1. Board Of Selectmen's Meeting Materials

Documents:

2019-02-11 BOS AGENDA.PDF
2019-02-11 BOS PACKET AMENDED.PDF
BOARD OF SELECTMEN'S
MEETING AGENDA
6:00 PM / 6:30 PM / 7:00 PM    MONDAY, FEBRUARY 11, 2019
YORK PUBLIC LIBRARY

6:00 PM: Board/Committee Interviews

6:30 PM: Executive Sessions – Title 1 MRS §405.6.C (Real Estate); Title 1 MRS §405.6.A (Personnel – Town Manager’s Annual Review)

Call to Order

Pledge of Allegiance

A. Consent Agenda
   1. January 28, 2019 Meeting Minutes
   2. Business License Renewals
   3. Property Redemption – 140 Cycad Avenue
   4. Board/Committee Appointments

B. Minutes

C. Chairman’s Report

D. Manager’s Report

E. Awards
   1. Real Estate – Terry Pirini

F. Reports
   1. Energy Issues – Lucy Brennan
   2. Nubble Road Update – Dean Lessard, Don Neumann, Tim Haskell

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.

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H. Public Hearings
   1. Polystyrene Foam Ordinance
   2. Special Event Regulation Amendment
   3. New Business License: York Beach Hospitality Group DBA: The Sand Dollar Bar and Grille (Food Service, Liquor); located at 2 Beach Street

I. Endorsements
   1. New Business Licenses: York Beach Hospitality Group DBA: The Sand Dollar Bar and Grille (Food Service, Liquor); located at 2 Beach Street

J. Old Business
   1. Discussion & Possible Action: Mount A Grant Requests
   2. Discussion & Possible Action: Polystyrene Foam Ordinance
   3. Discussion & Possible Action: Special Event Regulation Amendment
   4. Discussion & Possible Action: Policy Direction on Cliff Walk
   5. Discussion & Possible Action: Use of Fund Balance in FY20

K. New Business
   1. Discussion: Dog Park
   2. Discussion: Overall Assessment of Parking Issues
   3. Discussion & Possible Action: Senior Citizens Advisory Board Ordinance and Committee Charter
   4. Discussion & Possible Action: Town Manager’s Annual Evaluation

L. Future Agendas

M. Other Business

N. Citizens’ Forum

Adjourn
BOARD OF SELECTMEN’S
MEETING AGENDA
6:00 PM / 6:30 PM / 7:00 PM  MONDAY, FEBRUARY 11, 2019
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L. **Future Agendas**

M. **Other Business**

N. **Citizens’ Forum**

**Adjourn**
Board of Selectmen’s Consent Agenda

February 11, 2019

For the purpose of convenience and for expediting meetings, matter of business that are repetitive or routine nature (i.e. Business License Applications, Pole Permits, Special Event Permits, Off-site Business Directional Signs, etc.) are included in the Board of Selectmen’s Consent Agenda, and all such matters of business contained in the Consent Agenda are voted on collectively.

A particular matter of business may be singled out from the Consent Agenda for debate or for a separate vote upon the request of any of the Selectmen. In the case of a separate vote, the excluded matter of business is severed from the Consent Agenda and only the remaining matters of business contained in the Consent Agenda are voted on collectively.

Agenda Items:
1. January 28, 2019 Meeting Minutes
2. Business License Renewals
3. Property Redemption – 140 Cycad Avenue
4. Board/Committee Appointments

Example Motion to Accept all Items: I move to accept the Consent Agenda.

Example Motion when an Item is being pulled out of the Item List: I move to accept the Consent Agenda, minus item ____ (i.e. “2 – York Restaurant Business License”).
BOARD OF SELECTMEN’S
MEETING MINUTES
6:00 PM / 7:00 PM  MONDAY, JANUARY 28, 2019
YORK PUBLIC LIBRARY

6:00 PM: Executive Session - Title 1 MRS § 405.6.A (Personnel – Town Manager’s Annual Review)

Present: Chairman Todd A. Frederick, Vice-Chair Dawn Sevigny-Watson, Michael L. Estes, Robert E. Palmer, Jr., Elizabeth D. Blanchard and Town Manager Stephen H. Burns.

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

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

7:00 PM: Regular Meeting

Present: Chairman Todd A. Frederick, Vice-Chair Dawn Sevigny-Watson, Michael L. Estes, Robert E. Palmer, Jr., Elizabeth D. Blanchard, 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 7:00 PM.

Pledge of Allegiance

A. Consent Agenda

1. January 10, 2019 Meeting Minutes
2. January 14, 2019 Meeting Minutes
3. January 23, 2019 Meeting Minutes
4. Pole Location Permit

Moved by Ms. Sevigny-Watson, seconded by Ms. Blanchard to accept the Consent Agenda. Vote 5-0, motion passes.

B. Minutes
C. **Chairman’s Report**

D. **Manager’s Report**

E. **Awards**

1. **Conditional Donations for Parks and Recreation**

   Moved by Ms. Sevigny-Watson, seconded by Ms. Blanchard to accept the following donations for amenities at the Long Sands Bathhouse: $5,000 for a bench from Mary Hale, $5000 for a bench from Jeanne Gilbert, $5,000 for a bench from John Rosicky, $5,000 for a bench from Troy Williams, $5,000 for a bench from Jayne Champagne, $3,500 for a picnic table from Leeward Landing Thrift Store, and $15,000 for a flag pole from Libby’s Oceanside Camp Ground. Vote 5-0, motion passes.

2. **Conditional Donation for School Department**

   Moved by Ms. Sevigny-Watson, seconded by Ms. Blanchard to accept the conditional donation of $6,000 from Fidelity Charitable on behalf of Jane Jacobson for the support of the Visiting Author Program at Coastal Ridge Elementary School. Vote 5-0, motion passes.

F. **Reports**

1. **Lighting of the Nubble – Liz Cooper**

2. **Sea Wall Update – Dean Lessard**

3. **Rt. 1/Short Sands Road Intersection Update – Dean Lessard**

4. **Snow Plowing/Winter Budget Update – Dean Lessard**

G. **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:  
   Frederick Kershner
   Kelly Krohn
   Dawn Hackett
   Betsey Goodwin

Page 2 of 5  |  Board of Selectmen’s Meeting Minutes – January 28, 2019
H. Public Hearings

May 2019 Ordinance Amendments:
1. Tax Relief Ordinance
2. Alarm Ordinance
3. Polystyrene Foam Ordinance
4. Harbor Ordinance
5. Sohier Park Ordinance
6. Supplemental Building Ordinance

Moved by Ms. Sevigny-Watson, seconded by Ms. Blanchard to open the public hearing for Tax Relief Ordinance. Without objection, so ordered.

  Public Comment: Janie Sweeney, YCSA

Moved by Ms. Sevigny-Watson, seconded by Ms. Blanchard to close the public hearing. Without objection, so ordered.

Moved by Ms. Sevigny-Watson, seconded by Ms. Blanchard to open the public hearing for Alarm Systems Ordinance. Without objection, so ordered.

  Public Comment: Charlie Szeniawski, York Police

Moved by Ms. Sevigny-Watson, seconded by Ms. Blanchard to close the public hearing. Without objection, so ordered.

Moved by Ms. Sevigny-Watson, seconded by Mr. Blanchard to open the public hearing for Polystyrene Foam Ordinance. Without objection, so ordered.

  Public Comment: Gabe Sarno
                      Kayla Dredge
                      Hannah Gennaro
                      Caroline Leal
                      Daphne Stratton-Gignac
                      Kristine Adamowicz

Moved by Ms. Sevigny-Watson, seconded by Ms. Blanchard to close the public hearing. Without objection, so ordered.

Moved by Ms. Sevigny-Watson, seconded by Ms. Blanchard to open the public hearing for Harbor Ordinance. Without objection, so ordered.

  Public Comment: Paul Radochia
                      Jennifer Hunter
                      Pat Rochleau
Moved by Ms. Sevigny-Watson, seconded by Ms. Blanchard to close the public hearing. Without objection, so ordered.

Moved by Ms. Sevigny-Watson, seconded by Ms. Blanchard to open the public hearing for Sohier Park Ordinance. Without objection, so ordered.

Public Comment: None

Moved by Ms. Sevigny-Watson, seconded by Ms. Blanchard to close the public hearing. Without objection, so ordered.

Moved by Ms. Sevigny-Watson, seconded by Ms. Blanchard to open the public hearing for Supplemental Building Ordinance. Without objection, so ordered.

Public Comment: None

Moved by Ms. Sevigny-Watson, seconded by Ms. Blanchard to close the public hearing. Without objection, so ordered.

I. **Endorsements**

J. **Old Business**

1. Discussion: Historic District Commission Possible Expansions of Local Historic Districts

The Board of Selectmen and members of the Historic District Commission had a brief discussion about the possible expansions of Local Historic Districts.

2. Discussion & Possible Action: Proposed Ordinance Amendments

Moved by Ms. Sevigny-Watson, seconded by Mr. Estes to forward the petitioned amendment to the Harbor Ordinance, the Property Tax Relief Ordinance, the Alarm Systems Ordinance, the Sohier Park Ordinance and the Supplemental Building Ordinance to the Special General Referendum to be held on May 18, 2019. Further moved to conduct a second public hearing on the Polystyrene Foam Ordinance, to be held on February 11, 2019. Vote 5-0, motion passes.

3. Discussion: Special Events Policy – Draft Amendments
The Board chose to have a public hearing regarding the Special Events Regulations at next regular meeting.

