
Documents:

- AGENDA FOR APRIL 13 2020.PDF
BOARD OF SELECTMEN'S
MEETING AGENDA
7:00 PM  MONDAY, APRIL 13, 2020
Virtual Meeting – Broadcast on Channel 1302 and Town Hall Streams

Call to Order

Pledge of Allegiance

A. Consent Agenda
   1. April 2 and April 6, 2020 Meeting Minutes

B. Minutes

C. Chairman's Report

D. Manager's Report

E. Awards
   1. Community Recognition Awards

F. Reports
   1. Department Reports about Functionality

G. Citizens' Forum - E-mailed input only – sent to either the Board of Selectmen through the
   web site (yorkmaine.org) or to the Town’s temporary address (covid@yorkmaine.org). No
   in person testimony allowed at this meeting.

H. Public Hearings

I. Endorsements

J. Old Business
   1. Action: May Referenda (Mary-Anne Szeniawski)
   2. Action: Comprehensive Plan Bid Award (Dylan Smith)

K. New Business
   1. Discussion: Safety of Berwick/North Village Road (Dean Lessard)
   2. Discussion: Plan for 810 US Route One DPW Facility (Dean Lessard)
   3. Action: Grant Application for Village Fire Department Brush Truck (Chief Balentine)

4/10/2020 1:35:36 PM
4. Discussion: Conceptual Discussion of Exit Plan (Steve Burns)
5. Action: Property Redemption- 67 Ocean Avenue Extension (Kathryn Lagasse)

I. Future Agendas

M. Other Business

N. Citizens' Forum

Adjourn
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. April 2, 2020 Meeting Minutes
2. April 6, 2020 Meeting Minutes

**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
7:00 PM    THURSDAY, APRIL 2, 2020
VIRTUAL ONLY – Channel 1302 or Town Hall Streams

7:00 PM - Regular Meeting

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

Others Present: Town Manager Stephen H. Burns, Chief of Police Charles J. Szeniawski, Director of Code Enforcement Amber Harrison, Director of Public Works Dean Lessard, Reporter Erin Hayes, Superintendent York Water District Don Neumann, Bernstein Shur Mary Costigan, Director of Parks and Rec. Robin Cogger, Director of Human Resources and Assistant Town Manager Kathryn Lagasse, Director of GIS and Technology Brett Horr, Assistant to the Town Manager Diana Janetos

Call to Order

Chairman Todd A. Frederick called the meeting to order at 7:01 PM.

Pledge of Allegiance

A. Chairman’s Report

Todd A. Frederick thanked Brett Horr and IT staff.

Robert Palmer thanked IT staff as well and mentioned there are stay at home orders for most states and the closing of attractions in York.

Liz Blanchard received compliments on Monday’s meeting and sad about blocking off Nubble but what we are doing is necessary. Hoping that we slow down the virus.

Marilyn McLaughlin thanked all IT people and everyone who has written in. Has lots of concerns about shutting down the town and curtailing individual rights but understands the need for it. It is important that the hospital can take care of all their citizens.

Mike Estes mentioned things are tough and that he and the Board members are behind everyone 100%. Worried about taking away from people’s ability to make income. Wants to make sure that people can’t
sue, would like opinion from Mary Costigan. Need to make sure we are not overstepping Governor who wants people to be outside walking, etc.

Todd A Frederick thanked Amber Harrison, Director of Code Enforcement keeping everyone informed, Chief Szeniawski, the Town Manager and the Management Team for all their hard work. Wells and Kennebunk and Old Orchard also doing something like us after Portland and S. Portland.

Director of Code Enforcement Amber Harrison spoke about mental health programs. Thanked Liz Cooper from Parks and Rec.

B. **Manager’s Report**

Thanks to Wiggly Bridge Distillery, Stonewall Kitchen and Classic Compounding Pharmacy in Cape Neddick for making hand sanitizer.

Put in for 4 capital projects for a stimulus package out of Washington for municipal infrastructure:

- Chases Pond Rd. bridge, 1.5 million
- Mt. A parking lots and composting toilets, 1.2 million
- Townhall Expansion, 6 million
- Sewer expansion, 8.5 million

Amber Harrison mentioned that Telehealth and a 1-800 disease reporting no. for anyone who is potentially positive is on a slide on our public access channel and on our website.

C. **Citizens’ Forum**

Most emails about seasonal water and those should be directed to York Water District, not to the BOS.

Witchtrot facility, Marilyn touched on this, should be staying home and not going to the transfer station. We have curbside pickup.

D. **Old Business**

1. Emergency Declaration and Orders
   (Read by Marilyn McLaughlin and Stephen Burns, Emergency order is 4 pages and located on website)
   Moved by Robert Palmer, seconded by Elizabeth Blanchard to accept as read. Vote 5-0, motion passes.
   Followed by discussion.
   If there is a domestic situation, please call the Police or call Caring Unlimited, numbers will be put on the website.
   Mike Estes would like to amend D. under Occupancy to add safety of the home.
Robert Palmer would like to include a section under E. and add Caring Unlimited and YCSA for support services. Marilyn asked about under 4. Seasonal homes, do people have to be quarantined before they start working when in a seasonal home? Stephen Burns mentioned that anyone coming in is supposed to self-quarantine. If not here year-round, please stay at home. Amend - workers of those essential services as defined in 19 FY19/20 allowed in hotels, motels Vote 5-0 as amended, motion passes.

E. Future Agendas
Wendy Anderson in regard to cash flow and revenues Budget Committee will meet at final week of the month Rick Mace and how he will get the tax bills out on time Mary-Anne Szeniawski in regard to the ballots

F. Other Business

G. Citizens’ Forum

Adjourn
Chairman Todd A. Frederick adjourned the meeting at 8:17 PM. Without objection, so ordered.

