1. Board Of Selectmen's Meeting Materials

Documents:

AGENDA 2.10.2020.PDF
2.10.2020.PDF
BOARD OF SELECTMEN'S
MEETING AGENDA
6:00 / 7:00 / 7:25 PM  MONDAY, FEBRUARY 10, 2020
YORK PUBLIC LIBRARY

6:00 Executive Session per Title 1 MRS §405.6(A) – personnel (Town Manager’s annual review)

7:00 PM – Interviews
- Recycling Committee
  - Jeannie Carr
  - Sally Solloway
  - Dennis Kepner
- Sohier Park Committee
  - Richard O’Brien

7:25 Call to Order

Pledge of Allegiance

A. Consent Agenda
1. January 27, 2020 Meeting Minutes
2. Business License Renewals
   - Fun-O-Rama
   - York River Landing
   - Inn at Tanglewood Hall
   - Cumberland Farms
   - Greenleaves Chinese Restaurant
   - Fox’s Lobster House
   - Hannaford Supermarket & Pharmacy
3. Recurring Special Events
4. Pole Permit

B. Minutes

C. Chairman’s Report

D. Manager’s Report
E. **Awards**

F. **Reports**
   1. Voter Registration and Upcoming Elections – Mary-Anne Szeniawski
   2. York’s Recycling Stream – Casella
   3. Short Sands Road Intersection Update – Dean Lessard

G. **Citizens’ Forum** – The Citizens’ Forum is open to any member of the audience for comments on any Town 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.

H. **Public Hearings**

I. **Endorsements**

J. **Old Business**
   1. Discussion: Budget Comm. Chair regarding Sustainability Position
   2. Action: Sustainability Fund Applications
   3. Action: Nonbinding Sewer Question
   4. Action: Long Beach Avenue Sidewalk and Seawall
   5. Action: Legal Services

K. **New Business**
   1. Action: Sale of Old Parking Meters
   2. Discussion: Standing Building Committee (rather than ad hoc)
   3. Action: Membership on Sohier Park Committee
   4. Action: Membership on Recycling Committee
   5. Action: Election Warden Appointment
   6. Action: Set polling hours for March 3rd election

L. **Future Agendas**
   On the radar

M. **Other Business**

N. **Citizens’ Forum**

Adjourn
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L. **Future Agendas**
On the radar

M. **Other Business**

N. **Citizens’ Forum**

Adjourn
APPLICATION FOR MEMBERSHIP
TOWN BOARD, COMMITTEES AND COMMISSIONS
PLEASE FILL OUT AND RETURN TO THE TOWN MANAGER'S OFFICE

Name: Jeannine Carr
Physical Address: 1391 US Route One
Mailing Address: PO. Box 397
Home Telephone: (207) 357-1173 Mobile Telephone: 
Email: finn5@mainetel.com State of Residency: ME
Why do you wish to serve? [Handwritten text not legible]

What expertise can you provide? Technology proficient

PLEASE CHECK THE BOARD(S), COMMITTEE(S) OR COMMISSION(S) YOU WISH TO APPLY TO FOR MEMBERSHIP CONSIDERATION:

<table>
<thead>
<tr>
<th>Appeals Board</th>
<th>Parks and Recreation Board</th>
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</thead>
<tbody>
<tr>
<td>Assessment Review Board</td>
<td>Planning Board</td>
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<td>Senior Citizens Advisory Board</td>
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<tr>
<td>Conservation Commission</td>
<td>Shellfish Conservation Commission</td>
</tr>
<tr>
<td>Energy Efficiency Steering Committee</td>
<td>Sohier Park Committee</td>
</tr>
<tr>
<td>Harbor Board</td>
<td>York Harbor Site Design Review Board</td>
</tr>
<tr>
<td>Historic District Commission</td>
<td>York Housing Authority</td>
</tr>
<tr>
<td>Municipal Social Services Review Board</td>
<td>Other: Recycle Board</td>
</tr>
</tbody>
</table>

BELOW IS FOR OFFICE USE ONLY
Received Date: ____/____/______ Received By: 
Interview Date: ____/____/______ Appointment Date: ____/____/______
TOWN OF YORK

APPLICATION FOR MEMBERSHIP

TOWN BOARD, COMMITTEES AND COMMISSIONS

PLEASE FILL OUT AND RETURN TO THE TOWN MANAGER'S OFFICE

Name: Sally K Sullivan

Physical Address: 1 Victoria Ct York 03909

Mailing Address: Same

Home Telephone: 207-363-0042 Mobile Telephone: 207-332-5512

Email: sfane@icloud.com State of Residency: ME

Why do you wish to serve? Removing re-usable products from the waste stream will save money and reduce pollution. Systems that are workable will facilitate all that.

What expertise can you provide? I have been paying attention to issues about this has been a lifelong interest.

PLEASE CHECK THE BOARD(S), COMMITTEE(S) OR COMMISSION(S) YOU WISH TO APPLY TO FOR MEMBERSHIP CONSIDERATION:

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TOWN OF YORK
APPLICATION FOR MEMBERSHIP
TOWN BOARD, COMMITTEES AND COMMISSIONS
| PLEASE FILL OUT AND RETURN TO THE TOWN MANAGER’S OFFICE |

Name: Dennis Kern

Physical Address: 3 River Lane

Mailing Address: 3 River Ln

Home Telephone: 603-926-4268  Mobile Telephone: 603-997-9064

Email: DAKEERN62@COMCAST.NET  State of Residency: ME

Why do you wish to serve? I feel very strongly about reducing the amount of recyclable materials from the waste stream.

What expertise can you provide? Charter member of Recycling Committee, in Hampton, NH. Worked closely with Town Manager, Director of Public Works on implementation of recycling in Hampton.

Please check the board(s), committee(s) or commission(s) you wish to apply to for membership consideration:

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Received Date: _____/_____/_______  Received By: ________________________________

Interview Date: _____/_____/_______  Appointment Date: _____/_____/_______
Town of York

APPLICATION FOR MEMBERSHIP

Town Boards, Committees and Commissions

| PLEASE FILL OUT AND RETURN TO THE TOWN MANAGER'S OFFICE |

Name: Richard O'Brien  Date: 1/31/2020

Physical Address: 77 Nicole Road

Mailing Address: P.O. Box 1410

Home Telephone: 351-1384  Mobile Telephone: None

Email: Richard.O'Brien@yorkco.me  State of Residency:

Why do you wish to serve? I have been a volunteer at the lighthouse for the past 3 years. During that span, I have averaged between 400-600 hrs per season. This shows my interest and commitment to such a wonderful place.

What expertise can you provide? I am quite knowledgeable about the history of the light. I have a working knowledge of lighthouses in general.

PLEASE CHECK THE BOARD(S), COMMITTEE(S) OR COMMISSION(S) YOU WISH TO APPLY TO FOR MEMBERSHIP CONSIDERATION:

| ☐ Appeals Board | ☐ Parks and Recreation Board |
| ☐ Assessment Review Board | ☐ Planning Board |
| ☐ Cable TV Regulatory Commission | ☐ Senior Citizens Advisory Board |
| ☐ Conservation Commission | ☐ Shellfish Conservation Commission |
| ☐ Energy Efficiency Steering Committee | ☐ Sohier Park Committee |
| ☐ Harbor Board | ☐ York Harbor Site Design Review Board |
| ☐ Historic District Commission | ☐ York Housing Authority |
| ☐ Municipal Social Services Review Board | ☐ Other: |

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Received By: 

Interview Date:  /  /  

Appointment Date:  /  /  


BOARD OF SELECTMEN’S
MEETING MINUTES
6:00 PM / 7:00 PM  MONDAY, JANUARY 27, 2020
YORK PUBLIC LIBRARY

6:00 Executive Session per Title 1 MRS §405.6(A) (C) & (E) – personnel, real estate and legal

Present: Chairman Todd A. Frederick, Vice Chairman Robert E. Palmer, Jr., Michael L. Estes, Elizabeth D. Blanchard, Marilyn A. McLaughlin

Others Present: Town Manager Stephen H. Burns, Assistant Assessor Julie Etheridge, Law Counselor at Bernstein Shur Law Firm Mary Costigan

Moved by Mike Estes, seconded by Robert Palmer to enter into executive session. Vote 5 – 0, motion passes.