4.  Discussion & Possible Action: LED Streetlight Conversion RFP

Moved by Ms. Sevigny-Watson, seconded by Ms. Blanchard to affirm the Board’s prior decision to seek voter approval to acquire streetlights along public ways and convert these to LED lights, per the proposal by RealTerm. Vote 4-1, Mr. Estes against.

5.  Discussion & Possible Action: Davis Property

No action was taken on this item.

K.  New Business

1.  Discussion & Possible Action: Town Manager’s Annual Review

No action on this item.

2.  Discussion & Possible Action: Sewer Extension Assurance

Moved by Ms. Sevigny-Watson, seconded by Ms. Blanchard to approve the proposed Weston Avenue sewer extension request as proposed by the York Sewer District letter dated December 13, 2018. Vote 5-0, motion passes.

L.  Future Agendas

M.  Other Business

N.  Citizens’ Forum

Public Comment: None

Adjourn

Moved by Ms. Sevigny-Watson, seconded by Ms. Blanchard to adjourn the meeting at 9:45 PM. Without objection, so ordered.

Respectfully Submitted,

Melissa M. Avery
Assistant to the Town Manager
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: February 7, 2019

DATE ACTION REQUESTED: February 11, 2019

SUBJECT: Business License Renewals

☐ ACTION
☐ DISCUSSION ONLY

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:

- Cliff Realty Corporation DBA: Cape Neddick Country Club (Food Service, Liquor, Special Amusement); located at 650 Shore Road
- CNLP, Inc. DBA: Cape Neddick Lobster Pound (Food Service, Liquor, Special Amusement); located at 60 Shore Road
- Mac’s Convenience Stores, LLC DBA: Circle K #7407049 (Food Service); located at 454 US Route One
- Cumberland Farms, Inc. DBA: Cumberland Farms #5567 (Food Service); located at 230 York Street
- Nancy’s Catering, Inc.DBA: Nancy’s Catering (Food Service, Liquor, Special Amusement); located at 1151 US Route One
- Kenneth West DBA: The York River Landing (Food Service. Liquor); located at 150 US Route One

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

PREPARED BY: Melissa M. Avery

REVIEWED BY:
BUSINESS LICENSE APPLICATION

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

Business Name: **CLIFF REALTY CORP. DBA CAPE KENNEBICK COUNTRY CLUB**

Street Address: 650 SHORE RD

Business Owner: 

Mailing Address: 353 OCEAN AVE, WELLS, ME 04090

Business Manager: **PAUL HASELTINE**

Mailing Address: 

Phone Number: 207-251-9897

Phone Number: 

E-mail Address: **HEL@CNCCGOLF.COM**

E-mail Address: 

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

[ ] 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 -
THE TOWN OF

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: Cape Neddick Lobster Pound

Street Address: 60 Shore Rd.

Business Owner: Joseph Young

Mailing Address: P.O. Box 1

Business Manager: SAME

Mailing Address: SAME

Cape Neddick, ME 03902

Phone Number: 207-351-5979

Phone Number: SAME

E-mail Address: jyoung06@maines.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: 22 / ___ (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

Food and Beverage:

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

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

- CONTINUE TO BACK PAGE OF APPLICATION -
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: Circle K

Street Address: 454 US Route One

Business Owner: Maine Convenience Stores LLC

Mailing Address: P.O. Box 347

Business Manager: Arne Grant

Mailing Address: P.O. Box 347

Phone Number: 207-363-9863

E-mail Address: cowings@circlek.com

Phone Number: 207-363-9863

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: __ (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

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 -
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.
Mailing Address: Tax Department
165 Flanders Road
Westborough, MA 01581
Business Manager: Marc Precurt
Mailing Address:
Phone Number: 508-270-1504
Phone Number: 207-351-3047
E-mail Address: L.Selvucci@cumberlandfarms.com
E-mail Address:

Please indicate who is to be the Primary Contact with the Town: ☑OWNER   ☐ 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)
____ 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: ___________________________

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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

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

- CONTINUE TO BACK PAGE OF APPLICATION -
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: Nancy's Catering Inc
Street Address: 1151 RT 1 Cape Neddick, Me. 03902
Business Owner: Nancy Brown
Mailing Address: P.O. Box 574
Phone Number: 207-363-5559
E-mail Address: Nancy B Catering@gmail.com
Business Manager: Sam
Mailing Address:
Phone Number:
E-mail Address:

Please indicate who is to be the Primary Contact with the Town: [ ] OWNER  [ ] 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: 49/49 (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, Bean and Games of Chance

Miscellaneous:
____ Transient Seller’s License
____ Flea Market License
____ Junkyard, Auto Graveyard/Recycling License
____ Other: ___

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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 -
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

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:

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: ___

Food and Beverage:

___ Food Service License (C/F)

Number of Seats: 247 / ___ (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
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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 -
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: February 7, 2019
☑ ACTION

DATE ACTION REQUESTED: February 11, 2019
☐ DISCUSSION ONLY

SUBJECT: Property Redemption Request

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:
Options for each property:
1. Approve the Property Redemption Request for the total taxes, interest and costs due
2. Deny the Property Redemption Request and keep the property under Town ownership

RECOMMENDATION:

PROPOSED MOTION: I move to approve the property redemption of Tax Map 0025-0037, located at 140 Cycad Avenue, as requested, subject to the condition that all taxes, interest and administrative costs are paid in full by no later than April 12, 2019 with cash or certified bank check.

PREPARED BY: Melissa M. Avery, Assistant to the Town Manager

REVIEWED BY: [Signature]
TO: Board of Selectmen  
FROM: Melissa M. Avery, Assistant to the Town Manager  
DATE: February 7, 2019  
RE: Tax Foreclosure Redemption: Map 0025 Lot 0037; 140 Cycad Avenue

Sheila McElhiney Trustee, former property owner of property identified as Tax Map 0025 Lot 0037, located at 140 Cycad Avenue in York, Maine, request to redeem this property for which the Town has foreclosed after the maturing of tax lien for Fiscal Year 2017.

We are recommending to the Selectmen, that Sheila McElhiney Trustee be allowed to redeem this property providing the following condition(s) are met:

**Condition #1** – All past years and current years taxes, interest, administrative and lien costs, which total **$8,399.72** shall be paid in full, to the Town of York, by no later than **April 12, 2019**.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2017</td>
<td>TAXES AND INTEREST</td>
<td>$1,936.00</td>
</tr>
<tr>
<td>FY2018</td>
<td>TAXES AND INTEREST</td>
<td>$3,502.56</td>
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<tr>
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<td>TAXES AND INTEREST</td>
<td>$2,761.16</td>
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<td>ADMINISTRATIVE/LIEN COSTS</td>
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<td></td>
<td><strong>Total</strong></td>
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**Parcel Information**

<table>
<thead>
<tr>
<th>Map-Lot</th>
<th>Size of Lot</th>
<th>Assessed Value</th>
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<tbody>
<tr>
<td>0025-0037</td>
<td>.1 Acres</td>
<td>$240,700</td>
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</table>
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: February 7, 2019

☑️ ACTION

☐ DISCUSSION ONLY

DATE ACTION REQUESTED: February 11, 2019

SUBJECT: Board/Committee Appointments

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: The Board conducted interviews with the following: Laura Brogan, Stephen Arsenault and Stephanie Byrne for Conservation Commission and, Michael Dow and Roger Laplante, Jr. for Committee for Veterans' Affairs.

The below motions for the Conservation Commission are all for Regular Membership for full three-year terms. There are also Alternate positions open, and you could stagger term length if you chose to. The motions for the Committee for Veterans' Affairs are staggered as directed in the Committee’s Charter.

RECOMMENDATION:

PROPOSED MOTION:
I move to appoint Laura Brogan as a Regular member to the Conservation Commission, with a term expiring June 30, 2022.
I move to appoint Stephen Arsenault as a Regular member to the Conservation Commission, with a term expiring June 30, 2022.
I move to appoint Stephanie Byrne as a Regular member to the Conservation Commission, with a term expiring June 30, 2022.
I move to appoint Michael Dow as a Regular member to the Committee for Veterans’ Affairs, with a term expiring June 30, 2020.
I move to appoint Roger Laplante, Jr. as a Regular member to the Committee for Veterans’ Affairs, with a term expiring June 30, 2021.

PREPARED BY: Melissa M. Avery, Assistant to the Town Manager

REVIEWED BY: [Signature]
<table>
<thead>
<tr>
<th>Conservation Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>R Michael Morgillo</td>
</tr>
<tr>
<td>R Pricilla Cookson</td>
</tr>
<tr>
<td>R</td>
</tr>
<tr>
<td>R</td>
</tr>
<tr>
<td>A</td>
</tr>
<tr>
<td>A</td>
</tr>
</tbody>
</table>

**Interviews**
- Laura Brogan - Conservation Commission
- Stephen Arsenault - Conservation Commission
- Stephanie Byrne - Conservation Commission
- Michael Dow - Committee for Veterans' Affairs
- Roger Laplante Jr. - Committee for Veterans' Affairs
Committee for Veterans’ Affairs — Committee Charter

Adopted by the Board of Selectmen — November 19, 2018

Standing Committee. The Committee for Veterans’ Affairs is a standing committee created by and answerable to the Board of Selectmen.

Membership. The Committee shall be comprised of five voting members. A quorum for purposes of voting shall require a minimum of three members present and voting, and decisions shall require three affirmative votes. Appointments shall be for 3 year terms, with initial appointments staggered such that one expires each year.

