON PREMISES

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed)  
150

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

ONE BAND OR DJ MUSIC TO END @ 10 PM

Describe how group is organized and supervised to insure order: PARENTS OF BRIDE AND GROOM, WEDDING PLANNER, AND US.

Purpose of the Event: WEDDING CELEBRATION

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

Signature of Applicant: Richard L. Schmid



# Town of York, Maine Special Event Permit Application

This application for a special event permit is hereby presented to the York Town Manager, 186 York Street, York, ME 03909.

Date: 4/8/16

Name of Event: JORDAN / SHAW WEDDING

Type of Event: WEDDING CELEBRATION & RECEPTION

Organization Name: JOSIAS RIVER FARM Phone #: 361-277

Organization Address: 171 LOGGING RD City: YORK State: ME Zip: 03902

Applicant Name: RICHARD SCHMID Phone #: 361-277

Applicant Address: 171 LOGGING RD City: YORK State: ME Zip: 03902

Contact Name for Day of Event: RICHARD Contact Phone # 337-0490

Date of Event: AUGUST 6, 2016 Day of Week: SATURDAY

Starting Time: 12 NOON Ending Time: 11 PM

Assembly Area: JOSIAS RIVER FARM

Dispersal Area: SAME

Event Route: ON PREMISES

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed)  
150

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

ONE BAND OR DJ. MUSIC TO END @ 10 PM

Describe how group is organized and supervised to insure order: PARENTS OF BRIDE AND GROOM, WEDDING PLANNER AND US

Purpose of the Event: WEDDING CELEBRATION

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

Signature of Applicant: Richard A. Schmid



# Town of York, Maine Special Event Permit Application

This application for a special event permit is hereby presented to the York Town Manager, 186 York Street, York, ME 03909.

Date: 4/7/16

Name of Event: ANDREWS / DUFFY WEDDING

Type of Event: WEDDING CELEBRATION & RECEPTION

Organization Name: JOSIAS RIVER FARM Phone #: 361-2771

Organization Address: 171 LOGGING RD City: YORK State: ME Zip: 03902

Applicant Name: RICHARD SCHMID Phone #: 361-2771

Applicant Address: 171 LOGGING RD City: YORK State: ME Zip: 03902

Contact Name for Day of Event: RICHARD Contact Phone #: 337-0490

Date of Event: AUGUST 20, 2016 Day of Week: SATURDAY

Starting Time: 12 NOON Ending Time: 11 PM

Assembly Area: JOSIAS RIVER FARM

Dispersal Area: JOSIAS RIVER FARM

Event Route: ON PREMISES

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed)  
150

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

ONE BAND OR DJ. MUSIC TO END @ 10 PM.

Describe how group is organized and supervised to insure order: PARENTS OF BRIDE AND GROOM, WEDDING PLANNER AND US

Purpose of the Event: WEDDING CELEBRATION

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

Signature of Applicant: Richard L. Schmid



# Town of York, Maine Special Event Permit Application

This application for a special event permit is hereby presented to the York Town Manager, 186 York Street, York, ME 03909.

Date: 4/7/16

Name of Event: CHADWICK WEDDING CELEBRATION

Type of Event: WEDDING CELEBRATION & RECEPTION

Organization Name: JOSIAS RIVER FARM Phone #: 361-2773

Organization Address: 171 LOGGING RD City: YORK State: ME Zip: 03902

Applicant Name: RICHARD SCHMID Phone #: 361-2771

Applicant Address: 171 LOGGING RD City: YORK State: ME Zip: 03902

Contact Name for Day of Event: RICHARD Contact Phone #: 337-0490

Date of Event: AUGUST 27, 2016 Day of Week: SATURDAY

Starting Time: 12 NOON Ending Time: 11 PM

Assembly Area: JOSIAS RIVER FARM

Dispersal Area: SAME

Event Route: ON PREMISES

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed)  
150

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

ONE BAND OR DJ. MUSIC TO END @ 10 PM

Describe how group is organized and supervised to insure order: PARENTS OF BRIDE AND GROOM, WEDDING PLANNER AND US.

Purpose of the Event: WEDDING CELEBRATION

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

Signature of Applicant: Richard D. Schmid



# Town of York, Maine Special Event Permit Application

This application for a special event permit is hereby presented to the York Town Manager, 186 York Street, York, ME 03909.

Date: 4/7/16

Name of Event: HARWIN WEDDING

Type of Event: WEDDING CELEBRATION & RECEPTION

Organization Name: JOSIAS RIVER FARM Phone #: 361-2771

Organization Address: 171 LOGGING RD City: YORK State: ME Zip: 03902

Applicant Name: RICHARD SCHMID Phone #: 361-2771

Applicant Address: 171 LOGGING RD City: \_\_\_\_\_ State: ME Zip: 03902

Contact Name for Day of Event: RICHARD Contact Phone # 337-0480

Date of Event: SEPTEMBER 3, 2016 Day of Week: SATURDAY

Starting Time: 12 NOON Ending Time: 11 PM

Assembly Area: JOSIAS RIVER FARM

Dispersal Area: JOSIAS RIVER FARM

Event Route: ON PREMISES

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed)  
150

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

ONE BAND OR DJ. MUSIC TO END @ 10 PM

Describe how group is organized and supervised to insure order: PARENTS OF BRIDE AND GROOM, WEDDING PLANNER AND US.