Moved by Liz Blanchard, seconded by Mike Estes to exit out of executive session. Vote 5 – 0, motion passes.

7:00 PM – Regular Meeting

Present: Chairman Todd A. Frederick, Vice Chairman Robert E. Palmer, Jr., Michael L. Estes, Elizabeth D. Blanchard, Marilyn A. McLaughlin

Absent: None

Others Present: Town Manager Stephen H. Burns and members of the press and public.

Call to Order

Chairman Todd A. Frederick called the meeting to order at 7:05 PM.

Pledge of Allegiance

Acknowledgement of service by Nelson Giordano, Budget Committee

A. Consent Agenda
   1. January 13, 2020 Meeting Minutes
   2. Business License Renewals
      -Cape Neddick Country Club
      -Cape Neddick Lobster Pound
      -Sand Dollar Bar and Grille
      -Stage Neck Inn
3. Property Redemption: 8 and 9 Railroad Avenue Extension
   Moved by Liz Blanchard, seconded by Mike Estes to approve the
   property redemption of Tax Map 000027-0004-A, located at 8 and
   9 Railroad Avenue Extension, as requested, subject to the
   condition that all taxes, interest and administrative costs are paid
   in full by no later than March 27, 2020 with cash or certified bank
   check. Vote 5 – 0, motion passes.

4. Accepting utility trailer from VFW

5. Written Assurances for Public Sewer Extensions
   Moved by Liz Blanchard, seconded by Marilyn McLaughlin to
   approve the proposed sewer expansion requests as proposed by
   the York Sewer District. Vote 5 – 0, motion passes.

   Moved by Robert Palmer, seconded by Liz Blanchard to accept the Consent
   Agenda minus 3 and 5. Vote 5-0, motion passes.

B. Minutes

C. Chairman's Report

D. Manager's Report
   1. Friday is the last day for school impact fees
   2. Will start using update on Municipal Finance software in April
   3. Reminder about Tax Clerk’s office closed on 3/3, 6/9 and 11/3 due to
elections
   4. Budget season
   5. Mt. Agamenticus

E. Awards

F. Reports
   1. Upcoming 2020 US Census – Sterling Roop

G. Citizens' Forum
   The following spoke:
   1. Frances Koerschner
   2. James Kensus
   3. Allyson Cavaretta
   4. Wayne Boardman

H. Public Hearings
   1. Ordinance Amendments for May Referendum
   The following spoke:
   1. Wayne Martin
   2. Betsy Goodwin
   3. Scott Stevens
   4. Greg Orso
5. Frederick Koerschner
6. Bruce Waldrop
7. Amy Phalon

I. Endorsements

J. Old Business
1. Action: Ordinance Amendments for May Referendum
   1. Expansion of York Village Center Local Historic District
      Moved by Robert Palmer, seconded by Liz Blanchard to move to 2nd Public Hearing. Vote 4 – 1, motion passes.
   2. Cul-de-sac Specifications
      Moved by Mike Estes, seconded by Liz Blanchard to move to 2nd Public Hearing. Vote 5 - 0, motion passes.
   3. Shoreland Overlay District
      Moved by Marilyn McLaughlin, seconded by Robert Palmer to move to ballot. Vote 5 - 0, motion passes.
   4. Open Space Conservation Subdivision Ordinance
      Moved by Robert Palmer, seconded by Marilyn McLaughlin to move to ballot. Vote 5 - 0, motion passes
   5. Supplemental Building Ordinance
      Moved by Liz Blanchard, seconded by Robert Palmer to move to 2nd Public Hearing. Vote 5 – 0, motion passes.
   6. Senior Citizen Advisory Ordinance
      Moved by Marilyn McLaughlin, seconded by Liz Blanchard to move to 2nd Public Hearing. Vote 5 – 0, motion passes.

   Moved by Marilyn McLaughlin, seconded by Robert Palmer to place the proposed amendments on the May 2020 ballot. Vote 5-0, motion passes.

2. Discussion: Fund Balance Policy and Supplemental Contingency
3. Action: FY21 Use of Fund Balance to Reduce Taxes
   No decision as of yet

4. Discussion: Witchrot Landfill Solar Generation
5. Action: Friends of York Dog Park Request
   Moved by Robert Palmer, seconded by Todd Frederick to approve the location of 17 Bog Road for the future location of the York Dog Park, pending all State and Local required permits, and to allocate up to $3,000 from the contingency fund to assist in the cost of locating property lines and monumentation at 17 Bog Road. Vote 5 – 0, motion passes.

K. New Business
1. Action: Board of Selectmen’s Contingency Budget
   Moved by Robert Palmer, seconded by Mike Estes to increase the selectmen’s Contingency request to $100,000. Vote 5 – 0, motion passes.
2. Action: Non-Binding Sewer Service Expansion Question
   Mike Estes suggests that it needs more wording. Robert Palmer
   suggests it needs more work. Todd Frederick suggests bringing back
   on 2/24.
3. Discussion: Selectmen's Street Light Policy
4. Action: 36 Ferncroft Consent Decree
   Moved by Robert Palmer, seconded by Liz Blanchard to approve
   consent agreement with property owners of 36 Ferncroft Road in that
   the Town is not pursuing action against the non-conforming structure
   recently identified. Vote 5 – 0, motion passes.
5. Action: Appointment to Senior Citizens Advisory Board
   Moved by Robert Palmer, seconded by Mike Estes to appoint Debbie
   Myers as a Regular member to the Senior Citizens Advisory Board,
   with a term expiring June 30, 2021. Vote 5 – 0, motion passes.
   Moved by Robert Palmer, seconded by Mike Estes to appoint Greg
   Fyfe as an alternate member to the Senior Citizens Advisory Board,
   with a term expiring June 30, 2022. Vote 5 – 0, motion passes.
6. Action: Senior Citizens Advisory Board Request
   Moved by Marilyn McLaughlin, seconded by Liz Blanchard to direct
   the Town Manager to initiate the process to propose a minor Charter
   amendment to alter the composition of the Senior Citizens Advisory
   Board as requested. Vote 4 – 1, motion passes.
7. Action: Change in Sohier Park Committee members
   Moved by Liz Blanchard, seconded by Mike Estes to move Evie Lipka
   to Alternate Member; move Alternate Member Diane Ross up to Full
   Member; and move Alternate Member Dr. Sue Moran up to Full
   Member. Vote 5 – 0, motion passes.

L. Future Agendas

M. Other Business

N. Citizens’ Forum
   The following spoke:
   1. Wayne Boardman

Adjourn

Chairman Todd A. Frederick adjourned the meeting at 10:47 PM. Without
objection, so ordered.

Respectfully Submitted,

Diana Janetos
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: Rushing Tide LLC DBA Fort-o-Rama

Street Address: 13 Birch Dr. York Beach, ME 03910

Business Owner: Robert Lago

Mailing Address: P.O. Box 306

Mailing Address: York Beach, ME 03910

Phone Number: 603-235-5159

Phone Number:

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

E-mail Address:

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

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

Number of Rooms: ___

Food and Beverage:

Food Service License (C/F)

Number of Seats: ___ (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/P)

☐ 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

- CONTINUE TO BACK PAGE OF APPLICATION -
Provide the following information about any relevant State licenses:

<table>
<thead>
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<th>STATE LICENSE INFORMATION</th>
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<td>Expiration Date(s):</td>
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<td>Classification(s):</td>
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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: [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

<table>
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<th>FEE</th>
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<td>Subsequent Licenses ($30 each)</td>
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<td>New License Fee ($50)</td>
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<th>Special Conditions (Attached if Necessary)</th>
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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 York River Landing

Street Address: 150 US Route 1, York, ME, 03909

Business Owner: Kenneth West

Mailing Address: PO Box 564

Business Manager: Joshua Cecot

Mailing Address: PO Box 564

Phone Number: 207-351-8430

Phone Number: 207-351-8430

E-mail Address: officemanager@theyorkriverlanding.com

E-mail Address: josh@theyorkriverlanding.com

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

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

Entertainment:

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

Food and Beverage:

☐ Food Service License (C/F)
Number of Seats: 247 / ___ (Existing / Proposed)
☐ Liquor License (F/P)
☐ Bottle Club License (F/P)