Meetings. All meetings of the Committee shall be public meetings, which shall be conducted in conformance with the Maine Freedom of Access Law (Title 1, M.R.S.A. Ch 13) and Robert’s Rules of Order. A notice of the meeting, which may be simply the meeting agenda, shall be posted publicly at least 48 hours in advance of each meeting, and shall be provided to the Town Manager’s office.

Minutes. Minutes shall be taken at each meeting in accordance with Robert’s Rules of Order. Approved minutes shall be provided to the Town Clerk for archiving.

Mission. The mission of the Committee is to serve as a point of contact for matters relating to veterans and the military, to develop and maintain a broad perspective on the Town’s approach to and participation in all such matters, to help ensure the Town honors veterans and the military, and to advise the Board of Selectmen accordingly.

Meetings with the Board of Selectmen. The Committee will meet with the Board of Selectmen at least once annually, or more frequently as needed.

Modification of Committee Charter. Any time after its formation, the Committee may propose to the Board of Selectmen any modification of its Charter believed necessary to enhance the ability to achieve its mission. The Board of Selectmen may accept, modify, or reject proposed changes to the Committee Charter.
Maine Revised Statutes
Title 30-A: MUNICIPALITIES AND COUNTIES
Chapter 157: PARKS, TREES AND PLAYGROUNDS

§3261. CONSERVATION COMMISSIONS

Unless otherwise provided under their home rule authority, municipalities may establish conservation commissions as provided in this section. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

1. Appointment of commissioners. The municipal officers may appoint at least 3, but not more than 7, conservation commissioners. Members shall initially be appointed for terms of one, 2 and 3 years, such that the terms of approximately 1/3 of the members will expire each year. Their successors shall be appointed for terms of 3 years each. Members shall serve until the appointment of their successors.

The commission may recommend to the municipal officers that associate members be appointed to assist the commission as the commission requires. Associate members are nonvoting members. Their terms of office shall be for one, 2 or 3 years.

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

2. Duties of commission. The commission shall:

A. Keep records of its meetings and activities and make an annual report to the municipality; [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. Conduct research, in conjunction with the planning board, if any, into the local land areas; [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

C. Seek to coordinate the activities of conservation bodies organized for similar purposes; and [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

D. Keep an index of all open areas within the municipality, whether publicly or privately owned, including open marshlands, swamps and other wetlands, for the purpose of obtaining information relating to the proper protection, development or use of those open areas. The commission may recommend to the municipal officers or any municipal body or board, or any body politic or public agency of the State, a program for the better protection, development or use of those areas, which may include the acquisition of conservation easements.

(1) Any body politic or public agency of the State conducting planning operations with respect to open areas within a municipality having a conservation commission shall notify that conservation commission of all plans and planning operations at least 30 days before implementing any action under that plan. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]
3. **Powers of commission.** The commission may:

A. Advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which it considers necessary; [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. Have the care and superintendence of the public parks and, subject to the approval of the municipal officers, direct the expenditure of all money appropriated for the improvement of those parks; [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

C. Acquire land in the municipality's name for any of the purposes set forth in this section with the approval of the municipal legislative body; and [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

D. Receive gifts in the municipality's name for any of the commission's purposes and shall administer the gift for those purposes subject to the terms of the gift. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

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

4. **Park commission under previous law.** This section does not require a municipality which has previously created a park commission under prior law to establish a conservation commission. Any such park commission previously created may continue to operate as originally established.

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

**SECTION HISTORY**


The State of Maine claims a copyright in its codified statutes. If you intend to republish this material, we require that you include the following disclaimer in your publication:

*All copyrights and other rights to statutory text are reserved by the State of Maine. The text included in this publication reflects changes made through the Second Special Session of the 128th Maine Legislature and is current through November 1, 2018. The text is subject to change without notice. It is a version that has not been officially certified by the Secretary of State. Refer to the Maine Revised Statutes Annotated and supplements for certified text.*

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PLEASE NOTE: The Revisor's Office cannot perform research for or provide legal advice or interpretation of Maine law to the public. If you need legal assistance, please contact a qualified attorney.
APPLICATION FOR MEMBERSHIP

Town Boards, Committees and Commissions

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

Name: Laura Bogan  
Date: 1/4/19

Physical Address: 81 North Village Rd., Cape Neddick, ME 03902

Mailing Address: 81 North Village Rd., Cape Neddick, ME 03902

Home Telephone: 207-251-1771  
Mobile Telephone: 207-251-1771

Email: laura@glowbodywork.com  
State of Residency: Maine

Why do you wish to serve? I am concerned about water quality and conservation of woodlands and protection of the watersheds. I have a vested interest in making sure the surfbreak is clean and preserved for the future generation.

What expertise can you provide? Experience on the Aquarquist Conservation Commission, background in surfing and exploring the woods of York and Cape Neddick.

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: **Stephen Arsenault**
Physical Address: 8 Norton Ave Ext, York ME 03909
Mailing Address: SAME
Home Telephone: [Blank] Mobile Telephone: 617-794-4075
Email: stephen.arsenault@comcast.net State of Residency: ME

Why do you wish to serve? I believe community involvement is crucial to town governance. I care about this town and everything it has provided to me.

What expertise can you provide? I have previous public service experience and I believe I can assist with any task this committee needs and will do it to my best ability.

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>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Review Board</td>
<td>Planning Board</td>
</tr>
<tr>
<td>Cable TV Regulatory Commission</td>
<td>Senior Citizens Advisory Board</td>
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<tr>
<td>Conservation Commission</td>
<td>Shellfish Conservation Commission</td>
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<tr>
<td>Energy Efficiency Steering Committee</td>
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<td>Harbor Board</td>
<td>York Harbor Site Design Review Board</td>
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<tr>
<td>Historic District Commission</td>
<td>York Housing Authority</td>
</tr>
<tr>
<td>Municipal Social Services Review Board</td>
<td>Other: Conservation Commission</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: **STEPHANIE BYRNE**

Physical Address: 9 Cimmeron City Drive, Cape Cod

Mailing Address: **SAME**

Home Telephone: **860 978 0580** Mobile Telephone: **SAME**

Email: **RSBIRNE21@YAHOO.COM** State of Residency: **ME**

Why do you wish to serve?  I was born in York Hospital. I grew up in one of the most beautiful areas of the USA. I would like to help keep it that way.

What expertise can you provide? **I have a Masters Degree in Math. I have been a career Actuary for over 30 years. Experience includes many years of cost/benefit analysis.**

## TO APPLY TO FOR MEMBERSHIP CONSIDERATION:

<table>
<thead>
<tr>
<th>Appeals Board</th>
<th>Parks and Recreation Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Review Board</td>
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<tr>
<td>Cable TV Regulatory Commission</td>
<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:</td>
</tr>
</tbody>
</table>

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**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: Michael Dow
Physical Address: 91 Pudding Lane
Mailing Address: Same
Home Telephone: 363-7924 Mobile Telephone: 207-394-7689
Email: Madcow@maine.com State of Residency: Maine
Why do you wish to serve? Member - Committee of Veterans Affairs

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: See Above |

BELOW IS FOR OFFICE USE ONLY

Received Date: _____/_____/_______ Received By: ____________________________
Interview Date: _____/_____/_______ Appointment Date: _____/_____/_______
Name: Roger Laplante Jr.
Physical Address: 47 Groundnut Hill Road, Cape Neddick 03902
Mailing Address: Same
Home Telephone: 207 361 2102
Mobile Telephone: 
Email: RALTR76@yahoo.com
State of Residency: Maine
Why do you wish to serve? To provide feedback to and from Veterans - what they/we are experiencing - lack of service after leaving the military
What expertise can you provide? Retired Veteran of Air Force 22 years
Currently employed by Dept of Navy - Portsmouth Naval Shipyard (11 years)

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: Veterans Advisory Board |

BELOW IS FOR OFFICE USE ONLY

Received Date: \1/22/2019
Received By:
Interview Date: _____/_____/______
Appointment Date: _____/_____/______
Town of York
Greenhouse Gas Inventory Update

Presentation to Board of Selectmen
February 11, 2019

Lucy Brennan
York Energy Steering Committee- AmeriCorps VISTA Member
yorkenergyvista@gmail.com
Last Presentation:
• Municipal Departments GHG emissions
• York Beach Fire Energy Retrofits and Solar Installation
• Potential Pathways to GHG Reductions

Tonight’s Update:
• FY17 GHG Emissions by Sector
• FY17 GHG Emissions by Sector and End-User
• Strategic Electrification Opportunities
  – 1: Electrify Municipal Vehicle Fleet
  – 2: Electrify Building Heat
  – 3: Solar for 100% of Electrical Load
With the inventory scope expanded to include the York Public Schools, Library, Sewer, and Water districts, heating fuel and electricity use contribute a combined 74% of all GHG emissions.
FY17 GHG Emissions by Sector and End-User

- **Municipal Departments**
- **York Public Schools**
- **Sewer District**
- **Water District**
- **Library**

**Metrics**:
- Metric Tons CO$_2$e

**Categories**:
- Electricity
- Heating Fuel
- Vehicles
FY17 GHG Emissions by Sector and End-User

High impact opportunities that focus on electrifying the vehicle fleet, transitioning away from heating fuels, and investing in 100% solar generation will lead to significant GHG emissions reductions.
Strategic Electrification: Efficiency first; then convert fossil fuels to electricity, and supply electricity with renewable sources.
Police Department vehicles contribute 48% of all municipal fleet emissions. A strategic transition to hybrid or electric patrol models offers significant fuel savings and GHG emissions reductions.
Opportunity 2: Electrify Building Heat
Fuel Switching at York Public Schools