Purpose of the Event: WEDDING CELEBRATION

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

Signature of Applicant: Richard L. Schmid



# Town of York, Maine Special Event Permit Application

This application for a special event permit is hereby presented to the York Town Manager, 186 York Street, York, ME 03909.

Date: 4/7/16

Name of Event: CHRISTENSON / MALLOY WEDDING

Type of Event: WEDDING CELEBRATION & RECEPTION

Organization Name: JOSIAS RIVER FARM Phone #: 361-2771

Organization Address: 171 LOGGING RD City: YORK State: ME Zip: 03902

Applicant Name: RICHARD SCHMID Phone #: 361-2771

Applicant Address: 171 LOGGING RD City: YORK State: ME Zip: 03902

Contact Name for Day of Event: RICHARD Contact Phone # 337-0490

Date of Event: SEPTEMBER 10, 2016 Day of Week: SATURDAY

Starting Time: 12 NOON Ending Time: 11 PM

Assembly Area: JOSIAS RIVER FARM

Dispersal Area: SAME

Event Route: ON PREMISES

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed)  
150

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

ONE BAND OR DJ. MUSIC TO END @ 10 PM

Describe how group is organized and supervised to insure order: PARENTS OF BRIDE AND GROOM, WEDDING PLANNER AND US.

Purpose of the Event: WEDDING CELEBRATION

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

Signature of Applicant: Richard A. Schmid



# Town of York, Maine Special Event Permit Application

This application for a special event permit is hereby presented to the York Town Manager, 186 York Street, York, ME 03909.

Date: 4/7/16

Name of Event: SULLIVAN/BARKHOUSE WEDDING

Type of Event: WEDDING CELEBRATION & RECEPTION

Organization Name: JOSIAS RIVER FARM Phone #: 361-2771

Organization Address: 171 LOGGING RD City: YORK State: ME Zip: 03902

Applicant Name: RICHARD SCHMID Phone #: 361-2771

Applicant Address: 171 LOGGING RD City: YORK State: ME Zip: 03902

Contact Name for Day of Event: RICHARD Contact Phone # 337-0490

Date of Event: SEPTEMBER 24, 2016 Day of Week: SATURDAY

Starting Time: 12 NOON Ending Time: 11 PM

Assembly Area: JOSIAS RIVER FARM

Dispersal Area: SAME

Event Route: ON PREMISES

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed)  
150

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

ONE BAND OR DJ, MUSIC TO END @ 10 PM

Describe how group is organized and supervised to insure order: PARENTS OF BRIDE AND GROOM, WEDDING PLANNER AND US.

Purpose of the Event: WEDDING CELEBRATION

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

Signature of Applicant: Richard A. Schmid



# Town of York, Maine Special Event Permit Application

This application for a special event permit is hereby presented to the York Town Manager, 186 York Street, York, ME 03909.

Date: 4/7/16

Name of Event: PATTERSON WEDDING  
Type of Event: WEDDING CELEBRATION & RECEPTION  
Organization Name: JOSIAS RIVER FARM Phone #: 361-2771  
Organization Address: 171 LOGGING RD City: YORK State: ME Zip: 03902  
Applicant Name: RICHARD SCHMID Phone #: 361-2771  
Applicant Address: 171 LOGGING RD City: YORK State: ME Zip: 03902  
Contact Name for Day of Event: RICHARD Contact Phone #: 337-0490  
Date of Event: OCTOBER 1, 2016 Day of Week: SATURDAY  
Starting Time: 12 NOON Ending Time: 11 PM  
Assembly Area: JOSIAS RIVER FARM  
Dispersal Area: SAME  
Event Route: ON PREMISES

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed)  
150

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

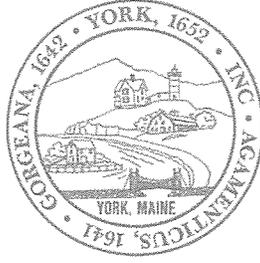
ONE BAND OR DJ. MUSIC TO END @ 10 PM,

Describe how group is organized and supervised to insure order: PARENTS OF BRIDE AND GROOM, WEDDING PLANNER AND US.

Purpose of the Event: WEDDING CELEBRATION

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

Signature of Applicant: Richard L. Schmid



## REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: May 5, 2016

ACTION

DATE ACTION REQUESTED: May 9, 2016

DISCUSSION ONLY

SUBJECT: Abatement Request

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Grant, partially grant, or deny the Abatement Request discussed in Executive Session

RECOMMENDATION:

PROPOSED MOTION: I move to grant/deny/partially grant an Abatement Request for Case #16-02 made pursuant to MRSA Title 36 § 841.2 in the sum of \$\_\_\_\_\_ for Tax Year 2016.

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

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

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