Miscellaneous:

☐ Transient Seller’s License
☐ Flea Market License
☐ Junkyard, Auto Graveyard/Recycling License
☐ Other: ____________________________

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<td>04/22/2020</td>
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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 ☑

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

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<td>Water</td>
<td>11/27 PC.</td>
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<td>11/31 M.A.</td>
<td>Tax Collector</td>
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Board of Selectmen

Town Manager for the Board of Selectmen __________________________ Date _______________

Special Conditions (Attached if Necessary)
YES ☐ NO ☑
THE TOWN OF
YORK, MAINE
186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: Inn at Tanglewood Place

Street Address: 611 York Street York Harbor ME 03911

Business Owner: Andrew Weiss

Manager:

Mailing Address: PO Box 490

York Harbor ME 03911

Phone Number: 351-1075

E-mail Address: tanglewood@manx.net

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: 2

Food and Beverage:
- Food Service License (C/F)
- Number of Seats: ___/___ (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
Village Fire Department: (207) 363-1015
York Sewer District: (207) 363-4232

Police Department: (207) 363-1031
Beach Fire Department: (207) 363-1014
York Water District: (207) 363-2265

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

- CONTINUE TO BACK PAGE OF APPLICATION -
Provide the following information about any relevant State licenses:

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<td>Expiration Date(s): 4/13/2020</td>
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<td>Classification(s): Bed &amp; Breakfast</td>
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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: [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)

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LICENSE #: __________ - __________

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Board of Selectmen

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

YORK, MAINE
186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: Cumberland Farms #5567

Street Address: 230 York ST

Business Owner: Cumberland Farms, Inc

Business Manager: Justin Grove

Mailing Address: Cumberland Farms, Inc

Mailing Address: Tax Department

Phone Number: 508-270-1504

Phone Number: 207-351-3087

E-mail Address: LSalvucci@cumberlandfarms.com

E-mail Address:

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

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

Please indicate which Licenses or Local Approvals you seek:

lodging:

_____ Bed and Breakfast License (C/F)

_____ Innkeeper License (C/F)

Number of Rooms:

Food and Beverage:

_____ Food Service License (C/F)

_____ Liquor License (F/P)

_____ Bottle Club License (F/P)

Number of Seats: ☑ 7 (Existing / Proposed)

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

Village Fire Department: (207) 363-1015

York Sewer District: (207) 363-4232

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

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

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TOTAL DUE $ ________

| LICENSE #: | 1289 1 |

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Board of Selectmen

Town Manager for the Board of Selectmen __________________ Date __________

Special Conditions (Attached if Necessary) YES ☐ NO ☐
THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: Greenleaves Chinese Restaurant, Inc.

Street Address: 647US Rt. 1 - Unit #3

Business Owner: Andy Qing Wen Wang

Mailing Address: 3 Sparrow Lane

York, ME 03909

Phone Number: (207) 363-2025

E-mail Address:

Business Manager: 

Mailing Address:

Phone Number:

E-mail Address:

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

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

Please indicate which Licenses or Local Approvals you seek:

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

Food and Beverage:
☒ Food Service License (C/F)

☒ Liquor License (F/P)

Number of Seats: 50

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
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❑ Other:

C — Code Enforcement Inspection Required  F — Fire Department Inspection Required  P — Police Department Inspection Required
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Other Municipal Water and Sewer Districts may apply depending on your business location

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

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)

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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: Fox's Lobster House
Street Address: 8 Schier Park Rd
Business Owner: Phyllis W. Fox
Mailing Address: Box 998
York Beach, ME 03910
Phone Number: 207-363-4077
E-mail Address: p@foxjoome.com

Business Manager: Phyllis W. Fox
Mailing Address: "Same"
Phone Number:
E-mail Address:

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:
[ ] Bed and Breakfast License (C/F)
[ ] Innkeeper License (C/F)
Number of Rooms: N/A

Food and Beverage:
[ ] Food Service License (C/F)
Number of Seats: 130 / [ ] 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/P)
[ ] 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: N/A

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

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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)

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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: Hannaford Supermarket & Pharmacy #8384

Street Address: 5 Hannaford Drive, York, ME, 03909

Business Owner: Hannaford Bros. Co., LLC
P.O. Box 1000, 
Attn: J. Goulet - MS9805  
Portland, ME 04104

Business Manager: David Couture

Mailing Address: 5 Hannaford Drive 
York, ME 03909

Phone Number: 207-885-3321

E-mail Address: jane.goulet@retailbusinessservices.com

E-mail Address: same.

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

Is the Business Owner same as the prior year? ☑ YES ☐ NO ☐ 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: ___ / ___ (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/P)
___ Coin-Operated Amusement License (P)
___ Bingo, Beano and Games of Chance

Miscellaneous:

___ Transient Seller’s License
___ Flea Market License
___ Junkyard, Auto Graveyard/Recycling License
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Other Municipal Water and Sewer Districts may apply depending on your business location

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

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

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

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<td>License Amendment ($25)</td>
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<td>LICENSE #:</td>
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Department Approvals | Date of Approval | Department Approvals | Date of Approval |
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<tr>
<td>Code Enforcement</td>
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<td>Fire</td>
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<td>Police</td>
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<td>Tax Collector</td>
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Board of Selectmen  

Town Manager for the Board of Selectmen Date  

Special Conditions  
(Attached if Necessary)  
YES [ ] NO [X]
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: February 5, 2020
DATE ACTION REQUESTED: February 10, 2020
SUBJECT: Reoccurring Special Event Permit Applications 2020

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: In order to continue mainstreaming the Special Event Permit Application process, we had our annual meeting of all Department Heads to discuss all of the Reoccurring Special Event Permit Applications that we will have for 2020. We found this new process to be very helpful as far as communication regarding safety at these events, as well as saving Town Staff hours of time. Once given Board of Selectmen approval, the Special Event Applicants will be mailed a letter confirming their approval and stating any conditions given by Department Heads. All appropriate Departments have given approvals (some with conditions) for all of the Applications in the motion below.

Options available to the Board: 1) Approve the Special Event Permit Applications listed below. 2) Deny the Special Event Permit Applications listed below.

RECOMMENDATION: Approve the Reoccurring Special Event Permit Applications for 2020.

PROPOSED MOTION: I move to approve the following Reoccurring Special Event Permit Applications for 2020 subject to all, if any, conditions given by Department Heads:

- York Parks and Recreation – Springtime Surprises; April 11, 2020
- Patriot Riders of America – Spring Ride for the Troops; April 2, 2020
- The Chris Connors’ Fund – Salty’s 5K and Double Nubble 10K; April 26, 2020
- York Little League – York Little League Opening Day Parade; May 2, 2020
- Mount Agamenticus Conservation Program – Big A 50K; May 2, 2020
- Old York Garden Club – Old York Garden Club Plant Sale; May 16, 2020
- Cystic Fibrosis Foundation – Great Strides; May 17, 2020
- Committee for Veterans’ Affairs – Memorial Day Parade; May 25, 2020
- York Hospital – York Hospital 5K Road Race; June 6, 2020
- York Parks and Recreation – Giant Community Yard Sale; June 13, 2020
- York Athletic Boosters – York Auto Show; June 21, 2020
• York Beach Fire Department – York Beach Fire Department Annual Parade and Muster; June 28, 2020
• York Parks and Recreation – Four on the Fourth Road Race; July 4, 2020
• Ellis Short Sands Park Trust – Ellis Short Sands Park Fourth of July Fireworks; July 4, 2020
• York Harbor Reading Room – July 4th Fireworks Celebration; July 4, 2020
• York Parks and Recreation – Long Sands Family Movie Nights; July 10, August 7, September 4, 2020
• Cystic Fibrosis Foundation – CF Cycle for Life; July 11, 2020
• Coast to Summit Adventure – Coast to Summit Adventure; July 11, 2020
• American Diabetes Association – New England Classic Tour de Cure; July 12, 2020
• National MS Society – Bike MS: Great Maine Getaway; August 1, 2020
• York Parks and Recreation – Christmas in Summer, York Days Nubble Lighting; August 2, 2020
• York Parks and Recreation – York Days 5K Road Race; August 2, 2020
• York Parks and Recreation – York Days Craft Fair; August 8 and 9, 2020
• York Beach Fire Department – York Days Fireworks; August 9, 2020
• Nubble Light Challenge – Nubble Light Challenge; August 15, 2020
• York Village Fire Department – York Village Fire Department’s Firemen’s Field Day; August 15, 2020
• AmpSurf New England – AmpSurf Adaptive Learn to Surf Clinic; August 29, 2020
• The Big Andrew Foundation – The Big Andrew Car Classic; September 5, 2020
• Graystone Builders, Inc. – Graystone Builders Bonfire Benefit; September 5, 2020
• York Parks and Recreation – End of Summer Concert; September 5, 2020
• The Big Andrew Foundation – The Big Andrew Surf Contest; September 6, 2020
• York Art Association – Art in the Park; September 14, 2019
• Alzheimer’s Association – Maine Beaches Walk to End Alzheimer’s; September 12, 2020
• York Parks and Recreation – Mt. A Trail Challenge 5K and 1 Mile; September 19, 2020
• Grain Surfboards – Surf Re-Evolution; September 19, 2020
• York Art Association – Art in the Park; September 19, 2020
• Granite State Wheelers – Seacoast Century Weekend; September 26 and 27, 2020
• York Region Chamber of Commerce – 36th Annual Harvestfest and Kidsfest; October 17, 2020
• Trooper Black Foundation – Southern Maine Thin Blue Line 5K; October 24
• York Parks and Recreation – Costume Party and Halloween Hop; October 28, 2020
• York Parks and Recreation – Turkey Trot 5K; November 28, 2020
• York Parks and Recreation – November Holiday Nubble Lighting; November 28, 2020
• York Parks and Recreation – Festival of Lights Parade; December 5, 2020
• Josias River Farms Weddings; June 20, July 18, July 25, July 31, August 8, August 15, August 29, September 5, September 12, September 19, October 3, October 10, 2020

PREPARED BY: Melissa M. Avery

REVIEWED BY: [Signature]

Melissa M. Avery, Administrative Assistant – York PD
CENTRAL MAINE POWER COMPANY
APPLICATION FOR POLE LOCATION OR UNDERGROUND LOCATION
In the City/Town of: York, Maine

To the:  
- [x] Town
- [ ] City
- [ ] County

Central Maine Power hereby applies for permission to:
- [x] Construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.
- [ ] Construct and maintain buried cables, conduits, manholes and handholes, together with wire and cables, transformers, cutouts, and other equipment therein, under, along, and across certain streets and highways in said City/Town as described below.

Central Maine Power Company and N/A
jointly apply for permission to construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

1. Starting Point: 20
2. Road (State & CMP): Mountain Rd / Agamenticus Road
3. Direction: southerly
4. Distance: 60' feet
5. Number of Poles: 1

[ ] Overhead wires shall have a minimum clearance of 18 feet over the public highway and be constructed to conform with the requirements of the National Electric Safety Code.

[ ] Buried cable facilities shall be placed at a minimum depth of 36 inches under pavement and 30 inches elsewhere and be constructed to conform with the requirements of the National Electric Safety Code.

Any person, firm, or corporation to be adversely affected by this proposed location shall file a written objection with the State Department of Transportation, City, Town or County stating the cause of said objection within fourteen (14) days after the publication of this notice or ninety (90) days after installation of facilities without publication.

[ ] Public Notice of this application has been given by publishing the text of the same

In:  
On:

CENTRAL MAINE POWER COMPANY

By: Elaine Titherington Date: 09/26/2019

By: N/A Date:
Facilities to consist of wood poles and appurtenances with a minimum clearance of wire and cables not less than 21 feet over the public highway, and/or underground facilities to consist of buried cables, conduits, transformers and manholes for operation at 7200 volts to ground single phase. Construction to be suitable for future operation at a voltage not to exceed 22KV to ground single phase. Right-of-way limits indicated are based on the best field information available.

Poles/Pads are stacked. For further information call Elaine Tiltherington at Central Maine Power Company tel: 207-629-2542. Pole/Pad spans shown are approximate.
LOCATION PERMIT

Upon the Application of Center Maine Power Company and N/A

dated 09/26/2019, asking for permission, in accordance with law, to construct and
maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances
over, under, along or across certain highways and public roads in the location described in said application,
permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location,
said facilities and appurtenances in the City / Town of York

approximately located as follows:

1. Starting Point: 20

2. Read (State & CHP): Mountain Rd / Agamenticus Road

3. Direction: southerly

4. Distance: 60' feet

5. Number of Poles: 1

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

By: ____________________________

By: ____________________________

By: ____________________________

By: ____________________________

By: ____________________________

Municipal Officers

Office of the ____________________________

Received and Recorded in Book _____________, Page ____________

Attest: ____________________________

Clerk
REQUEST FOR ACTION BY BOARD OF SELECTMEN

<table>
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<tr>
<th>DATE SUBMITTED: February 6, 2020</th>
<th>☑ ACTION</th>
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<tbody>
<tr>
<td>DATE ACTION REQUESTED: February 10, 2020</td>
<td>☐ DISCUSSION ONLY</td>
</tr>
<tr>
<td>SUBJECT: Sustainability Fund Application – EV Charging Stations</td>
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DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: On June 24, 2019, the Board voted to allow to an application to Efficiency Maine for a pair of electric vehicle (EV) charging stations, to be installed in the parking lot at the Library. This is a partnership with the York Public Library. The grant from Efficiency Maine has been granted and now the Town needs to pony up its share of the money.

An application form and a table showing the total cost and the associated mix of funding are attached.

RECOMMENDATION: I recommend the Board award up to $8,000 from the Sustainability Fund to partially fund the EV charging stations at the York Public Library.

PROPOSED MOTION: I move to award an amount not to exceed $8,000 from the Sustainability Fund to partially fund the EV charging stations at the York Public Library.

FISCAL IMPACT: -$8,000

DEPARTMENT LINE ITEM ACCOUNT: Sustainability Fund

BALANCE IN LINE ITEM IF Approved: $28,299

Prepared by Stephen H. Burns, Town Manager: [Signature]
Electric Vehicle Charging Stations - Project Funding

February 6, 2020

$37,166  Project cost
-$10,000  Efficiency Maine Grant
-$10,000  Funds from York Public Library
$17,166  Required Town Contribution

$4,500  In-Kind Match by DPW (earthwork)
$5,000  Carryforward of FY19 BOS Contingency
$7,666  Needed from Sustainability Fund
# Sustainability Fund - Status

February 6, 2020

<table>
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<tr>
<th>Award Recipients</th>
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<th>Amount</th>
<th>Remaining Balance</th>
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<td>RFP for the Climate Action Plan</td>
<td>9/23/2019</td>
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<td>York Ready for 100</td>
<td>composting at YHS</td>
<td>9/23/2019</td>
<td>$3,701</td>
<td>$36,299</td>
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TOWN OF YORK, MAINE
SUSTAINABILITY FUND
Return to: Town Manager’s Office – 186 York Street, York, ME 03909

APPLICANT INFORMATION
Name of Primary Contact: [Name] Title: [Title]
Address: [Address]
Phone: [Phone] Email: [Email]

I. Goal Statement:
To provide seed money for initiatives that promote sustainability and environmental conservation; and to spark community dialogue about these matters.

II. Eligibility
Any organization with a Tax ID may apply once per quarter. Individuals must affiliate with an organization to apply and to help ensure fiscal responsibility. Explain your eligibility below:

It is the Town.

III. Questions
Attach a document which answers each of the following questions:

a. What are you proposing to do?
b. What is your total budget, and how much money do you seek from the Town?
c. Why should the Board award this money for your proposal? What is the benefit to our community?
d. What assurances can you offer that you will follow through once you receive the money?
e. When will your efforts be complete and when will your report your results back to the Board?