Respectfully Submitted,

Diana Janetos
BOARD OF SELECTMEN’S
MEETING MINUTES
7:00 PM  MONDAY, APRIL 6, 2020
VIRTUAL ONLY - Channel 1302 or Town Hall Streams

7:00 PM – Regular Meeting

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

Others Present: Town Manager Stephen H. Burns, Finance Director Wendy
Anderson, Town Clerk Mary-Anne Szeniawski, Budget Committee Nan Graves,
Tax Assessor Rick Mace, Reporter Steven Porter, Director of Human Resources
and Assistant Town Manager Kathryn Lagasse, Director of GIS and Technology
Brett Horr, Assistant to the Town Manager Diana Janetos

Call to Order

Chairman Todd A. Frederick called the meeting to order at 7:00 PM.

Pledge of Allegiance

A. Consent Agenda
   1. March 30, 2020 Meeting Minutes
      Moved by Liz Blanchard, seconded by Marilyn McLaughlin to accept
      the Consent Agenda. Vote 5-0, motion passes

B. Minutes

C. Chairman’s Report
   Robert Palmer thanked everyone for emails, input and social distancing.
   Liz Blanchard doesn’t think people can see the sign on Short Sands.
   Mike Estes commends the public for taking this seriously.
   Marilyn McLaughlin thanks all of the people of York.
   Todd A Frederick thanked the folks at the hospital, ER, restaurant owners
   and employees, Hannaford’s, EMS, Fire, P.D. and dispatch.
   Also mentioned that you can walk on the boardwalk, just not the grassy
   area. Hopefully the curve will flatten and we will have the summer.

D. Manager’s Report
   Chief mentioned that generally people are compliant, only gave out a few
   verbal warnings.
   Community member recognition, award will be given out next week.
Chocolate cake award, Amber Harrison was the first recipient. YCSA gave out $6,000 in Hannaford gift cards. Small increase in volunteers.

E. Citizens’ Forum –
   1. Jeffrey Rudert, not turning on seasonal water
   2. Mike Sinclair, many people parked at gates
   3. Joe Dimino, concerned about people coming into York

F. Old Business
   2. Discussion: COVID Response, Assessing – Rick Mace
   3. Discussion: COVID Response, Elections – Mary-Anne Szeniawski

G. New Business
   1. Action: Appointment to Veterans Affairs Committee
      Moved by Liz Blanchard, seconded by Marilyn Mclaughlin to appoint Roger Frank Clements as a Regular member to the Committee of Veteran’s Affairs, with a term expiring June 30, 2022. Vote 5-0, motion passes.

H. Future Agendas

I. Other Business

J. Citizens’ Forum

Adjourn

Chairman Todd A. Frederick adjourned the meeting at 8:45 PM. Without objection, so ordered.

Respectfully Submitted,

Diana Janetos
COMMUNITY RECOGNITION AWARD

this certificate is awarded to

Stonewall Kitchen
York, Maine

in recognition of manufacturing Hand Sanitizer in a time of need!

In collaboration with Wiggly Bridge Distillery

April 10, 2020

signature
COMMUNITY RECOGNITION AWARD

Stonewall Kitchen Cooking School

Providing school lunches, Table of Plenty meals, lunches for Food Pantry Shoppers and CHOCOLATE CAKES!

April 10, 2020

Signature
MEMO

TO: Board of Selectmen
FROM: Stephen H. Burns, Town Manager
DATE: April 10, 2020
RE: Town Manager Department – operations

At this time my Department is with most functions. Brett Horr (GIS/IT Director), Kathryn Lagasse (Assistant TM/HR Director) and I are all working as usual. If anything, we’ve been busier as a result of this emergency.

Dylan Smith, Planning Director, is working remotely. I asked that he focus much of his time on things he feels are important but that he normally can’t get to while in the office. This is prime time for him.

Diana is working both at home and is now starting to work some in the office. Her work is focused on supporting the Board and me. In addition to support work in my Department, she is assisting the Town Clerk getting ready for the budget referendum.

Reenie hasn’t been working until this week, but now she is starting to work part time in the office. She is focused on boats/moorings, and like Diana is assisting the Town Clerk getting ready for the budget referendum.

I have a standing order at this time for Kathryn, Brett and Dylan to work from home to the maximum extent possible. They each have varying needs to come into town hall, but most of their time is spent working remotely. My pattern to date has been the same – mostly working at home and coming to the office only when necessary.

Diana and Reenie have only this week started to work in Town Hall again.
To: Board of Selectmen  
Subject: Update from York Village Fire Dept.  

Dear Board,

We are at a steady pace with the events all are experiencing in our area. We have seen a variety of calls for sickness, and most of these calls are flu and sickness and a few cases of covid 19. Our partners at York Hospital continue to be strong and operating smoothly considering the testing that is taking place. We loaned our haz-mat decontamination enclosure to York Hospital to allow a dedicated space for the covid testing. In addition to the outbreak, we have had some brush fires (somewhat typical for spring), so we remind everyone to observe the fire permit requirements and restrictions. Outdoor burning will only be allowed when conditions are favorable and permits are required by Maine Law. Greening is coming! Please observe the stay at home rules and frequent hand washing is urged.

We wish to thank local businesses for support recently in our efforts to fight covid, more to follow.

Respectfully,
Chris Balentine  
YFD
York Beach Fire Department is functioning as normal as we can under these trying times. We are keeping the station locked and only allowing members in on a limited basis unless a major call comes in. Apparatus is being sanitized upon returning from a call by the operator of the vehicle. At a call for services where the trucks respond the members make sure they have full PPE on and only necessary people go in the residence. We finally received our new rescue this week and will be working to put it in service. We have been unable to hold meetings or trainings at the station and will look forward to when we can resume and get back to some sort of normalcy. I have been working with Chief Balentine on policy changes so to keep consistent with both sides of town having the same policies. We have had a couple of woods fires as it is very dry on the surface and the fires can spread easily, therefore permits are only been issued on rainy days or under wet conditions. We had a major fire at a local business that went very smoothly and damage was kept at a minimum. I hope everyone stays safe and healthy and we will get through these trying times.

Respectfully submitted. Corey D. Hathorne Interim Chief York Beach Fire Department
Parks and Recreation Department Report to Selectmen
April 9, 2020

Below, please find a brief update from each area within the Parks and Recreation Department. This update reflects the work that has been, and will continue to be done during the Covid 19 Pandemic. In addition to the work outlined below, the Parks and Recreation Team continues to meet, via ZOOM, once weekly.