Changing fuel from oil to propane reduced heating fuel costs. Efficiency first followed by strategic electrification, will be required to further reduce GHG emissions from heating fuels.
Opportunity 2: Electrify Building Heat
Heat Pump Installations at York Public Schools

Electrifying with heat pumps supplied from the grid could cut GHG emissions from building heat 50%, with greater reductions possible in a transition to 100% renewable electricity.
Opportunity 3: Solar for 100% of Electrical Load

Rooftop solar and municipal-scale ground installations represent an immediately available path forward towards rapid reductions in GHG emissions from the grid and 100% renewable electricity.
Conclusions

1. Efficiency first, always
2. Address vehicle fleet, heating fuels, and electricity
3. Strategic electrification sourced from renewables
4. Progress will require cooperation among all entities
Next Steps

• May: Present results of modeling entire community by sector- residential, commercial, and government

• July: Present policy recommendations including suggested GHG reduction goal in line with Energy Chapter of York’s Comprehensive Plan
Appendix Slides
Acknowledgements

The following entities and staff were fundamental in providing electricity, heating fuel, and transportation data:

- York Public Schools: Zak Harding, Director of Facilities
- York Sewer District: Tim Haskell, Superintendent and Kim Joyce, Accounts Payable
- York Water District: Don Newman, Superintendent and Patrick Desrosiers, Financial Manager
- York Public Library: Michelle Sampson, Library Director
- Town of York: Wendy Anderson, Finance Director, Kristie Bolton, A/P & Payroll Specialist, and Tyler Lavalle, Finance
**Municipal GHG Inventory Scope:**

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<th>Vehicle Fleet</th>
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<td>Electricity</td>
<td>Heating Fuel</td>
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<tr>
<td>York Municipal Departments</td>
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<td>X</td>
</tr>
<tr>
<td>York Public Schools</td>
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<td>X</td>
</tr>
<tr>
<td>York Water District</td>
<td>X</td>
<td>X**</td>
</tr>
<tr>
<td>York Sewer District***</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>York Public Library</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

*Estimated 20,342 annual gallons of diesel fuel use in school buses
**York Water District heating fuel data estimated FY13-FY15 from available FY16-FY17 data and heating degree days
***York Sewer District GHG emissions do not include emissions resulting from biological processes
## New England Regional Grid Resource Mix

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<thead>
<tr>
<th>Resource</th>
<th>% of Generation</th>
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</thead>
<tbody>
<tr>
<td>Gas</td>
<td>49%</td>
</tr>
<tr>
<td>Nuclear</td>
<td>30%</td>
</tr>
<tr>
<td>Renewables</td>
<td>10.4%</td>
</tr>
<tr>
<td>Wind</td>
<td>3.2%</td>
</tr>
<tr>
<td>Refuse</td>
<td>2.9%</td>
</tr>
<tr>
<td>Wood</td>
<td>2.6%</td>
</tr>
<tr>
<td>Solar</td>
<td>1.2%</td>
</tr>
<tr>
<td>Landfill Gas</td>
<td>0.4%</td>
</tr>
<tr>
<td>Methane</td>
<td>0.04%</td>
</tr>
<tr>
<td>Steam</td>
<td>0%</td>
</tr>
<tr>
<td>Hydro</td>
<td>8.4%</td>
</tr>
<tr>
<td>Oil</td>
<td>1.1%</td>
</tr>
<tr>
<td>Coal</td>
<td>1%</td>
</tr>
<tr>
<td>Other</td>
<td>&lt;1%</td>
</tr>
</tbody>
</table>

ISO New England Resource Mix [https://www.iso-ne.com/about/key-stats/resource-mix/](https://www.iso-ne.com/about/key-stats/resource-mix/)
GHG Emissions FY13-FY17
Municipal Departments, School, Sewer, Water and Library

MT CO₂-e

FY13 FY14 FY15 FY16 FY17

Streetlights Emissions from Electricity Heating Fuel (Propane) Heating Fuel (Oil) Vehicle Fleet
Notice of Public Hearing
Town of York - Board of Selectmen
Monday, February 11, 2019
7:00 PM
York Public Library

The York Board of Selectmen will conduct a Public Hearing regarding a proposed Ordinance to be considered at a May 2019 Special General Referendum, as follows:

1. Polystyrene Foam Ordinance

Printed Copies of the text of the Ordinance (document dated January 29, 2019) are available at the Town Clerk’s Office in Town Hall, and digital copies are available on the Town website (www.yorkmaine.org).
Amendment #3
Polystyrene Foam Ordinance – Proposed New Regulation

Ballot Language: The following language would appear on the ballot:

Article X
The Town hereby ordains a new ordinance entitled, “Polystyrene Foam Ordinance.”

Statement of Fact: The purpose of this amendment is to reduce the use of polystyrene foam, commonly but incorrectly referred to as Styrofoam, through a ban on the sale of food and beverage containers made of polystyrene foam, and the use of such containers to package or serve food and beverages.

Recommendations:
Recommended by the Board of Selectmen:

New Ordinance follows:

Polystyrene Foam Ordinance

SECTION 1. PURPOSE AND INTENT
The purpose of this ordinance is to greatly reduce the use of polystyrene foam in the Town of York.

The production and use of polystyrene foam as packaging and containers to serve or sell food and beverages have significant impacts on the marine and land environment of all coastal communities that outweigh their usefulness to the public. These impacts include but are not limited to: contributing to the potential death of marine animals through ingestion and entanglement; contributing to pollution of the land and marine environment; imposing an unnecessary burden on our solid waste management; polluting our storm drainage; and requiring the use of non-renewable fossil fuels for manufacture. Voluntary efforts to control the use of polystyrene foam food packaging and containers have had minimal effect to date.

The Town of York strives to conserve resources, reduce greenhouse gas emissions, waste and litter and to protect the quality of life for the Town’s residents and visitors.

SECTION 2. AUTHORITY
This Ordinance is adopted pursuant to the Town’s Home Rule Authority granted under Article VIII-A of the Maine Constitution and Title 30-A M.R.S. §3001.

Amendments to be voted in May 2019
DRAFT – January 29, 2019
Page 4
SECTION 3. DEFINITIONS

Polystyrene Foam: Thermoplastic petrochemical materials which utilize a styrene monomer and processed by any number of techniques including but not limited to fusion of polymer spheres (expandable bead polystyrene), injection molding, foam molding, and extrusion-blow molding (extruded foam polystyrene). This includes blown polystyrene and expanded and extruded foams, often incorrectly called “styrofoam,” which is a trademarked polystyrene foam insulation. With respect to food packaging, polystyrene foam is generally used to make cups, bowls, plates, trays, clamshell containers, meat trays and egg cartons. As used in this Ordinance, polystyrene shall not include clear polystyrene known as “oriented polystyrene.”

Retail Establishment: Any commercial enterprise engaged in the serving or sale of food and/or beverages, including but not limited to grocery stores, convenience stores, restaurants, take-out food purveyors, food trucks, and seasonal and temporary businesses.

Town: The Town of York, including the York School Department.

SECTION 4. STANDARDS
The following standards shall apply:

A. Retail establishments shall not serve or sell food or beverages utilizing polystyrene foam packaging or containers.
B. Retail establishments shall not sell polystyrene foam food or beverage containers.
C. The Town shall not purchase polystyrene food or beverage containers.

SECTION 5. EXCEPTION
The sale and packaging of raw seafood shall be exempt from this Ordinance.

SECTION 6. ADMINISTRATION AND ENFORCEMENT

A. The Code Enforcement Officer (CEO) shall have the authority to administer and enforce this Ordinance.

B. If it is determined that a violation has occurred by a retail establishment, the CEO shall first offer a verbal warning. The CEO shall issue a written warning if the violation continues or is resumed at a subsequent date. After a written warning has been issued, the CEO shall issue a written notice of violation for any subsequent violations and shall impose a penalty against the violator. The penalty associated with each written notice of violation shall be:

1. $50 for the first offense, or
2. $100 for the second and all subsequent offenses. To be considered a second or subsequent offense, the violation must occur within one year of the most recent prior violation.
C. No more than one penalty shall be imposed upon a retail establishment within a 7-day period.

D. A retail establishment shall have 15 days following receipt of a written notice of violation to pay the penalty.

SECTION 7. APPEALS
Any decision, action, or inaction pertaining to this Ordinance may be appealed to the York County Superior Court. Any appeal must be filed within 30 days of the decision or action being appealed.

SECTION 8. EFFECTIVE DATE
This ordinance shall take effect 1 year following the date of adoption by the voters to allow Retail Establishments time to make necessary adjustments to bring operations into compliance with the law.

SECTION 9. SEVERABILITY
Should any portion of this Ordinance be held by the courts to be invalid, this shall not affect the validity of remaining portions of this Ordinance.
Notice of Public Hearing
Town of York - Board of Selectmen
Monday, February 11, 2019
7:00 PM
York Public Library

The York Board of Selectmen will conduct a Public Hearing on Monday, February 11, 2019 at 7:00 PM regarding proposed changes to the Special Event Regulations.

Any questions or comments will be welcome at the hearing, and written comments may be submitted in advance to the Town Manager’s Office.