IV. Process
The Board will review applications quarterly, in September 2019, December 2019, March 2020 and June 2020, or until all funds are committed. Applications must be submitted to the Town Manager’s Office no later than the first day of each of these months. It may award funds to none, any or all applicants in any amount it deems appropriate.
V. Authorized Signatures
Applicant: ___________________________ Date: 2/6/2020
Authorized Organization Representative: ___________________________ Date: ____________

Completed forms should be returned to the Town Manager’s Office at Town Hall

Mailing Address: 186 York Street, York, Maine 03909
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: February 6, 2020

DATE ACTION REQUESTED: February 10, 2020

☐ ACTION

☐ DISCUSSION ONLY

SUBJECT: non-binding sewer expansion question

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: The Board provided feedback following the initial discussion on January 27th. How about this for the ballot question:

Do you support the expenditure of Town funds to help drive public sewer expansions in the growth area?

Whatever the Board decides on the ballot question, it will be too brief to fully cover the issue. I think the key here will be to have some sort of narrative, perhaps in the statement of fact included in the voter guide or perhaps separate, that will explain the reason for the question and provide some of the context. Maybe it needs to be a page or two long, and we could seek to get some press coverage of the issue early in the voting timeframe. It’s going to be difficult to boil down to a single question something as complex and important as this matter. I think the more substantive part of the Board’s discussion on this matter should focus on how best to set the context to help voters weigh in.

- what is the growth area?
- Why hasn’t the sewer been expanded in the past?
- Will this likely happen without Town leadership?
- What does the Comp Plan say about sewer expansions?
- Does the new DPW facility require public sewer?
- what are the pros and cons of this action?

RECOMMENDATION: Decide on the ballot question, and provide guidance on supplemental work to help the voters set the context.

PROPOSED MOTION: I move to approve the ballot question stated in the Request for Action (if modified, explain how).

Prepared by Stephen H. Burns, Town Manager:
REQUEST FOR ACTION BY BOARD OF SELECTMEN

<table>
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<tr>
<th>DATE SUBMITTED: February 5, 2020</th>
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<tr>
<td>DATE ACTION REQUESTED: February 10, 2020</td>
<td>☐ DISCUSSION ONLY</td>
</tr>
<tr>
<td>SUBJECT: Long Beach Avenue Sidewalk discussion</td>
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DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:
The Town conducted a competitive process for curb and sidewalk work at the Long Sands Beach bath house and LaBrecque Construction, Inc. was the successful bidder (June 12, 2017). Wind storm Philippe (October 29 – November 1, 2017) FEMA-4354-DR-ME caused damage to the seawall & sidewalk adjacent to the bath house (Section 1). LaBrecque offered to help with the repair work for the same price and arrangement that we had with them at the Long Sands Beach Bath House. Winter storm Riley (March 2-8, 2018) FEMA-4367-DR-ME caused damage to the seawall & sidewalk the whole length of Long Sands Beach. LaBrecque again offered to help with the repairs for the same price arrangement they had bid previously.

Section 1 – Sidewalk and seawall repair and improvement work around the Long Sands Beach Bath House: Please see included plan of proposed Long Beach Avenue Seawall repair areas. This section of the seawall should be completed by the end of April. Sidewalks to be completed in May or as soon as the weather allows.

Section 2 – Sidewalk and seawall repair and improvement work on Long Beach Avenue south of the Sun & Surf restaurant to the intersection of Long Sands Road: Please see included plan of proposed Long Beach Avenue Seawall repair areas. This section of the seawall should be completed by the end of April. Sidewalks to be completed in May or as soon as the weather allows.

Section 3 – Sidewalk and Seawall repair and improvement work on Long Beach Avenue south of the Long Sands Beach Bath house to the Sun & Surf Restaurant: The plan is for sidewalk work to continue through the summer. The contractor will close off a 100’ section of sidewalk and work in that area until it is complete. Once that area is complete they will open the completed section to the public and close another section and begin work.

The relevant project history is as follows:
• On February 23, 2015 the Board of Selectmen awarded the Long Sands Beach Master Plan to Ransom Engineering Team.
• On May 21, 2015 Town officials and their consultants held a public participation meeting on both the Bath house and the Road Improvements.
On December 7, 2015 the Board of Selectmen reviewed individual elements for the proposed complete streets and new conceptual sea wall design for Long Beach Avenue to be included in the Long Beach Master Plan.

On July 18, 2016 the Board of Selectmen approved the proposed new Long Beach Avenue Road alignment.

On September 19, 2016 the Board of Selectmen approved the proposed Long Beach Avenue complete streets road design, including the bike and pedestrian improvements, parking changes and sea wall design elements. The Board also approved the DPW to finalize the proposed design and solicit construction bids in conjunction with the proposed Long Sands Beach Bath House expansion.

On April 14, 2017 Bids were solicited from contractors who specialize in the installation of granite curb and concrete sidewalks.

On April 26, 2017 An onsite pre bid meeting was held with Granite State Curbing Contractors and LaBrecque Construction, Inc.

On May 2, 2017 bids were opened. The Town received a responsive bid from LaBrecque Construction, Inc. of Portland.

On June 12, 2017 The Board of Selectmen awarded the proposed sidewalk work around the Bath House to LaBrecque Construction, Inc. of Portland.

On October 29, 2017 Wind storm Philippe (October 29 – November 1, 2017) caused damage to the seawall & sidewalk adjacent to the bath house.

On March 2, 2018 Winter storm Riley (March 2-8, 2018) caused damage to the seawall & sidewalk the whole length of Long Sands Beach.

On March 12, 2018 The Board of Selectmen concurred with DPW’s recommendation to continue to use LaBrecque Construction of Portland for the proposed seawall and sidewalk repair work around the Bath House.

On July 9, 2018 The Board of Selectmen concurred with DPW’s recommendation to continue to use LaBrecque Construction of Portland for the proposed seawall and sidewalk repair work south of the Sun & Surf Restaurant.

RECOMMENDATION:  DPW recommends that the town continue to work with LaBrecque Construction to complete the sidewalk and seawall work on Long Beach Avenue.

PROPOSED MOTION:  I move to continue working with LaBrecque Construction to complete the sidewalk and seawall work on Long Beach Avenue according to the existing agreement and the proposed schedule from the contractor.

FISCAL IMPACT: ?

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

PREPARED BY:  Dean Lessard  REVIEWED BY:
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATESubmitted: February 6, 2020

DATE ACTION REQUESTED: February 10, 2020

☑ ACTION

☐ DISCUSSION ONLY

SUBJECT: Contract for Legal Services

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Mary Costigan has offered the Board an alternative means of contracting for legal services. The current contract simply requires reimbursement by the hour, and the more we request, the more we pay. She has analyzed the Town’s billing for since becoming the Town Attorney, and she is now offering a fix-fee contract for basic services (ie: not including litigation). This would have the advantage of increasing the time Mary spends in York with staff and boards without causing the angst of running the hourly billing clock. The goal is more face time with Mary in hopes of preventing litigation.

The Board can act on this new offer or stay the course with the current agreement.

Copies of the current agreement and the fixed-fee retainer are attached.

RECOMMENDATION: I recommend the Board change to the new approach and try it out for a year to see if it is better for everyone.

PROPOSED MOTION: I move to enter into a new agreement with Mary Costigan of Bernstein Shur to provide fixed-fee retainer for legal services, and direct the Chair of the Board to execute any documents necessary.

Prepared by Stephen H. Burns, Town Manager:
January 22, 2020

Stephen H. Burns, Town Manager
Town of York
186 York Street
York, ME 03909

RE: Offer of Fixed-Fee Retainer for Legal Services

Dear Steve:

As we have discussed, Bernstein Shur offers general legal services for municipalities on a fixed-fee retainer. The fee is set at an annual rate and divided into twelve monthly payments. In practice, we have generally found that a fixed fee allows for more time spent at town hall on the front end, which hopefully results in less time in court on the back end. We propose the following fixed fee, based upon our six years as general legal counsel for the Town of York.

The services within the fixed fee scope include: advising the Board of Selectmen and the Town's boards and departments, drafting ordinances, attending meetings, general labor and employment advice, enforcement actions (prior to filing court action), contract review, policy review, and answering correspondence; in other words, general day-to-day legal services. This work shall be defined as the "Scope of Services." Not included in the Scope of Services are any appeals of municipal board decisions to any adjudicatory boards, agencies or courts; litigation; tax increment financing; employee termination investigations or procedures; representation before the Maine Human Rights Commission, the Maine Worker's Compensation Board, the Maine Labor Relations Board, and the Maine Board of Arbitration and Conciliation; labor negotiations which require our presence at the bargaining table; and bond issues. Those matters, should they arise, would be billed hourly. Based upon a review of the services provided to the Town of York over the past six years, we proposed an annual fixed fee of $78,000, or $6,500 per month. We can revisit the fee annually and make necessary adjustments based on work performed in that period. If the Board is agreeable to the proposal, I can send a formal engagement letter for the Board's review.
January 22, 2020
Page 2

Thank you for your consideration. Please contact me should you have any questions.