Center for Active Living

The CAL staff, along with 13 volunteers, continue to make, twice per week, wellness checks to approximately 240 senior community members. The phone line at the Center is monitored 7 days a week, from the office and/or remotely, so that any calls that come in with a request or need can be met in a timely manner. The staff is also working on the development of some virtual programming so that we can begin to bring people together again, if only via video; craft classes, exercise classes, lunch & learns, and BINGO are in the works. We have suspended the trip program through the end of August and will re-evaluate for the fall. We preparing for the re-entry of members to the Center, when the time is right.

Parks

The Parks Crew continues to mange trash and conduct Town property checks, daily. This now includes checking on all of the locations that have been closed, to be sure that barricades, caution tape and signs are still in place. The crew will begin working in the community, on Town properties, conducting spring field maintenance, clean up, equipment maintenance, gardening, etc. This will be done using safety protocol and recommendations for physical distancing. The Parks foreman is conducting video interviews for seasonal positions but is not making any hiring commitments until we have a better idea of what our “new normal” summer is going to look like. We are exploring options for how (when the time is right) beaches and other public park spaces will be re-opened for public access.

Recreation

Recreation and event planning staff have been working to remain engaged with the community through our social media channels and email. We continue to plan for summer programming but are also creating back-up plans with modifications so that we can adapt, as needed, to whatever summer will look like for us. We are working to develop some virtual programs, in the event that physical/social distancing is recommended through the summer months. The Recreation Coordinator is conducting video interviews, but we are not making any hiring commitments at this time, until we have a better understanding of what our staff needs will be. Refunds for all spring programs /events are in process.

The brochure is ready to go to print however, we are holding off for just a bit longer in hopes that we may have a better idea of what summer will actually look like, with regard to programming. I’d like the information to be as accurate as possible.

I am participating in State-wide Parks and Recreation Director meetings the focus of which are to discuss how, when, and if it will be safe to provide community youth and adult programming this summer.
Our Event Coordinator is also co-chairing the newly formed York Health task force with the Health Officer.

**Mt. Agamenticus**

The Mt. A. staff continues their work in managing the property and recent closure. We have seen an increase in the need to monitor social media channels, websites, etc. and to provide the most up to date, accurate information to the public. They have also worked to provide quality, clear signage at the summit and trails. We are working on plans for how best to manage public access, safely and responsibly, once it is determined that the time is right to do so. We are adapting to the inability to host school groups this spring and are offering a virtual experience, when possible. We are exploring options for modified summer programming. The Conservation Coordinator is conducting video interviews but is also not making a commitment for employment at this time. Staff has also been working on spring clean up and trail maintenance.

**Nubble**

We are moving forward with the ordering and processing of inventory so that we are ready when the time is right to open the gift shop for the season. In anticipation of an “off” summer, we are creating, and will be launching, an online store. This should be live by the end of April. Additionally, we have recently opened the first raffle of the season and are seeing great participation via mail. We are exploring our options for the addition of safety measures, such as plexiglass installed at the registers, etc.

In preparation for the bell to be relocated from Ellis Park, the restoration contractor is in the park working on the stone base.

Respectfully Submitted,

Robin Cogger
Parks and Recreation Director
REQUEST FOR ACTION BY BOARD OF SELECTMEN

| DATE SUBMITTED: April 9, 2020 | ☒ ACTION |
| DATE ACTION REQUESTED: April 13, 2020 | ☐ DISCUSSION ONLY |
| SUBJECT: Comprehensive Plan Consultant |

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: After a robust Comprehensive Plan consultant RFP (that included 9 submittals), review, presentation, interview, and reference check process; and per the email that was sent by Planning Board Chairman Al Cotton to the Board of Selectmen on April 2 regarding the Planning Board’s unanimous decision to have CivicMoxie lead the Comprehensive Plan process and write the Plan update. It is my hope that the Board will formally accept and approve the Planning Boards choice and allow me to begin developing a contract for Comp Plan services with CivicMoxie.

That being said, and given the uncertainty of the current pandemic, the timing for beginning Comp Plan services will be determined as mutually allowed and agreed upon by the BOS/Planning Board and CivicMoxie. I will be reviewing with CivicMoxie how they think the public process will or could be ensured during these (or future) extraordinary times, and be discussing just what they think is possible for getting something like this done and done right.

Obviously, “essential Town business” is what matters during the current situation, but hopefully we can begin the process of “other town Business” safely, deliberately and with due regard to the changing circumstances we find ourselves in.

RECOMMENDATION: Approve the recommendation of the Planning Board to work with CivicMoxie on a Comprehensive Plan update and consider allowing me to develop a contract of services with CivicMoxie.

PROPOSED MOTION: To approve the recommendation of the Planning Board to work with CivicMoxie on a Comprehensive Plan update and begin contractual development for such services.
FISCAL IMPACT: $200,000

DEPARTMENT LINE ITEM ACCOUNT: As approved by the Voters in May 2019

BALANCE IN LINE ITEM IF APPROVED: TBD

PREPARED BY: Dylan Smith, Planning Director   REVIEWED BY: ______________________
REQUEST FOR ACTION BY BOARD OF SELECTMEN

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<td>DATE ACTION REQUESTED: April 13, 2020</td>
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<td>SUBJECT: Evaluation for the Intersection of North Village Road and Berwick Road.</td>
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**DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:** The Town Manager asked DPW to evaluate conditions related to safety at the intersection of North Village Road and Berwick Road.

Attached are the crash history reports from Maine DOT.

**RECOMMENDATION:** DPW recommends that roadside mowing maintenance activities continue as usual, but no changes are recommended at this time.

**PROPOSED MOTION:** N/A

**FISCAL IMPACT:** $N/A

**DEPARTMENT LINE ITEM ACCOUNT:** N/A

**BALANCE IN LINE ITEM IF APPROVED:** $N/A

PREPARED BY: _Dean Lessard_ REVIEWED BY: __________________________
REQUEST FOR ACTION BY BOARD OF SELECTMEN

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SUBJECT: Update on the intersection of Short Sands Road & Route 1 project.