Printed copies of the text of these amendments are available with the Town Clerk’s Office and the Town Manager’s Office at the Town Hall; Digital copies are also available on the Town’s web page (www.yorkmaine.org).
Amendment #1
Special Event Regulations

Explanation of Amendment: The current Special Event Ordinance authorizes the Board of Selectmen to enact regulations that restrict special events on public property. The following amendment to the regulations provides a clearer mechanism for possible Board of Selectmen denial of a Special Event following coordinated staff review.

Amendment: Make the following change to the special event regulation.

6. Review Process
   A. All Special Events requiring a permit shall fill out a Special Event Permit Application, which will be reviewed by Town departments and other interested parties as specified in the application.
   B. Special Event Permit applications shall be obtained from the Town Manager’s Department. The Town Manager or their designee will serve as the point of contact through the application process.
   C. Any Special Event that may occur simultaneously or in close proximity to a recurring annual Town Sponsored Event (Christmas in July, Turkey Trot, Lighting of the Nubble, Festival of Lights, Memorial Day Parade, etc.) may require additional review by the Town Manager or their designee, and may be rejected.
   D. All Special Events that might have the potential to impact town services (police, fire, ambulance etc.) will submit a detailed operation and management plan that addresses the following unless waived by the Board of Selectmen:
      1. Traffic control and safety;
      2. Parking management;
      3. Solid waste collection and disposal;
      4. Use and placement of sanitary facilities;
      5. Fire management and emergency response;
      6. Event set-up, material removal and clean-up operations;
      7. Any other items related to Public Safety & Health as deemed appropriate by Police, Fire or Parks and Recreation Departments; and
      8. Assessment of any costs incurred by the Town related to the utilization of municipal resources or the use of other support services (i.e. York Ambulance).
E. A Special Event shall not take place until a Special Event application has been reviewed and approved by the Board of Selectmen and the applicant is officially notified by the Town Manager or their designee of permit approval.

F. Following a coordinated review process, the Board of Selectmen may approve or deny a Special Event Application. If the Board of Selectmen deny a Special Event Application, the applicant may request a re-hearing. The Board shall only consider a re-hearing if new material information is included within the Special Event Application.
PUBLIC HEARING NOTICE
Town of York – Board of Selectmen
February 11, 2019
7:00 PM
York Public Library

The Town of York Board of Selectmen will hold a Public Hearing on February 11, 2019 regarding a new Business License Application submitted for the following:

- York Beach Hospitality Group DBA: The Sand Dollar Bar and Grille (Food Service, Liquor); located at 2 Beach Street
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: February 7, 2019  ☑ ACTION
DATE ACTION REQUESTED: February 11, 2019  □ DISCUSSION ONLY

SUBJECT: New Business License Application

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. Signed business license applications and certificates will not be released to the applicant until all necessary department approvals have been received.

RECOMMENDATION: Approve the New Business License attached.

PROPOSED MOTION: I move to approve the following licenses:

- York Beach Hospitality Group DBA: The Sand Dollar Bar and Grille (Food Service, Liquor);
  located at 2 Beach Street

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

PREPARED BY: Melissa M. Avery  Reviewed By: [Signature]
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 Beach Hospitality Group DBA The Sand Dollar Bar and Grille

Street Address: 2 Beach Dr, York, Me 03909

Business Owner: Colby DeGrechee

Mailing Address: 378 Ridge Rd, York, Me 03909

Business Manager: __________________________

Phone Number: (207) 312-7984

E-mail Address: c-hay.degrechee@gmail.com

Please indicate who is to be the Primary Contact with the Town: ☑ OWNER  ☐ 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: 145 / ______ (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

- CONTINUE TO BACK PAGE OF APPLICATION -
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: Feb. 07, 2019

☑ ACTION

DATE ACTION REQUESTED: Feb. 11, 2019

☐ DISCUSSION ONLY

SUBJECT: Grant Application approval for Mt. A

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:

Each year we work to improve the trails, habitats and visitor experiences through hands on stewardship and outreach efforts. Projects planned for this year include significant upgrades to aging boardwalks, an extension of the Big A universal access trail, replacement and improvement of viewfinders and other wayside exhibits, purchase of trail traffic counters, a needs assessment for the Learning Lodge and a beach to mountain study.

All of these projects, studies and equipment purchases will assist our ability to have a lasting impact, providing new and unique connections with nature, and enhancing visitor experiences for a wide range of users.

The Mt. Agamenticus Conservation Program objectives are guided by an approved Public Access and Trail Plan and we rely heavily on donations, fundraising, and volunteers to support our efforts.

With a new policy in place, I am seeking pre-approval to apply for grant opportunities that will be due in the upcoming months. They include:

Nathaniel Wheeler Trust for plant supplies; deadline March 1st

Fields Pond Foundation for boardwalk replacement and a Big A trail extension; deadline ongoing

Davis Conservation Trust for boardwalk replacement or Big A extension; deadline April 10th

John Sage Foundation for traffic counters or wayside exhibits; deadline April 30th

NH Charitable Trust- Community Express Grants for Beach to Mountain study or strategic planning; deadline May 17th

NH Charitable Trust- Community Grants for operational support; deadline for concept Aug 1st

Maine Natural Resources Conservation Program for wetland restoration on old county roads; deadline June-July

Maine Outdoor Heritage Fund for trails, habitats and access management; deadline for concept Aug 1st

Please see the attached spreadsheet for more details regarding prospective grant options, guidelines, proposed use and any requirements.
RECOMMENDATION: I recommend pre-approval for the Parks and Recreation Department to apply to the grant sources identified in the DISCUSSION (above), on behalf of the Town and other fiscal agents, as may be required by the grantees.

PROPOSED MOTION: I move to pre-approve the Parks and Recreation Department to apply to the grant sources identified in the DISCUSSION (above), on behalf of the Town and other fiscal agents, as may be required by the grantees.

FISCAL IMPACT: none

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

PREPARED BY: [Signature] REVIEWED BY: [Signature]
TOWN OF YORK

Application to request the Board of Selectmen
to accept a conditional donation or give approval to apply for a grant

1. Department Head responsible for administering funds: Robin Cogger

2. Date of request: Feb. 07, 2019

3. Amount of donation or grant $ varies- see attached spreadsheet

4. What type of funds are you requesting (check one)

   Grant  X  If a grant what are the anticipated start & completion dates:
   Typically projects are started and completed in one year with the bulk of the work
   occurring during our field season May-September. Please see attached spreadsheet for.

   Donation  If a donation attach application from donor.

5. What will the funds be used for?

   Various planned projects, equipment and study. See attached spreadsheet

6. What is the benefit to the Town if the request is accepted? What are the consequences if rejected?

   If accepted the benefit to the Town is continued sustainable management of one of
   York’s most popular recreational destination. If rejected, the Conservation Coordinator
   will continue to seek alternative funding to carry out approved conservation
   management objectives.

7. Are there any additional insurance needs over and above the coverage currently held by the Town? No.

8. What does the acceptance obligate the Town to?
   (Include costs current & future, and summarize any other ongoing obligations to the Town)
   Please see attached spreadsheet. If there is a match requirement it will be noted along
   with any other noteworthy obligations above and beyond what is already our current
   goals, management objectives and strategies.
9. Will the grant require any equipment needs, such as a computer and printer? Desk/Chair? Workspace? Has Human Resources been contacted?

   No new needs required.

10. If staffing/workspace is needed - What recommendations has HR made to facilitate?

   n/a

11. Will any portion of this grant/donation be passed through to another entity? If yes, explain how much and why.

   No. Some grants may be obtained thru another Mt. Agamenticus Steering Committee partner as a fiscal agent if a 501c3 is required.

12. Does this grant/donation involve the receipt of federal money?
    (Federal grants will become part of the Towns Single Audit at fiscal yearend)

   No. Not this round.

13. Receipt of federal funds requires the requester to be to be familiar with and follow Uniform Guidance and Regulations as set forth by IRS. Failure to adhere to uniform guidance can result in significant consequences to the Town. These regulations can sometimes differ from information provided in application instructions. Are you able to ensure compliance with the grant request terms and conditions?