Sincerely,

Mary E. Costigan
Ronald N. Nowell
Chairman, Board of Selectmen
Town of York
186 York St.
York, ME 03909-1314

Re: Engagement letter

Dear Chairman Nowell:

Thank you for selecting our firm to assist you. The purpose of this letter is to set forth our agreement regarding our firm's agreement to provide legal services to you. Please read this letter carefully. If you have any questions or concerns, please call me.

Scope of Representation, Parties Represented and Conflicts of Interest

As we discussed, we have been engaged to represent the Town of York (hereafter referred to as the “Town” or “you”) as Town Attorney, pursuant to the Town’s Request Proposal for Legal Services.

Before beginning our representation, we conducted a computerized name check against our client records in order to determine whether a disqualifying conflict of interest exists between our representation of you and our representation of any other clients. In the event that a conflict arises, we will attempt to resolve such conflicts, if possible and as permitted by the Maine Rules of Professional Responsibility, by making any necessary disclosures and seeking any needed consents from you and any other affected client. In the event that we are unable to obtain such consent, or that we conclude that we should not undertake to continue the representation in light of the conflict, you agree that we may terminate this representation.

Fees and Expenses

We have agreed to represent you on an hourly basis. That means that you will be billed for our services on a fixed hourly charge. As set forth in our response to the Request for Proposals, Mary Costigan’s current billing rate is $205 per hour. Matt Tarasevich’s current billing rate is $205 per hour for general matters and $225 for labor work. In addition, we may be assisted by one of our other attorneys or paraprofessionals. If we use the services of those other attorneys or paraprofessionals you will be billed at their
prevailing rates. Professional rates for the firm are generally adjusted annually on January 1 of each year.

You will also be billed for certain of the firm’s expenses including but not limited to express mail postage, courier delivery, legal research, out of town travel and third party expenses incurred on your behalf. In a litigation matter the expenses will also include charges and fees for witnesses, experts, investigators and consultants, depositions costs and transcripts, outside photocopying services, filing fees, and preparation of exhibits and visual aids. These expenses will be your responsibility. We will forward the bill to you for payment directly to the service provider or vendor.

We will bill you monthly detailing the time and expenses incurred in your matter. Payment is due within 30 days of your receipt of our bill. We reserve the right to charge a late fee of 1 1/2% per month for all fees and expenses advanced by the law firm which are not paid within thirty days of the billing date. We will notify you if your account becomes delinquent. If the delinquency continues and you do not make satisfactory arrangements for payment, you agree that we may withdraw from representation. You also agree to pay the costs we incur in collecting the debt, including court costs, filing fees and reasonable attorneys’ fees.

**Standard Terms of Engagement**

In addition to the foregoing, I have attached our Standard Terms of Engagement. That attachment spells out the general terms of our engagement for you and will apply unless specifically modified by something in this letter.

**Future or Additional Engagements and Termination**

If you later entrust additional matters or cases to us we will not send you this or a similar letter each time, unless the circumstances warrant it, or you expressly indicate that you wish to receive a new engagement letter each time. Rather, we will consider that your agreement to these terms for this engagement will apply to all future engagements.

Unless Bernstein Shur is engaged to provide additional legal services to you, or we otherwise notify you in writing, our lawyer-client relationship will terminate upon the passage of twelve months without our performing any legal services for you. If you later engage us to perform further or additional services, the lawyer-client relationship will be reestablished, subject to the terms on which we may agree at that time. The fact that we might inform you from time to time of developments in the law which might be of interest to you, by newsletter or otherwise, will not reestablish a lawyer-client relationship that has terminated. In this regard, we assume no obligation to inform you of any developments in the law unless we have been specifically engaged in writing to do so.
Either party may terminate this agreement at any time, subject to any rules of a
court or an administrative agency. In the event we are representing you in a matter
pending before a tribunal, you agree to promptly retain new counsel in that matter.

In order to avoid any future misunderstanding we ask that you please sign a copy
of this letter in the place indicated below indicating your agreement to these terms and
return it to us. If you have questions or concerns before signing, please call me. In the
event that you do not send back a signed copy, you will be deemed to have accepted
these terms if you give us instructions to continue work on this matter after you have
received this letter.

We appreciate the opportunity to be of assistance to you and we look forward to
working with you.

Sincerely,

Mary E. Costigan

I AGREE TO THE TERMS OF THIS LETTER INCLUDING THE ATTACHED
STANDARD TERMS OF ENGAGEMENT

Ronald N. Nowell
Chairman, Board of Selectmen

Date: 2/11/14

5·0, 2·10·14
STANDARD TERMS OF ENGAGEMENT FOR LEGAL SERVICES

(Maine)

This statement sets forth the standard terms of our engagement as your lawyers. Unless modified in writing by mutual agreement, these terms will be an integral part of our agreement with you. Therefore, we ask that you review this statement carefully and contact us promptly if you have any questions. We suggest that you retain this statement in your file.

The Scope of Our Work

Any expressions on our part concerning the outcome of your legal matters are expressions of our best professional judgment, but are not guarantees. Such opinions are necessarily limited by our knowledge of the facts and are based on the state of the law at the time they are expressed.

The person or entity that we represent is the person or entity that is identified as the client in our engagement letter and, unless otherwise agreed to, does not include any officers, directors, employees or affiliates of such person or entity (e.g., if you are a corporation, partnership or limited liability company, any parents, subsidiaries, employees, officers, directors, managers, shareholders, members or partners of the corporation or partnership, or commonly owned corporations or partnerships are not considered to be clients, unless otherwise expressly agreed to or unless those persons or entities are or have been our clients on other matters). For conflict of interest purposes, we may represent another client with interests adverse to any such affiliate without obtaining your consent.

How Our Fees Will Be Set

Except where we have otherwise agreed, such as where we have a flat or minimum fee or a contingency fee arrangement, we bill on an hourly fee basis for our services. We will keep records of the time we devote to your work, including but not limited to conferences, negotiations, factual and legal research and analysis, document preparation and revision, travel on your behalf, and other related matters. We record our time in units of tenths of an hour. The hourly rates of our lawyers and legal assistants have an important bearing on the fees we charge. These rates are generally adjusted annually and attorneys may have different hourly rates for different types of matters reflecting market factors or their level of expertise.

We are often requested to estimate the amount of fees and costs likely to be incurred in connection with a particular matter. Whenever possible, we will furnish
such an estimate based upon our professional judgment, but absent agreement, such estimates are not a maximum or fixed-fee quotation. The ultimate cost frequently is more or less than the amount estimated. For certain well-defined services (such as, a simple business incorporation), we may quote a flat fee. In undertaking representation of a client with a personal injury or in specialized business transactions, we will, in appropriate circumstances, provide legal services on a contingent fee basis. Any such contingent fee arrangement must be reflected in a signed, written contingent fee agreement between us.

Disbursements

We will usually charge clients for ancillary services provided including but not limited to such services as messenger deliveries, expedited delivery services, and travel expenses. While our charges for these services are measured by use, they do not always reflect our actual out-of-pocket costs. For many of these items, the true cost of providing the service is difficult to establish. We would be pleased to discuss the specific schedule of charges for these additional services with you and to answer any questions that you may have. If you would prefer, in some situations we can arrange for these ancillary services to be provided by third-parties with direct billing to you.

To keep costs down, we require that payment of third-party charges, including costs for depositions, expert witnesses, appraisals and similar costs be paid by the client directly to the vendor or services or that arrangement be made in advance for payment by the client when engaged by us on your behalf.