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:
A summary of the relevant history for this project is as follows:

- On May 16, 2015 the voters approved a Traffic Signal and Road improvements on Route 1 at the proposed police station connector Road.
- On July 21, 2015 the KACTS Policy committee unanimously approved Federal and State Transportation funds for a new signalized intersection and road improvements on Route 1 at the proposed beach access road. The total project cost is $677,000 (80% federal, 10% state & 10% local).
- On February 15, 2018, The Board of Selectmen awarded the construction bid for Short Sands Road without the intersection improvements to R.J. Grondin & Sons for an estimated cost of $1,928,285.48.
- On August 13, 2018, The Board of Selectmen approved the Design & Construction Administration, Observation and Inspection Proposal from Ransom Consulting Inc.
- On March 18, 2020, Ransom Engineers submitted Plan Impacts Complete (PIC) package to Maine DOT.

Next Milestone Dates:
- May 13, 2020, Plans, Specifications & Estimate submittal to Maine DOT.
- June 3, 2020, Project Advertise date.

RECOMMENDATION: N/A

PROPOSED MOTION: N/A
FISCAL IMPACT: $N/A

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED: $N/A

PREPARED BY: __Dean Lessard______ REVIEWED BY: ____________________
March 13, 2020

Brian Keezer, P.E.
Multimodal Project Manager
MaineDOT
16 State House Station
Augusta, ME 04333-0016

RE: Planned Impacts Complete
Route 1/Short Sands Intersection
York, Maine

Mr. Keezer:

Ransom Consulting, Inc. (Ransom), on behalf of our client, the Town of York, is providing a copy of materials for a Planned Impacts Complete (PIC) submission for the Route 1/Short Sands Road Intersection. A PDF of the report will also be emailed to you.

This PIC submission includes an updated set of drawings in Attachment A and Drainage Summary in Attachment B.

If you have any questions or concerns regarding this project, please feel free to contact Amber Ferland or myself at (207) 772-2891.

Sincerely,

RANSOM CONSULTING, INC.

[Signature]

Thomas Henaghen, P.E.
Senior Practice Leader
To: Brian Keezer, Maine DOT
From: Thomas Henaghen, P.E.
Date: March 13, 2020
Re: Route 1/ Short Sands Road Intersection
      Drainage Design Info

The Short Sands Road Intersection project includes a widening of Route 1 to accommodate turn lanes required at the intersection of Short Sands Road. The widening covers approximately 1,300 linear feet and the additional width varies over that length, ranging from 0 to 11 feet.

The culverts are connected to the roadside ditch on the north side of Route 1. Route 1 in this area slopes toward the roadside ditch however, the road is also downgradient of the property on the north side of Route 1. There are no changes in the overall drainage pattern or the area contributing to the roadside ditch. Additionally, the drainage area associated with the upgradient area to the north of Route 1 is significantly larger than the area contributing from Route 1. As a result, the additional paved width of Route 1 can be considered negligible. Therefore, the modifications to the culverts described below will be done in kind, maintaining the existing culvert size.

Culvert: 12-inch CPP
Location: Station 4+30 to 4+90 Left
Description: This is a driveway culvert located under the paved driveway entrance to a commercial property across from Short Sands Road
Proposed Change: The culvert will be removed and replaced with a new 12” corrugated HDPE pipe in the adjusted location to accommodate the realignment of the roadside ditch due to the widening.

Culvert: 12-inch CMP
Location: Station 7+65 to 8+05 Left
Description: This is a driveway culvert located under the paved driveway entrance to a commercial property.
Proposed Change: The culvert will be removed and replaced with a new 12” corrugated HDPE pipe in the adjusted location to accommodate the realignment of the roadside ditch due to the widening.

Culvert: 12-inch CMP
Location: Station 10+00 to 10+65 Left
Description: This is a driveway culvert located under the paved driveway entrance to a commercial property.
Proposed Change: The culvert will be removed and replaced with a new 12” corrugated HDPE pipe in the adjusted location to accommodate the realignment of the roadside ditch due to the widening.

Culvert: 12” CI  
Location: Station 7+48  
Description: This is a culvert that crosses Route 1.  
Proposed Change: The north end of the culvert will be extended to accommodate the realignment of the roadside ditch due to the widening. Final details and materials will be included in the PS&E package.

Culvert: 30” CMP  
Location: Station 11+12  
Description: The north end of the culvert will be extended to accommodate the realignment of the roadside ditch due to the widening. Final details and materials will be included in the PS&E package.
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: April 9, 2020

DATE ACTION REQUESTED: April 13, 2020

☐ ACTION
☒ DISCUSSION ONLY

SUBJECT: Update on York Public Works Master Plan for 810 US Route 1 facility.

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:

- On April 24, 2017 the Board of Selectmen approved the following short list of professional on-call engineering Services in the following project categories:
  - Municipal Buildings: (Civil Consultants, Sebago, Wright Pierce)

- On March 25, 2019, The Board of Selectmen approved Sebago Technics proposal for professional services to create a master plan for DPW’s Route 1 property.

The Department of Public Works has been meeting regularly with Sebago Technics and their architects. Sebago Technics’ preliminary layout for a new Public Works Facility at 810 US Route 1 is included with this request action form.

RECOMMENDATION: N/A

PROPOSED MOTION: N/A

FISCAL IMPACT: $N/A

DEPARTMENT LINE ITEM ACCOUNT: N/A

BALANCE IN LINE ITEM IF APPROVED: $N/A

PREPARED BY: Dean Lessard REVIEWED BY: ______________________
Town of York, Maine

Request for Proposals
Planning/Engineering Services
Public Works Facility Improvements

Introduction

The Town of York, Maine, is seeking proposals for qualified planning/engineering services for the conceptual design of improvements to our Public Works Facility at 810 US Route 1.