   YES____ X ______ NO__________

Town Manager Approval __________________________________________________________

Finance Director’s acknowledgement of notification to apply________________________

DECISION:
BOS Approval _________ Rejection _________ Date_________________
<table>
<thead>
<tr>
<th>Grant Sources</th>
<th>Interest</th>
<th>Amount</th>
<th>Match</th>
<th>Deadline</th>
<th>Notification Date</th>
<th>Time to Act</th>
<th>Awarded to</th>
<th>Fiscal Agent</th>
<th>Possible Project Ideas</th>
<th>Proposed Use</th>
<th>Desired Request</th>
<th>Additional Obligations</th>
<th>Decision</th>
<th>Report Info</th>
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</thead>
<tbody>
<tr>
<td>Nathaniel Wheeler Trust</td>
<td>Beautification of York</td>
<td>up to $25,000</td>
<td>good to show</td>
<td>Mar</td>
<td>after April meeting</td>
<td>1 year</td>
<td>York</td>
<td>York</td>
<td>York</td>
<td>$10K avg.</td>
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<td>ongoing</td>
<td>ongoing</td>
<td>usually 1 year from time of award</td>
<td>by negotiation</td>
<td>York</td>
<td>York</td>
<td>York</td>
<td>$10K avg.</td>
<td>maintenance plan</td>
<td>considering</td>
<td>required at completion</td>
<td></td>
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<tr>
<td>John S. Pappas Charitable Trust</td>
<td>Conservation</td>
<td>$500 to $2,000</td>
<td>good to show</td>
<td>Apr</td>
<td>1 month</td>
<td>usually 1 year from time of award</td>
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<td>York</td>
<td>$10K avg.</td>
<td>maintenance plan</td>
<td>considering</td>
<td>required at completion</td>
<td></td>
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<tr>
<td>Maine Outdoor Heritage Fund</td>
<td>Conservation</td>
<td>up to $30K</td>
<td>good to show</td>
<td>May</td>
<td>6 weeks</td>
<td>usually 1 year from time of award</td>
<td>$200 to $500</td>
<td>York</td>
<td>York</td>
<td>$10K avg.</td>
<td>maintenance plan</td>
<td>considering</td>
<td>required at completion</td>
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</tr>
<tr>
<td>Maine Community Foundation</td>
<td>Conservation</td>
<td>up to $30K</td>
<td>good to show</td>
<td>Sep</td>
<td>6 months</td>
<td>usually 1 year from time of award</td>
<td>$200 to $500</td>
<td>York</td>
<td>York</td>
<td>$10K avg.</td>
<td>maintenance plan</td>
<td>considering</td>
<td>required at completion</td>
<td></td>
</tr>
</tbody>
</table>
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: January 31, 2019

DATE ACTION REQUESTED: February 11, 2019

SUBJECT: Polystyrene Foam Ordinance

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Following the public hearing and discussion on January 28th, I made the revision to the draft Ordinance as directed by the Board. I also reached out to Holly Roberts at the Chamber and sent the revised draft for her. I don’t know what response Chamber membership may have but we’ll see.

The public hearing is now posted for the February 11th meeting. I’ve told people there will also likely be an additional public hearing on February 25th.

The Board should solicit input at the hearing on the 11th, make any further modifications it sees fit, and direct the staff to post for a final public hearing on the 25th. Substantive changes can still be made to the text, but after this it is either ready for the ballot or it would need to wait until November.

RECOMMENDATION: Conduct a public hearing on February 11th, modify as necessary, and post for a final public hearing on February 25th.

PROPOSED MOTION: I move to post the proposed Polystyrene Foam Ordinance for an additional public hearing on February 25th.

Prepared by Stephen H. Burns, Town Manager:
Amendment #3
Polystyrene Foam Ordinance – Proposed New Regulation

**Ballot Language:** The following language would appear on the ballot:

**Article X**
The Town hereby ordains a new ordinance entitled, “**Polystyrene Foam Ordinance.**”

**Statement of Fact:** The purpose of this amendment is to reduce the use of polystyrene foam, commonly but incorrectly referred to as Styrofoam, through a ban on the sale of food and beverage containers made of polystyrene foam, and the use of such containers to package or serve food and beverages.

**Recommendations:**
Recommended by the Board of Selectmen:

**New Ordinance follows:**

**Polystyrene Foam Ordinance**

**SECTION 1. PURPOSE AND INTENT**
The purpose of this ordinance is to greatly reduce the use of polystyrene foam in the Town of York.

The production and use of polystyrene foam as packaging and containers to serve or sell food and beverages have significant impacts on the marine and land environment of all coastal communities that outweigh their usefulness to the public. These impacts include but are not limited to: contributing to the potential death of marine animals through ingestion and entanglement; contributing to pollution of the land and marine environment; imposing an unnecessary burden on our solid waste management; polluting our storm drainage; and requiring the use of non-renewable fossil fuels for manufacture. Voluntary efforts to control the use of polystyrene foam food packaging and containers have had minimal effect to date.

The Town of York strives to conserve resources, reduce greenhouse gas emissions, waste and litter and to protect the quality of life for the Town’s residents and visitors.

**SECTION 2. AUTHORITY**
This Ordinance is adopted pursuant to the Town’s Home Rule Authority granted under Article VIII-A of the Maine Constitution and Title 30-A M.R.S. §3001.
SECTION 3. DEFINITIONS
Polystyrene Foam: Thermoplastic petrochemical materials which utilize a styrene monomer and processed by any number of techniques including but not limited to fusion of polymer spheres (expandable bead polystyrene), injection molding, foam molding, and extrusion-blown molding (extruded foam polystyrene). This includes blown polystyrene and expanded and extruded foams, often incorrectly called “styrofoam,” which is a trademarked polystyrene foam insulation. With respect to food packaging, polystyrene foam is generally used to make cups, bowls, plates, trays, clamshell containers, meat trays and egg cartons. As used in this Ordinance, polystyrene shall not include clear polystyrene known as “oriented polystyrene.”

Retail Establishment: Any commercial enterprise engaged in the serving or sale of food and/or beverages, including but not limited to grocery stores, convenience stores, restaurants, take-out food purveyors, food trucks, and seasonal and temporary businesses.

Town: The Town of York, including the York School Department.

SECTION 4. STANDARDS
The following standards shall apply:

A. Retail establishments shall not serve or sell food or beverages utilizing polystyrene foam packaging or containers.

B. Retail establishments shall not sell polystyrene foam food or beverage containers.

C. The Town shall not purchase polystyrene food or beverage containers.

SECTION 5. EXCEPTION
The sale and packaging of raw seafood shall be exempt from this Ordinance.

SECTION 6. ADMINISTRATION AND ENFORCEMENT
A. The Code Enforcement Officer (CEO) shall have the authority to administer and enforce this Ordinance.

B. If it is determined that a violation has occurred by a retail establishment, the CEO shall first offer a verbal warning. The CEO shall issue a written warning if the violation continues or is resumed at a subsequent date. After a written warning has been issued, the CEO shall issue a written notice of violation for any subsequent violations and shall impose a penalty against the violator. The penalty associated with each written notice of violation shall be:

1. $50 for the first offense, or

2. $100 for the second and all subsequent offenses. To be considered a second or subsequent offense, the violation must occur within one year of the most recent prior violation.
C. No more than one penalty shall be imposed upon a retail establishment within a 7-day period.

D. A retail establishment shall have 15 days following receipt of a written notice of violation to pay the penalty.

SECTION 7. APPEALS

Any decision, action, or inaction pertaining to this Ordinance may be appealed to the York County Superior Court. Any appeal must be filed within 30 days of the decision or action being appealed.

SECTION 8. EFFECTIVE DATE

This ordinance shall take effect 1 year following the date of adoption by the voters to allow Retail Establishments time to make necessary adjustments to bring operations into compliance with the law.

SECTION 9. SEVERABILITY

Should any portion of this Ordinance be held by the courts to be invalid, this shall not affect the validity of remaining portions of this Ordinance.
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: January 31, 2019
DATE ACTION REQUESTED: February 11, 2019

SUBJECT: Special Event Regulation

☐ ACTION
☐ DISCUSSION ONLY

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Following the public hearing, the Board needs to decide whether or not to amend the Special Event Regulation.

Amending the regulation simply clarifies the right of the Board to deny a request for a special event. This is hinted at as currently written, but staff believe this should be a bit more explicit. The reasons would need to be delivered in the recommendations by the various Town departments that provide the recommendations. If they think an event should be denied then they would detail the reasons for this.

If the Board doesn’t amend the code, it really doesn’t substantively change the Board’s authority. There is already language about what happens if an application is denied. It simply is less explicit and clear.

RECOMMENDATION: I recommend approval of the proposed amendment.

PROPOSED MOTION: I move to approve the proposed amendment of the Special Event Regulations.

Prepared by Stephen H. Burns, Town Manager: 

Signature
Amendment #1
Special Event Regulations

Explanation of Amendment: The current Special Event Ordinance authorizes the Board of Selectmen to enact regulations that restrict special events on public property. The following amendment to the regulations provides a clearer mechanism for possible Board of Selectmen denial of a Special Event following coordinated staff review.

Amendment: Make the following change to the special event regulation.

6. Review Process

A. All Special Events requiring a permit shall fill out a Special Event Permit Application, which will be reviewed by Town departments and other interested parties as specified in the application.

B. Special Event Permit applications shall be obtained from the Town Manager’s Department. The Town Manager or their designee will serve as the point of contact through the application process.

C. Any Special Event that may occur simultaneously or in close proximity to a recurring annual Town Sponsored Event (Christmas in July, Turkey Trot, Lighting of the Nubble, Festival of Lights, Memorial Day Parade, etc.) may require additional review by the Town Manager or their designee, and may be rejected.

D. All Special Events that might have the potential to impact town services (police, fire, ambulance etc.) will submit a detailed operation and management plan that addresses the following unless waived by the Board of Selectmen:

1. Traffic control and safety;
2. Parking management;
3. Solid waste collection and disposal;
4. Use and placement of sanitary facilities;
5. Fire management and emergency response;
6. Event set-up, material removal and clean-up operations;
7. Any other items related to Public Safety & Health as deemed appropriate by Police, Fire or Parks and Recreation Departments; and
8. Assessment of any costs incurred by the Town related to the utilization of municipal resources or the use of other support services (i.e. York Ambulance).
E. A Special Event shall not take place until a Special Event application has been reviewed and approved by the Board of Selectmen and the applicant is officially notified by the Town Manager or their designee of permit approval.

F. Following a coordinated review process, the Board of Selectmen may approve or deny a Special Event Application. If the Board of Selectmen deny a Special Event Application, the applicant may request a re-hearing. The Board shall only consider a re-hearing if new material information is included within the Special Event Application.
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: February 4, 2019

DATE ACTION REQUESTED: February 11, 2019

☑ ACTION

□ DISCUSSION ONLY

SUBJECT: Cliff Walk

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Click here to enter text.