IOLTA Account

If you have made an advance deposit with the firm to cover fees or expenses, that payment may, depending on the amount, be deposited in the firm’s account, an IOLTA account as described below, or a separate segregated account. If we think it is likely that the advance will be applied to legal services in the next month or two after it is received, the advance fee will go in the firm’s account. If the advance fee is larger than that, and if it is not expected to earn a net return to you, taking into consideration the size and anticipated duration of the deposit and the costs of establishing a separate account, then we will place it in a pooled account known as an Interest on Lawyers Trust Account or “IOLTA” account. The IOLTA account is created by order of the Maine courts. By court rule, interest earned on the IOLTA account is payable to a charitable foundation established in accordance with the court’s rule and used to fund legal service for the poor. Very large advance fee payments that are likely to earn a return will be placed by us in a segregated account for your benefit. Interest earned on any segregated trust account will be added to the deposit for your benefit and will be includable in your taxable income.

Communication by E-mail

E-mail communication has proven to be a great benefit to most clients and we ordinarily communicate by unencrypted e-mail. However, we recognize that it is technologically possible to intercept unencrypted e-mail and that there is no guarantee
that unencrypted e-mail will remain private. Although we routinely communicate with
many clients using unencrypted e-mail, we do not do so if the client has any concerns or
instructs us not to do so. Therefore, we ask that you consider this issue carefully and
advise us promptly if you wish to communicate by encrypted e-mail.

We also caution you to use care in the choice of the computer you use to
communicate with us. If you use a computer at your work or home that is networked
with other computers, there is always the risk that email in your computer may be able
to be read by third parties. Some employers have policies which expressly provide them
a right of access to your workplace computer. We will assume that you have considered
this when you supply an email address to us and that you have determined that your
computer is secure. However, if you have any concerns about this please discuss it with
us.

**Termination/Withdrawal**

Either party may terminate our representation at any time, with or without cause.
If such termination occurs, papers and property that you have provided to us will be
returned to you. Our own files pertaining to the case will be retained, subject to your
rights of access under applicable bar rules. Your termination of our services will not
affect your responsibility for payment of legal services rendered and additional charges
incurred before termination and in connection with an orderly transition of the matter.

We are subject to the codes of professional responsibility for the jurisdictions in
which we practice, which list several types of conduct or circumstances that require or
allow us to withdraw from representing a client, including for example: nonpayment of
fees or costs, misrepresentation or failure to disclose material facts, action contrary to
our advice, and conflict of interest with another client. We try to identify in advance and
discuss with our client any situation that may lead to our withdrawal and if withdrawal
ever becomes necessary we give the client written notice of our withdrawal.

**File Retention of Completed Matters**

When we complete a matter, it is our practice, at your option, to either return the
file to you or to retain the closed file in our offsite storage facility for eight (8) years.
At the time the file is sent to storage, all original documents in the file that belong to you
such as your business or personal records, signed originals of contracts or transactional
documents will be returned to you. You will be notified that the file is being closed and
will be asked to tell us whether you wish to have the file returned immediately or stored
and then either destroyed or returned to you at the end of the storage period. If you ask
us to return the file, you will also be asked to keep us informed of any changes in your
address so that we can be in touch with you when the storage period comes to an end.
You will also be responsible for paying the cost of returning the file to you. In the event
you elect to have us store the file for eight years, we may scan and store the file on
electronic media and destroy our original file.
Arbitration

If you disagree with the amount of our fee, please take up the question with your principal attorney contact or with the firm's managing partner. Typically, such disagreements are resolved to the satisfaction of both sides with little inconvenience or formality. In the event of a fee dispute that is not readily resolved, you shall have the right to submit the fee dispute to arbitration under the Maine Code of Professional Responsibility. Any fee dispute that you do not submit to arbitration under the Maine Code of Professional Responsibility, and any other dispute that arises out of or relates to this agreement or the services provided by the law firm shall also, at the election of either party, be subject to binding arbitration. Either party may request such arbitration by sending a written demand for arbitration to the other. If a demand for arbitration is made, you and the firm shall attempt to agree on a single arbitrator. If no agreement can be reached within 30 days of the receipt of the demand, the party demanding arbitration may designate an arbitrator by sending a written notice to the other party. Within two weeks of that initial designation, the other party shall designate an arbitrator in writing. Thereafter, those two designated arbitrators shall meet promptly to select a third arbitrator. The arbitrators shall conduct the arbitration proceedings according to the procedures under the commercial arbitration rules of the American Arbitration Association and shall hold the arbitration hearing in Maine. The arbitrators shall be bound by and follow applicable Maine substantive rules of law as if the matter were tried in court. Either party shall have the right to appeal a decision of the arbitrators on the grounds that the arbitrators failed to properly apply applicable law.

In the event that a dispute between us ends up in court, both parties agree that it shall be tried exclusively in a court in Maine.
REQUEST FOR ACTION BY BOARD OF SELECTMEN

<table>
<thead>
<tr>
<th>DATE SUBMITTED: February 5, 2020</th>
<th>☒ ACTION</th>
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</thead>
<tbody>
<tr>
<td>DATE ACTION REQUESTED: February 10, 2020</td>
<td>☐ DISCUSSION ONLY</td>
</tr>
<tr>
<td>SUBJECT: Disposal of old surplus POM single and double space parking meters.</td>
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</tbody>
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DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:
Discussion and relevant project history:

- On December 12, 2016 the Board of Selectmen approved the DPW and PD to replace the existing town owned POM single space parking meters in the Short Sands Beach area and Long Sands Beach area from the Cutty Sark Motel to the Anchorage Motel with 20 new integrated Hectronic multi space parking pay stations.

- In the first week of May 2017 the 20 new integrated Hectronic multi space parking pay stations were installed in York Beach.

- In December of 2017 the Ellis Park Board of Trustees approved the replacement of the existing POM single space parking meters in the Short Sands Park parking lot with 12 new integrated Hectronic multi space parking pay stations.

- In the first week of May 2018 the 12 new integrated Hectronic multi space parking pay stations were installed in Short Sand Park Parking lot.

- On November 19, 2018 the Board of Selectmen approved the DPW and PD to replace the existing town owned POM single space parking meters on Long Beach Avenue from Libby’s Campground to the Anchorage Motel with 14 new integrated Hectronic multi space parking pay stations.

- In the first week of May 2019 the additional 14 new integrated Hectronic multi space parking pay stations were installed on Long Beach Avenue.

The Town and Ellis Park have replaced all of its old POM single & double space parking meters with 46 integrated multi space parking pay stations. DPW recommends disposing of the old meters while they may have some value to another Town or agency. DPW recommends placing them with a nationwide online government auction company like Municibid.
RECOMMENDATION: Dispose of the Town’s and Ellis Park’s old surplus POM single & double space parking meters. DPW also recommends saving 12 meters for local fundraising groups like YorkWise.

PROPOSED MOTION: I move to approve the DPW to dispose of the Town’s and Ellis Park’s old surplus POM single & double space parking meters. I also move that 12 meters be put aside for local fundraising groups like YorkWise.

FISCAL IMPACT: Unknown

DEPARTMENT LINE ITEM ACCOUNT: N/A

BALANCE IN LINE ITEM IF APPROVED: N/A

PREPARED BY: Dean Lessard

REVIEWED BY:
REQUEST FOR ACTION BY BOARD OF SELECTMEN

| DATE SUBMITTED: February 6, 2020 | □ ACTION |
| DATE ACTION REQUESTED: February 10, 2020 | ☒ DISCUSSION ONLY |
| SUBJECT: Building Committee as a standing committee |

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: The Town Charter requires the Board of Selectmen to “appoint a committee to supervise the construction of all municipal buildings” (see Article 2, Section 15.B.5 – copy attached).

The pattern of past projects has been to appoint an ad hoc building committee each time a major new municipal building has been funded. There haven’t been many of these – the Police Station and Long Sands Bathhouse are the only two that come to mind for me. I don’t believe there have been committees appointed for lesser buildings, such as the Bog Road maintenance barn. The challenge with our pattern is that not all projects have triggered this requirement, and then each time a committee is assembled and begins its work, it starts from scratch. There is no institutional knowledge about lessons learned with each building project. Patrick Garon flagged this for me as a problem as we begin to look at the complex Town Hall renovation/expansion project.

Instead of appointing an ad hoc committee each time there is a building project, the Board could appoint a standing committee to oversee all municipal building projects. Given the Charter language, this would not include school projects because the School Committee is charged with appointing its building committees.