The facility improvements will need to provide for the following:

1. Employees
   - 17 Public works employees
   - 1 Town Engineer employee
   - 4 Equipment maintenance personnel

2. Equipment
   - Approximately 30 Public works vehicles
   - Storage for approx. an additional 60 pieces of smaller equipment i.e. trailers, hydro seeder, pumps, plows, sanding units and other seasonal equipment

3. Miscellaneous Services and Storage
   - New DPW administrative office building with staff and visitor parking.
   - New salt shed for 3500 yards of materials.
   - New Liquid De-Icing facility
   - New mechanical services garage for all municipal vehicles.
   - New wash bay facility for all municipal vehicles.
   - New above ground fueling facility for all municipal vehicles.
   - New additional heated truck & equipment garage.
   - New indoor cold storage building for plows, salt spreaders, trailers, tractors & seasonal equipment.
   - Dedicated area for handling and storage for construction materials, aggregates, etc.
   - Snow dump area to be included in proposed site if possible.

To be considered, 3 paper copies and one digital copy of the proposal must be received by the Public Works Director, Town of York, 186 York Street, York, Maine 03909 by 2:00 PM on January 25, 2019. All proposals will be publicly opened and available for public inspection. DPW will review all proposals and make a recommendation to the Town Manager for action by the Board of Selectmen.

The Town of York, Maine reserves the right to accept or reject any/or all proposals, parts thereof, and to further make modifications as it deems in the best interest of the town. It also reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.

Submission of a proposal indicates acceptance by the firm of the conditions contained within this Request for Proposals.
All questions shall be directed, in writing, to Dean Lessard, Public Works Director, at least three business days before the opening date. Questions received after this time will not be addressed. Responses from the Town that substantially alter this RFP will be issued in the form of a written addendum to all those that have expressed interest in the project. Oral explanations or interpretations given before the award of the contract will not be binding. All proposals submitted shall remain open to acceptance for ninety days from their opening.

Nature of Services Requested

The firm shall provide planning support and conceptual site design, and preliminary cost estimates for the construction of the project.

Scope of Project

The Town envisions that there will be three main tasks for the successful firm. Those are as follows:

1. **Planning Services:** The firm will work with town staff to determine what Public Works facilities are needed now and what facilities may be needed in the future.

2. **Survey Services:** The firm will perform any additional needed topographical delineation or boundary survey work of the 810 US Route 1 site to provide and updated existing conditions plan. The existing conditions plan shall also include locating all site features including utilities; noise buffers; wet lands; existing structures, finished floor elevations where appropriate; curb; landscaping; wetlands fences; property lines; UGST; etc. to the extent necessary to design and construct the project.

3. **Conceptual Site Design:** The firm will prepare a conceptual site plan which will include the location and approximate size of all proposed building structures, driveways, sidewalks, parking lots, and developed areas for the project. Preparation of an estimated cost for various alternatives will also be expected.

4. **Selection Criteria**

The DPW will review RFP submissions and rank the proposals. The Town is not bound by the lowest cost proposal and may accept the proposal considered to be the best value for the Town.

The Town will negotiate terms for a contract to complete the tasks with the top ranked proposer. If a satisfactory agreement cannot be reached, negotiations with that firm will be suspended and negotiations opened with the second firm. The process continues until an agreement is reached and contract is executed.

The following criteria will be used to rank proposals:

   1. Price in comparison to quality and quantity of services rendered.
   2. Qualifications of assigned personnel to the project.
   3. Accessibility of Project Manager to the Town.
   4. Quality of performance on previous contracts.
   5. Work plan and timetable to complete the project.
   6. Completeness of the submission.

The Town of York reserves the right to reject any and all proposals.
Proposal Requirements

All proposals must include the following elements:

1. Identification and qualifications of the staff to be assigned to this project, including the project manager. Attach the resumes of all key personnel who may have direct, regular involvement in the project.

2. List all officers of the firm and where each function of the work will be performed.

3. List all subcontractors that will be used on the project. Key personnel from those firms must be disclosed similar to number 1 above. The Town reserves the right to review and approve any subcontractors that have not been identified in the response to this request.

4. A detailed list of the tasks proposed to complete the project.

5. Lump sum fee amount for all tasks proposed, including all reimbursable expenses, except actual printing of contract documents for bidding purposes. The proposal must include the terms and conditions of payment.

6. Proposed budget with anticipated hours needed to complete the project. A breakdown of specific staff persons or subcontractors assigned each task, their hourly rate, and the number of hours dedicated to each task, must be provided with the cost proposal.

7. Rates charged for any additional task(s) that may be added to the scope of the project.

8. A proposed timetable to complete the project including identifiable benchmarks for the Town to gauge progress of the contract.

9. Identification of any facilities or equipment that will be required to be provided by the Town.

10. Five (5) references from the proposer’s client list including the name and telephone number of the contact person.

11. List all recent similar projects your firm has undertaken.

12. List of all current projects and the respective end dates for those projects that the Team Leader is involved in. Explain how these projects will impact this contract in regard to scheduling and workload.

13. Disclose any legal or administrative actions, civil or criminal, resolved or unresolved, that have occurred or have been filed in any jurisdiction(s), in the past three years, involving the proposing entity and/or its officers or principals. Proposers shall further disclose the status of any claims pending against them. Such disclosure shall be in written form and shall include a brief summary of the action(s), a list of parties, and any relevant case or control number.

General Requirements of the Town

The successful proposer shall agree to defend, indemnify and hold the Town harmless from all losses, damages, and costs which arise as a result of the performance of this agreement, to the extent it is caused by the Contractor, its subcontractor or anyone for whose act it may be liable. The obligation to indemnification shall not be limited by the availability of insurance. The firm shall be responsible for any and all injury or damage as result of any services rendered under the terms and conditions of the contract. The firm also agrees to hold the Town harmless for any negligent act or omission committed by any subcontractor or other person employed by, under the supervision of, the firm under the terms of the contract. The successful proposer, before signing the contract, shall produce evidence satisfactory to the Town that he/she has secured all appropriate liability insurance coverage in the amount of not less than $400,000, combined single limit for bodily or personal injury, death and property damage, protecting the proposer and naming the Town as an additional insured from such claims, and also has secured Workers’ Compensation Insurance. The firm shall also provide Professional Liability Insurance, covering both itself and sub-consultants, if any, in the minimum amount of one million ($1,000,000) dollars for errors, omissions and negligence.
All certificates of insurance evidencing such coverage shall be provided to the Town for review prior to the execution of the contract.