RECOMMENDATION: per executive session

PROPOSED MOTION: I move to direct the Town Manager to take action with regard to the Cliff Walk property matters, as discussed in Executive Session.

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

DATE SUBMITTED: February 7, 2019

DATE ACTION REQUESTED: February 11, 2019

ACTION

□ DISCUSSION ONLY

SUBJECT: Use of Fund Balance in FY20

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: The Board needs to make a decision at this meeting about use of Fund Balance in FY20 because the Budget Committee is nearing the end of its process and this decision must be provided to them so they can incorporate it into their proposed budget and warrant.

In December the Board had preliminary discussions about the use of Fund Balance with regard to the FY20 budget. There were follow-up discussions at the January 14th meeting as well, but still no decisions have yet been made. At its meeting of January 31st, the Budget Committee discussed the Comp Plan and bridge engineering proposals at some length, then conducted a straw poll and found 100% agreement with regard to funding the Comp Plan at $200,000 and Cape Neddick River Bridge engineering at $75,000.

There is up to $608,542 available for capital purchases and to offset operating expenses.

I recommend the Board allocate $275,000 of the fund balance to offset the cost of the following two items:

$200,000 for preparation of a new Comprehensive Plan
$75,000 for initial scoping and preliminary engineering of the Chases Pond Road bridge

Robert has raised the issue of creating a sustainability fund that would be managed by the Board of Selectmen in a manner similar to that of the Selectmen’s Contingency Account. People, officials and boards could apply to the Board for funds for any type of green project, and the Board could fund those it finds appropriate. These would necessarily be smaller, operating budget-scale projects – not triggering the criteria of capital. This could initially be funded through the use of surplus fund balance in either of two ways: as a one-time-only matter; or as an initiative that would be funded annually as a line in the operating budget.
RECOMMENDATION: Forward to the Budget Committee a decision to ask the voters to utilize $275,000 from Fund Balance, requesting use of $200,000 to pay for the cost of preparing a new Comprehensive Plan, and $75,000 to pay for preliminary engineering costs associated with replacement of the Chases Pond Road bridge over the Cape Neddick River.

PROPOSED MOTION: I move to forward to the Budget Committee a decision to ask the voters to utilize $275,000 from Fund Balance, requesting use of $200,000 to pay for the cost of preparing a new Comprehensive Plan, and $75,000 to pay for preliminary engineering costs associated with replacement of the Chases Pond Road bridge over the Cape Neddick River. (If the Board wants to create a sustainability fund then add this and the amount to the motion.)

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

DATE SUBMITTED: February 7, 2019

DATE ACTION REQUESTED: February 11, 2019

SUBJECT: Dog Park

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:

In response to the development of the citizen initiative *Friends of York Dog Park*, the York Police Department and the York Parks and Recreation Department have collaborated to begin exploring the feasibility of a Dog Park in our community.

Our first course of action has been to research several communities, both neighboring communities and those a little further away, to learn the step(s) that each may have taken in the process of identifying need, determining location, establishing capital funds, ensuring sustainability of maintenance and upkeep, and developing and enforcing dog park regulations.

The communities identified for research were, in Maine: Ogunquit, Kennebunk, Bath and Brunswick and in New Hampshire: Portsmouth and Dover. While the dog parks in each of these communities are unique to the respective community, a set of commonalities did emerge:

- In each of the communities, the development of the dog park was driven by a citizen initiative and the town/city donated the land for the park along with some level of funding for maintenance and oversight. In all of the cases, the capital funds to build the park were raised by the citizen’s initiative. In all of the cases some level of volunteer involvement continues to assist in the day-to-day maintenance of the park.

- In all cases, the park is surrounded by a coated chain link fence, minimum of 5’ high. The parks with greater success also have a bottom tension wire.

- In most all cases, the dog parks were created as extensions of existing public parks. In a few cases, the dog parks were built on outlying, unused public property. In all cases, with the exception of one, parks were built on land that did not require major site work.
In each of the communities, a minimum of 1 acre was dedicated for the dog park with the largest park being 12 acres.

In all but one location running water is available, at least seasonally.

All of the dog parks provide dog waste stations, including bags, and trash barrels.

At the very minimum, we believe that the following list of items will need to be considered in exploring the feasibility of a dog park in York, including any costs that may be associated:

- Appropriate location
- Site work
- Fence to include double gate entry
- Enforcement (obey all state and local ordinances pertaining to dogs within the confines of the park and work to amend the town ordinance to allow dogs off leash within the confines of the park, along with day-to-day enforcement of any park specific regulations that may be created)
- Liability and insurance
- Adequate parking
- Running water
- Long-term and day-to-day maintenance (i.e., weed-wacking, mowing, snow removal, trash removal, pest management, etc.)
- Port-o-potty or restroom
- Signage
- Regulations
- Dog waste stations including bags
- Amenities, whether they are natural environment or commercial structures

At this time, it would be premature to attach any dollar amount to either a capital project or operating budget. That said, we have learned that in each of the communities, the fencing was the largest single expense, ranging between, $12,000.00-$30,000.00. In many of the communities, ongoing, day-to-day maintenance has been added and included in the overall Parks budget, the City of Bath appropriates $10,000.00 annually for dog park supplies and maintenance.

We believe that a responsible next step would be to engage the Friends of York Dog Park in a brainstorming meeting so that we can learn about their needs and vision being mindful to consider all implications to the community. This will guide us in working with the group to find a mutually beneficial, affordable solution, should the Board so desire. This meeting will include representatives from the Police Department, Parks and Recreation Department, other town officials, and citizens from the Friends of York Dog Park. The Parks and Recreation Department will take the lead in coordinating and scheduling the meeting.
RECOMMENDATION: No recommendation at this time

PROPOSED MOTION: No motion at this time

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PREPARED BY: [Signature]

REVIEWED BY: [Signature]

* Also, we need to review the Comp Plan and Capital Program to look for consistency — amend may be required.
Town of York
BOARD OF SELECTMEN
AGENDA ITEM REQUEST FORM

Name: Kelli Krohn
Date: 12-11-18

Physical Address: 30A Moulton lane, York, Maine 03909
Mailing Address: Same as above

Home Telephone: Mobile Telephone: 207-459-9218
Email: KKrohn9122@gmail.com

Agenda Item Requested (Please provide background information):

York Dog Park possibilities: Interest has been generated by York residents on the construction of a dog park. Residents would like to know the best avenue for exploring options.

BELOW IS FOR OFFICE USE ONLY

Received Date: ______/_____/______  Received By: _______________________
Date Item Scheduled on Agenda: ______/_____/______
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: February 6, 2019
DATE ACTION REQUESTED: February 11, 2019
SUBJECT: Traffic Safety Ordinance / Parking Policies – Overall Review and Priorities

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: At the request of the Board, a meeting was held involving the Town Manager, officials from Highway, Parks and Rec., Police and Planning to discuss necessary changes to the Traffic Safety Ordinance. The group identified several issues that need to be addressed. Attached is a list of recommended changes and additions to the overall Traffic Safety Ordinance and Parking policies.

The list has also been prioritized in hopes in making some necessary changes for the summer of 2019.
- First Priority items would be scheduled for a hearing and consideration on March 11th.
- Second Priority items would be scheduled for a hearing and consideration on April 8th.
- Third Priority and beyond items would be scheduled as they can be prepared by staff.

RECOMMENDATION: Review our recommendations and let us know what changes you want to see. Staff will follow up accordingly with the actual proposals.

PROPOSED MOTION: n.a.

PREPARED BY: Lt. Owen Davis
REVIEWED BY:
First Priority:
Wiggly Bridge / Route 103 – Identify new spaces (loading zone/permit/public)
Oceanside Ave. – Designate no parking except for two spaces for emergency vehicles/on duty town personnel/loading zone)
Schedule E – Amend the ordinance to reflect spaces controlled by the new kiosks

Second Priority:
River Road – Restrict parking outside permit parking zone
Bog Road – Designate as a no parking zone
Short Sands Road – Designate as a no parking zone
Temporary No Parking signs – Include in the traffic safety ordinance
Mountain Road (from Summit Road northwest towards South Berwick) – Limit parking to one side of the road
York Harbor Post Office – Add one 15-minute parking space in section 3
Harbor Beach – Designate no parking at the access ramp
Amend fine amounts for Section 18 Other Violations – Increase fine amount from $35 to $50

Third Priority:
Parking near Eaton’s – Address town owned parking area on the west side of Long Beach Ave. by Camp Eaton’s
Hawk Street – Identify town owned parking and control by kiosk or permit
Harris Island Road – Designate parking area south of the Harbor Master parking as Harbor Use Permit Only
Mountain Road (from Summit Road southeast direction) – Address parking on both sides of the road as well as Mt. A access points
Robert Stevens Drive – Add under Section 14, 5th paragraph – parking prohibited between 1:00 am and 4:00 am
Scotland Bridge Road – Address parking concerns on both sides of Scotland Bridge

Fourth / Long Term Priority:
Route 1A in the Harbor – Address inconsistencies and possible changes in the current ordinance, i.e., time limits
Route 103 near Harris Island Road – Address parking concerns at the intersection of Harris Island Road and Route 103 in a southerly direction
Barrell Lane Ext. – Address parking issues due to the Fishermen’s Walk
Edwards Harborside for Fishermen’s Walk – Address parking in the roadway to access Fishermen’s Walk
Address inconsistencies and outdated language in the traffic safety ordinance; utilize intersections, street addresses and possibly GPS coordinates
Beach Ballfield parking – Is there a need to address free parking at the ballfield?
Orchard Farm Road – Address on street parking in the vicinity of the intersection of Route 1
Davis Trails – Discuss the potential need to regulate parking in the vicinity of the Davis Trails
Starboard Lane – Address parking concerns due to Cliff Walk
Route 103 – Address parking concerns in the vicinity of the Kittery line.
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: February 4, 2019  ☑ ACTION

DATE ACTION REQUESTED: February 11, 2019  □ DISCUSSION ONLY

SUBJECT: Senior Center Advisory Committee Charter

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:
The Senior Citizen Advisory Board Ordinance was first adopted in 1984 and amended in 2001. The Ordinance allowed for a Town-Appointed Board to manage, supervise and direct the operations of the York Senior Center. A copy of the Ordinance is attached for your review.