This is offered for discussion only. If the Board is interested, we can pursue this.

RECOMMENDATION: none at this time.

PROPOSED MOTION: n.a.

Prepared by Stephen H. Burns, Town Manager:
The Board of Selectmen shall adopt the approved budget line-item and adjust
the previously adopted Town Budget accordingly, subject to the restrictions
of this section, which adoption shall be retroactive to the beginning of the
fiscal year for which the Town Budget was adopted.

H. Upon certification that a majority of the voters of the Town voting at the
Special Budget Referendum have voted "NO" in response to the question
posed above in Article II, Section 14.G, the Board of Selectmen shall take no
action regarding the budget line-item so proposed. The budget line-item as
adopted by the Board of Selectmen under this Article following the annual
Budget Referendum shall remain in effect for the entire fiscal year for which it
was adopted.

Section 15: BOND ISSUES, BALLOTS

A. All capital projects of the municipal and school departments which the
Selectmen, by ordinance, propose to finance through the issuance of bonds
shall be submitted to the qualified voters of the Town at the Budget
Referendum, or any Special Budget Referendum pursuant to Article II,
Section 20, and Paragraph A. 4. a), after public hearing(s) in the manner and
form prescribed in Section 12 of this article by law, and may become effective
thirty (30) days after such referendum, provided a majority of the voters of
the Town, voting in such election, shall have voted in the affirmative.

B. The Town Clerk shall prepare the necessary ballots for said referendum.
Such ballots shall state at least the following for each project proposed:

1. A brief summary and general description of the proposed capital project;

2. The sum of money required for each capital project;

3. A statement of the maximum cost of the capital project;

4. A statement of the total net debt of the Town after issuance of the bonds
therein authorized;

5. The Board of Selectmen shall appoint a committee to supervise the
construction of all municipal buildings. The School Committee shall
appoint a Building Committee composed of no more than seven voting
members to plan the construction of all school buildings. The Building
Committee shall also include, as full voting members, two members of the
Budget Committee appointed by the Budget Committee.
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: February 6, 2020

☐ ACTION

DATE ACTION REQUESTED: February 10, 2020

☐ DISCUSSION ONLY

SUBJECT: Sohier Park Committee Appointments

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:

The Board of Selectmen will interview the following candidate for the Sohier Park Committee who is interested in membership to the Board:

2/10/2020 –
Richard O'Brien

This is the current membership on the board:
Regular – Brenda Knapp 2021
Regular – Brian Ross 2020
Regular – Tony Knox 2019
Regular – Evelyn Lipka 2021
Regular – Susan Moran 2021
Alternate – Diane Ross 2022
Alternate – VACANT 2022
Alternate – VACANT 2022

Currently there are 2 Alternate vacancies to fill the remaining term (through June 30, 2022).

RECOMMENDATION:

PROPOSED MOTION:
I move to appoint ____________ as an Alternate Member to the Sohier Park Committee, to fill a term expiring June 30, 2022.)

PREPARED BY: Diana Janetos, Assistant to the Town Manager
REVIEWED BY: ____________________
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: February 6, 2020

ACTION

DATE ACTION REQUESTED: February 10, 2020

DISCUSSION ONLY

SUBJECT: Recycling Committee Appointments

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:
The Board of Selectmen have interviewed or will interview the following candidates for the Recycling Committee all of whom are interested in membership to the Board:

1/13/2020 –
Carol Libby

2/10/2020 –
Jeannie Carr
Sally Solloway
Dennis Kepner

2/24/2020 -
Victoria Simon
Mark Graziano

This is the current membership on the board:
Regular – VACANT 2021
Regular – VACANT 2021
Regular – VACANT 2021
Regular – VACANT 2022
Regular – VACANT 2022
Regular – VACANT 2022
Regular – VACANT 2023
Regular – VACANT 2023
Regular – VACANT 2023

Currently all seats are vacant.
RECOMMENDATION:

PROPOSED MOTION:
I move to appoint __________ as a Regular Member to the Recycling Committee, to fill a term expiring June 30, ___.

PREPARED BY: [Signature] REVIEWED BY: [Signature]
Diana Janetos, Assistant to the Town Manager
TOWN OF YORK
APPLICATION FOR MEMBERSHIP
TOWN BOARD, COMMITTEES AND COMMISSIONS
PLEASE FILL OUT AND RETURN TO THE TOWN MANAGER’S OFFICE

Name: Carol Baker Libby

Physical Address: ____________________________

Mailing Address: ____________________________

Home Telephone: ____________________________ Mobile Telephone: ____________________________

Email: ____________________________ State of Residency: ____________________________

Why do you wish to serve?

see attached

What expertise can you provide?


PLEASE CHECK THE BOARD(S), COMMITTEE(S) OR COMMISSION(S) YOU WISH TO APPLY TO FOR MEMBERSHIP CONSIDERATION:

| Appeals Board                      | Parks and Recreation Board |
| Assessment Review Board            | Planning Board             |
| Cable TV Regulatory Commission     | Senior Citizens Advisory Board |
| Conservation Commission            | Shellfish Conservation Commission |
| Energy Efficiency Steering Committee | Sohier Park Committee      |
| Harbor Board                       | York Harbor Site Design Review Board |
| Historic District Commission       | York Housing Authority     |
| Municipal Social Services Review Board | Other:                     |

BELOW IS FOR OFFICE USE ONLY

Received Date: ____/____/______ Received By: ____________________________
Interview Date: ____/____/______ Appointment Date: ____/____/______
TOWN OF YORK
APPLICATION FOR MEMBERSHIP
TOWN BOARD, COMMITTEES AND COMMISSIONS
| PLEASE FILL OUT AND RETURN TO THE TOWN MANAGER’S OFFICE |

Name: Carol Baker Libby
Physical Address: 16 Sheru Lane, York ME 03909
Mailing Address: 16 Sheru Lane, York ME 03909
Home Telephone 207-361-4715 Mobile Telephone: 610-393-7900
Email: libbye@moravian.edu State of Residency: Maine

Why do you wish to serve? Recycling is one concrete thing that individual citizens can do to make our community more sustainable. When I recently read that any wet items in curbside recycling can make an entire truckload unsuitable for the recycling stream, I was dismayed. Surely the factors involved are complex, but I would like to work on that challenge to make York’s recycling program as simple, effective and cost-efficient as possible.

What expertise can you provide? I’m a scientist (can deal with technical and financial matters), educator (can relate complicated information to people of various backgrounds), and have leadership experience in volunteer organizations (can be counted on to get things done).

PLEASE CHECK THE BOARD(S), COMMITTEE(S) OR COMMISSION(S) YOU WISH TO APPLY TO FOR MEMBERSHIP CONSIDERATION:

| Appeals Board | Parks and Recreation Board |
| Assessment Review Board | Planning Board |
| Cable TV Regulatory Commission | Senior Citizens Advisory Board |
| Conservation Commission | Shellfish Conservation Commission |
| Energy Efficiency Steering Committee | Sohier Park Committee |
| Harbor Board | York Harbor Site Design Review Board |
| Historic District Commission | York Housing Authority |
| Municipal Social Services Review Board | X Other: Recycling Committee |

BELOW IS FOR OFFICE USE ONLY

Received Date: _____/_____/_______ Received By: _____________________________

Interview Date: _____/_____/_______ Appointment Date: _____/_____/_______
REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: January 30, 2020

Date Action Requested: next regular meeting

Regular X Work Session ___

Type of Action:

☐ Procedural  ☒ Formal Action

☐ Other: ___________________

Subject: Election Warden Appointment

TO: Board of Selectmen

FROM: Mary-Anne Szeniawski, Town Clerk

RECOMMENDATION: N/A

PROPOSED MOTIONS: Motion to Appoint Russell Osgood as Warden for the March 3, 2020 State of Maine Presidential Primary/Special Referendum Election and to set the polling hours as 8:00 a.m. until 8:00 p.m. at the gymnasium, York High School

Discussion:

FISCAL IMPACT: N/A

DEPARTMENT LINE ITEM ACCOUNT: N/A

BALANCE IN LINE ITEM IF APPROVED: N/A

Prepared By: MAS Reviewed By: ________________