All certificates of insurances shall provide that the Town will receive a 30-day notice in advance of the cancellation of any policy.

The selected firm will reimburse the Town and hold it harmless from the cost of any losses for which the firm is responsible.
System for Award Management (SAM.gov) profile

Please identify your organization to be associated with this application.
All organization information in this section will come from the System for Award Management (SAM) profile for that organization.

TOWN HALL

Information current from SAM.gov as of:
03/05/2020
DUNS (includes DUNS+4):
077475358
Employer Identification Number (EIN):
016000453
Organization legal name:
YORK, TOWN OF
Organization (doing business as) name:
TOWN HALL
Mailing address:
186 YORK STREET YORK, ME 03909-0186
Physical address:
186 YORK ST YORK, ME 03909-1314
Is your organization delinquent on any federal debt? N
SAM.gov registration status:
Active as of 2019-09-16 00:00:00.000 GMT

We have reviewed our bank account information on our SAM.gov profile to ensure it is up to date

Applicant information

Please provide the following additional information about the applicant.
Applicant name
York Fire Department

Main address of location impacted by this grant

Main address 1
186 York St.
Main address 2
City
York
State/territory
ME
Zip code
03909
Zip extension
0186

In what county/parish is your organization physically located? If you have more than one station, in what county/parish is your main station located?
York

**Applicant characteristics**

The Assistance to Firefighters Grants Program’s objective is to provide funding directly to fire departments and nonaffiliated EMS organizations or a State Fire Training Academy for the purpose of protecting the health and safety of the public and first responder personnel against fire and fire-related hazards. Please review the Notice of Funding Opportunity Announcement (NOFO) for information on available program areas and for more information on the evaluation process and conditions of award.

Please provide the following additional information about the applicant.

Applicant type:

**Fire Department/Fire District**

Is this grant application a regional request? A regional request provides a direct regional and/or local benefit beyond your organization. You may apply for a regional request on behalf of your organization and any number of other participating eligible organizations within your region.

No

What kind of organization do you represent?

**Combination (Majority Volunteer)**

What is the percentage of career members in your organization?

1

How many active firefighters does your department have who perform firefighting duties?

30

How many of your active firefighters are trained to the level of Firefighter I or equivalent?

30

How many of your active firefighters are trained to the level of Firefighter II or equivalent?
Are you requesting training funds in this application to bring 100% of your firefighters into compliance with NFPA 1001?

No

Please describe in the box below your training program and your plans to bring your membership up to Firefighter II.

The York Fire Department requires all new members wishing to conduct interior firefighting operations to obtain Level I and Level II certifications within one year of hire, assuming training is available within the immediate area. There are a few members on our roster who are unable to meet the physical demands of these certification courses due to age. As the department’s roster turns over in future years, our goal is to become 100% Level II compliant.

How many members in your department are trained to the level of EMR or EMT, Advanced EMT or Paramedic?

Does your department have a Community Paramedic program?

No

How many stations are operated by your department?

1

Does your organization protect critical infrastructure of the state?

Yes

Please describe the critical infrastructure protected below.

The York Fire Department protects several Critical Infrastructures within the boundaries of York: Interstate 95 (especially the additional traffic during tourist season) (1) Hospital with birthing unit in the downtown area (4) Elderly Housing/Nursing Homes in the downtown area (3) Major Bodies of Water which supply the Town of York and the Town of Kittery Municipal Water Supply 1 Public Safety Radio Tower High voltage Power Lines One transformer station Large portions of York are undeveloped forests including several hundred acres of conservation land Region Critical Infrastructure of concern: Portsmouth Naval Shipyard – 6 Miles Pease Air Force Base and International Airport – 10 Miles Seabrook Nuclear Power Plant - 22 miles

Do you currently report to the National Fire Incident Reporting System (NFIRS)? You will be required to report to NFIRS for the entire period of the grant.

Yes

Please enter your FDIN/FDID.

R5318

Operating budget
What is your organization's operating budget (e.g., personnel, maintenance of apparatus, equipment, facilities, utility costs, purchasing expendable items, etc.) dedicated to expenditures for day-to-day activities for the current (at time of application) fiscal year, as well as the previous two fiscal years?

Current fiscal year:

2020

Fiscal Year Operating budget

2020 $548,812.00

2019 $550,007.00

2018 $520,858.00

What percentage of the declared operating budget is dedicated to personnel costs (salary, benefits, overtime costs, etc.)?

75

What percentage of the declared operating budget is derived from the following 2020 2019 2018

<table>
<thead>
<tr>
<th></th>
<th>100</th>
<th>100</th>
<th>100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bond issues</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>EMS billing</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Grants</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Donations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fund drives</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fee for service</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Totals</td>
<td>100 %</td>
<td>100 %</td>
<td>100 %</td>
</tr>
</tbody>
</table>

Describe your financial need and how consistent it is with the intent of the AFG Program. Include details describing your organization's financial distress such as summarizing budget constraints, unsuccessful attempts to secure other funding, and proving the financial distress is out of your control.
In 2023, the York Fire Department will be scheduled to purchase a new Rescue/Pumper through the Town of York capital improvement plan. Chronic mechanical issues with our current Rescue/Pumper may necessitate the need to bump up the purchasing time of a replacement apparatus. Because of this, the funding to replace our aging brush truck will be on hold. Our current brush truck was purchased used in 2010. In the last three years the vehicle has been out of service multiple times for mechanical and motor issues.

In cases of demonstrated economic hardship, and upon the request of the grant applicant, the FEMA Administrator may grant an Economic Hardship Waiver. Is it your organization's intent to apply for an Economic Hardship Waiver?