In 2010, the Town of York Parks and Recreation Department, at the Direction of Town Manager, Rob Yandow, assumed complete oversight, operation, and management of the York Senior Center Facility. In doing so, any responsibility for said management and operation was removed from both the Senior Citizen Advisory Board and the Senior Center, Inc. (an independent 501C-3).

Attached, you will find a Draft of the Senior Center Advisory Committee Charter. The adoption of this Charter would replace the 1984 Ordinance and allow for the continuation of a Town-Appointed Board to serve in an advisory capacity; aligning with current practice. The Charter would take effect upon the voter repeal of the Ordinance.

I would like to request that the Board of Selectmen adopt the attached Senior Center Advisory Committee Charter and take the necessary steps to delete the Senior Citizen Advisory Board Ordinance.

RECOMMENDATION: I recommend that the Board of Selectmen adopt the Senior Center Advisory Committee Charter and that you take the necessary steps to delete the Senior Citizen Advisory Board Ordinance. The Charter would take effect upon voter repeal of the Ordinance.

PROPOSED MOTION: I move to adopt the Senior Center Advisory Committee Charter and to take the necessary steps to delete the Senior Citizen Advisory Board Ordinance. The Charter will take effect upon voter repeal of the Ordinance.
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PREPARED BY: [Signature]  REVIEWED BY: [Signature]
Town of York, Maine

Senior Center Advisory Committee

Committee Charter

Background:
The Senior Citizen Advisory Board Ordinance was first adopted in 1984. The Ordinance allowed for a Town-Appointed Board to manage, supervise, and direct the operations of the York Senior Center. In 2010, the Town of York Parks and Recreation Department, at the Direction of the Town Manager, assumed complete oversight, operation, and management of the York Senior Center Facility, membership and staff. In doing so, any responsibility for said management and operation was removed from both the Senior Center Advisory Board and The Senior Center, Inc. (an independent 501-C3). This committee charter, which replaces the Ordinance, will allow for the continuation of a Town-appointed committee to serve in an advisory capacity and align with current practice.

Mission:
It shall be the mission of the Senior Center Advisory Committee to assist the Parks and Recreation Department and its staff in enhancing the lives of older adults through education, recreation, nutrition, and social activities in a welcoming community setting.

Responsibilities:
The Committee shall act in an advisory capacity with regard to decisions on issues, policies, and programs. The Committee will also serve as a liaison between the Board of Selectmen, Town Manager, Park and Recreation Department, and the community of older adults in matters of particular concern and impact; and report annually, in writing, to the Board of Selectmen.

Membership:
The Committee shall be composed of 5 members, and 2 alternate members, each of whom shall be appointed by the Board of Selectmen. Members shall be appointed for a 3-year term. Members may be re-appointed. Members-elect shall be sworn to faithful discharge of their duties by the Town Clerk prior to attending their first meeting.

The Committee shall elect, by majority vote, one of its members to serve for the ensuing year as Chair. The Chair shall preside over the meetings and be recognized as the head of the Committee for all ceremonial purposes.

The Committee shall elect, by majority vote, one of its members to serve for the ensuing year as Vice-Chair. The Vice-Chair shall have all of the powers as the Chair during such temporary absence or disability of the Chair.

The Committee shall elect, by majority vote, one of its members to serve for the ensuing year as Secretary. The Secretary’s role will be to take attendance, record meeting minutes, and deliver approved meeting minutes to the Town Clerk for permanent archiving.
In the transition from the Board to the Committee, all members of the Senior Citizen Advisory Board shall be transferred over to fulfill the remainder of their terms as members of the Committee. Officer appointments, as well, shall also transfer.

Quorum:
A simple majority of the Committee shall constitute a quorum for the transaction of business.

Qualifications:
Committee members shall be registered voters of the Town of York.

Vacancies:
If a seat on the Committee becomes vacant, the vacancy shall be filled by appointment of the Board of Selectmen for the unexpired term, as soon as possible after the vacancy occurs.

Compensation:
There shall be no compensation for services.

Meetings and Minutes:
The Committee shall meet at the Senior Center at 1:00pm on the 3rd Tuesday of the months of January, March, May, July, September and November. Meetings shall be posted publicly, and on the Town website, in advance of each meeting. Meetings shall be conducted in accordance with Robert's Rules of Order and in compliance with Title 1 M.R.S. §406. Minutes shall be taken, voted into the record and provided to the Town Clerk for archiving. Meeting minutes, once approved, should be posted at the Senior Center and on the Town website.

Attendance at Meetings:
Committee members shall not be absent from more than 3 consecutive meetings without being excused in advance by the Chair. Failure to obtain such excuse shall create a presumption that the member has resigned his or her membership on the Committee and the Chair shall thereupon promptly notify the Town Manager of such presumption. The Board of Selectmen shall promptly fill said vacancy after affording the unexcused member an opportunity to appear and be heard and show just cause for failure to obtain the required excuse.

Modification of this Charter:
Any time after its adoption, charter modifications may be made, if it is believed necessary to enhance the Committee's ability to achieve its mission. The Board of Selectmen may accept, modify, or reject proposed changes.
FORTY-EIGHTH - To see if the Town will vote to appropriate $15,000. from the General Fund Balance and apply it to the reduction of the note for the Police Station renovations. Budget Committee recommends approval. Vote: 7-0-0.

STATEMENT OF FACT: In making the renovations at the Police Station, certain energy saving modifications were made, of which 50 percent were reimbursable by the State. It is felt that this amount should be used to reduce the outstanding balance on the note for the renovations.

FORTY-NINTH - Shall an ordinance entitled "Senior Citizens Advisory Board" be enacted by the Town?

(Copies are available at the Town Clerk's Office.)

FIFTIETH - Shall amendments to the "Rules and Regulations Pertaining to the Harbor, Port and Channels Within the Town of York, Maine" be enacted?

(Copies are available at the Town Clerk's Office.)

Dated at York this Ninth day of April One Thousand Nine Hundred and Eighty Four.

Arthur A. Berger
Thurston C. Priley
Michael V. Palumbo
Virginia S. Spiller

SELECTMEN OF YORK, MAINE
SENIOR CITIZEN ADVISORY BOARD ORDINANCE

Section 1. Senior Citizens Advisory Board

A. Duties

1. The Senior Center Advisory Board shall manage, supervise and direct the operations of the York Senior Citizens Center in conjunction with the Senior Citizens Coordinator.

B. Organization

1. Appointments shall be made by the Board of Selectmen.

2. The Senior Citizens Advisory Board shall consist of 5 voting members and 2 alternate members. (2001)

3. The term of each member shall be three years, except the initial appointment which shall be:

   a. Voting Members:  
   2 for one year  
   2 for two years  
   3 for three years

   Members may be reappointed.

4. When there is a permanent vacancy, the Board of Selectmen, within 60 days of the occurrence shall appoint a person to serve for the unexpired term.

Approved at Special Town Meeting, April 28, 1984
Amended November 6, 2001
Amendment #7
Delete the Senior Citizen Advisory Board Ordinance

Ballot Language: The following language would appear on the ballot:

Article X
The Town hereby ordains repeal of the Senior Citizen Advisory Board Ordinance in its entirety.

Statement of Fact: The purpose of this amendment is to eliminate an ordinance, initially enacted in 1984, that establishes a committee to oversee operations of the Senior Center. Since 2010 the Senior Center has been operated under the direction of the Parks and Recreation Department and this ordinance is no longer appropriate. The Board of Selectmen has established the charter for a new committee that instead will serve in an advisory capacity at the Senior Center.

Recommendation:
Recommended by the Board of Selectmen:

Amendment: Delete this Ordinance, as follows:

Section 1. Senior Citizens Advisory Board

A. Duties

1. The Senior Center Advisory Board shall manage, supervise and direct the operations of the York Senior Citizens Center in conjunction with the Senior Citizens Coordinator.

B. Organization

1. Appointments shall be made by the Board of Selectmen.

2. The Senior Citizens Advisory Board shall consist of 5 voting members and 2 alternate members. (2001)

3. The term of each member shall be three years, except the initial appointment which shall be:

   a. Voting Members: 2 for one year
   - 2 for two years
   - 3 for three years

Amendments to be voted in May 2019
DRAFT - February 6, 2019
Page 13
Members may be reappointed.

4. When there is a permanent vacancy, the Board of Selectmen, within 60 days of the occurrence shall appoint a person to serve for the unexpired term.