No

Other funding sources

This fiscal year, are you receiving Federal funding from any other grant program for the same purpose for which you are applying for this grant?

No

This fiscal year, are you receiving Federal funding from any other grant program regardless of purpose?

No

Community description

Please provide the following additional information about the community your organization serves.

Type of jurisdiction served
Town
What type of community does your organization serve?
Rural
What is the square mileage of your first due response zone/jurisdiction served?
56
What percentage of your primary response area is protected by hydrants?
75

What percentage of your primary response area is for the following: Percentage (must sum to 100%)

Agriculture, wildland, open space, or undeveloped properties 20
Commercial and industrial purposes 10
Residential purposes 70
Total 100
What is the permanent resident population of your first due response zone/jurisdiction served?
13000
Do you have a seasonal increase in population?
Yes
What is your seasonal increase in population?
11000
Please describe your organization and/or community that you serve.
York Fire Department located in York County in Southern Maine. It is located along the southern coast of the state, just minutes from the Maine/New Hampshire border. York is an old colonial town, settled in 1652 and is home to one of the oldest prison buildings in the United States. Tourism is our major industry, with four beaches, shopping centers and many wooded hiking trails. Many of the hiking trails are part of the Rachel Carson Wildlife Refuge system and the York Land Trust. Our current population of around 13,000 in off season and during tourist season it grows to somewhere around 24,000 +/- which supports the local restaurants and stores. York Fire Department operates out of a single fire station, located 2 miles from the coast. Staffing consists of three full-time Firefighters who work one per shift on a 24 hours on/48 hours off rotation. The rest of the department is staffed by 56 paid on-call Firefighters and Fire Officers. The York Fire Department is led by a part time Fire Chief. We conduct routine inspections for both residential and commercial structures. Members educate fire prevention by presentations for the town's youth, senior citizens, and other groups upon their request. The department is operated 100% from taxation and answers approximately 1,100 emergency calls per year. We are currently 100% compliant with NIMS mandates and operate under the ICS System. The department runs at the Advanced EMT level alongside the privately contracted ambulance service. We also provide structure and wildland fire suppression, rescue, haz-mat, water rescue, fire prevention and inspections Apparatus to include: '01 Pumper 150050gpm/1000 gal water '04 Pick-up/brush truck 150 gal water '05 Rehab truck '07 Aerial/Pumper 17250gpm/500 gal water '08 Pumper 1500gpm/750 gal water '15 Pick-up/Utility truck '17 Pumper/Tanker 1500gpm/2500 gal water In 2019 we responded to 1,307 calls in our first due area: 14 structure fires, 803 Medical Emergency Responses, 6 Appliance Fires, 47 Electrical Hazards, 95 Citizen Assists, 113 Motor Vehicle Accidents, 7 Brush/Grass Fires, 134 Alarm Activations, 72 Smoke Investigations, 5 Vehicle Fires and 4 Water Rescues. We received Mutual Aid & Automatic Aid 30 times and provided Mutual Aid & Automatic Aid 27 times. Our high risk exposures that we cover include 4 Public Schools 3 Elderly Housing/Nursing Homes 1 Hospital with birthing unit 1 Library Historical buildings and sites 4 Hotels 4,445 Acres of watershed

**Applicant and community trends**

Please provide the following additional information about the applicant.
Injuries and fatalities

What is the total number of fire-related civilian fatalities in your jurisdiction over the last three calendar years?  
2019 2018 2017  
0 0 0

What is the total number of fire-related civilian injuries in your jurisdiction over the last three calendar years?  
0 0 0

What is the total number of line of duty member fatalities in your jurisdiction over the last three calendar years?  
0 0 0

What is the total number of line of duty member injuries in your jurisdiction over the last three calendar years?  
0 0 0

How many vehicles does your organization have in each of the type or class of vehicle listed below? You must include vehicles that are leased or on long-term loan as well as any vehicles that have been ordered or otherwise currently under contract for purchase or lease by your organization but not yet in your possession.

Seated riding positions
The number of seated riding positions must be equal or greater than the total number of frontline and reserve apparatus. If there are zero frontline and zero reserve apparatus, the number of seated riding positions must be zero.

<table>
<thead>
<tr>
<th>Type or class of vehicles</th>
<th>Number of frontline apparatus</th>
<th>Number of reserve apparatus</th>
<th>Number of seated riding positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engines or pumpers (pumping capacity of 750 gallons per minute (GPM) or greater and water capacity of 300 gallons or more): pumper, pumper/tanker, rescue/pumper, foam pumper, CAFS pumper, type I, type II engine urban interface.</td>
<td>2</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>Ambulances for transport and/or emergency response.</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Tankers or tenders (water capacity of 1,000 gallons or more).</td>
<td>1</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Aerial apparatus: aerial ladder truck, telescoping, articulating, ladder towers, platform, tiller ladder truck, quint.</td>
<td>1</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Brush/quick attack (pumping capacity of less than 750 GPM and water carrying capacity of at least 300 gallons): brush truck, patrol unit (pickup w/ skid unit), quick attack unit, mini-pumper, type III engine, type IV engine, type V engine, type VI engine, type VII engine.</td>
<td>1</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Type or class of vehicles</td>
<td>Number of frontline apparatus</td>
<td>Number of reserve apparatus</td>
<td>Number of seated riding positions</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------------------</td>
<td>------------------------------</td>
<td>----------------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>Rescue vehicles: rescue squad, rescue (light, medium, heavy), technical rescue vehicle, hazardous materials unit.</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Additional vehicles: EMS chase vehicle, air/light unit, rehab units, bomb unit, technical support (command, operational support/supply), hose tender, salvage truck, ARFF (aircraft rescue firefighting), command/mobile communications vehicle.</td>
<td>2</td>
<td>0</td>
<td>6</td>
</tr>
</tbody>
</table>

Is your department facing a new risk, expanding service to a new area, or experiencing an increased call volume?

Yes

Please explain how your department is facing a new risk, expanding service to a new area, or experiencing an increased call volume.

The York Fire Department has seen a consistent increase in call volume over the last three years. A lot of this has to do with the increase in tourists visiting the area, the increase in powerful weather events and the increase in permanent residents in our community. New homes are being built at a rapid rate, and a lot of them are in very rural areas of the town. With the sudden outbreak of COVID-19, the hospital situated in our response district has seen several positive cases of COVID-19. We have a large Haz-Mat Decontamination trailer with a decontamination tent that is currently deployed outside of the emergency room.

**Call volume**

<table>
<thead>
<tr>
<th>Summary</th>
<th>2019</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire - NFIRS Series 100</td>
<td>27</td>
<td>42</td>
<td>25</td>
</tr>
<tr>
<td>Overpressure Rupture, Explosion, Overheat (No Fire) - NFIRS Series 200</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Rescue &amp; Emergency Medical Service Incident - NFIRS Series 300</td>
<td>921</td>
<td>915</td>
<td>915</td>
</tr>
<tr>
<td>Hazardous Condition (No Fire) - NFIRS Series 400</td>
<td>79</td>
<td>95</td>
<td>110</td>
</tr>
<tr>
<td>Service Call - NFIRS Series 500</td>
<td>107</td>
<td>106</td>
<td>73</td>
</tr>
<tr>
<td>Good Intent Call - NFIRS Series 600</td>
<td>65</td>
<td>45</td>
<td>47</td>
</tr>
<tr>
<td>False Alarm &amp; Falls Call - NFIRS Series 700</td>
<td>129</td>
<td>162</td>
<td>145</td>
</tr>
<tr>
<td>Severe Weather &amp; Natural Disaster - NFIRS Series 800</td>
<td>12</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>Special Incident Type - NFIRS Series 900</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Fires</td>
<td>2019</td>
<td>2018</td>
<td>2017</td>
</tr>
<tr>
<td>-------</td>
<td>------</td>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>Structure Fire (Of the NFIRS Series 100 calls, NFIRS Codes 111-120)</td>
<td>14</td>
<td>18</td>
<td>10</td>
</tr>
<tr>
<td>Vehicle Fire (Of the NFIRS Series 100 calls, NFIRS Codes 130-138)</td>
<td>5</td>
<td>10</td>
<td>6</td>
</tr>
<tr>
<td>Vegetation Fire (Of the NFIRS Series 100 calls, NFIRS Codes 140-143)</td>
<td>7</td>
<td>13</td>
<td>9</td>
</tr>
<tr>
<td>Total acreage of all vegetation fires</td>
<td>1</td>
<td>3</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rescue and Emergency Medical Service Incidents</th>
<th>2019</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor Vehicle Accidents (Of the NFIRS Series 300 calls, NFIRS Codes 322-324)</td>
<td>113</td>
<td>93</td>
<td>112</td>
</tr>
<tr>
<td>Extractions from Vehicles (Of the NFIRS Series 300 calls, NFIRS Code 352)</td>
<td>4</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Rescues (Of the NFIRS Series 300 calls, NFIRS Code 300, 351, 353-381)</td>
<td>0</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>EMS-BLS Response Calls</td>
<td>921</td>
<td>911</td>
<td>896</td>
</tr>
<tr>
<td>EMS-ALS Response Calls</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>EMS-BLS Scheduled Transports</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>EMS-ALS Scheduled Transports</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Community Paramedic Response Calls</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mutual and Automatic Aid</th>
<th>2019</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of times the organization received Mutual Aid</td>
<td>7</td>
<td>9</td>
<td>7</td>
</tr>
<tr>
<td>Amount of times the organization received Automatic Aid</td>
<td>23</td>
<td>21</td>
<td>4</td>
</tr>
<tr>
<td>Amount of times the organization provided Mutual Aid</td>
<td>9</td>
<td>13</td>
<td>13</td>
</tr>
<tr>
<td>Amount of times the organization provided Automatic Aid</td>
<td>18</td>
<td>15</td>
<td>2</td>
</tr>
<tr>
<td>Of the Mutual and Automatic Aid responses, amount that were structure fires</td>
<td>15</td>
<td>21</td>
<td>13</td>
</tr>
</tbody>
</table>

Grant request details Grand total: $350,000.00

Program area: Vehicle acquisition

Total requested for Vehicle acquisition activity: $350,000.00

Brush Truck (Type III or smaller)

Quantity

1
Unit price

$350,000.00

Total

$350,000.00

Budget Class

Equipment

Description

The York Fire Department is looking to purchase custom built brush truck on a Ford F550 4x4 chassis. The unit will provide emergency response capabilities for wildland/brush fires, EMS calls, search & rescues, natural disasters, electrical hazards and surf rescues. The vehicle will be available for automatic aid and mutual aid responses. The vehicle will be built to all current NFPA standards and have a UL certification before delivery. The vehicle will have the capabilities of pumping 750 gpm or greater of water, have compartmentation for EMS equipment, firefighting equipment and rescue equipment. The vehicle will have the capability to tow the regional Haz-Mat Decontamination trailer that contains vital equipment for decontamination of patients and responders. As of right now that trailer is being used for the COVID-19 outbreak at our local hospital in our response district.

More Details for Brush Truck (Type III or smaller).

Is the vehicle you propose to buy:

Replacement of an existing apparatus

Was the vehicle you’re requesting to replace built prior to the applicable NFPA vehicle standard from 1992?

No

What is the mileage of the vehicle being replaced?

34963.4

What is the average age of the vehicles of this type or class in your fleet?

16

What is the age of the vehicle being replaced?

16

Do you have a driver-training program equivalent to national or NFPA standards?

Yes

Are you requesting funding for training specific to the vehicle acquisition?
No
Will you obtain the appropriate training through other sources?
Yes
Enter the type and year of manufacture for vehicle being replaced.
2004 Ford F350 Pick-up truck with skid unit
Enter the VIN (Vehicle Identification Number) for the vehicle you are requesting to replace:
1FTSF31PX4EB78494
How long have you owned the vehicle you are replacing?
10
If awarded, will you develop and/or enforce standard operating policies/procedures that require: 1) all occupants to use seatbelts, 2) all drivers of the grantee’s apparatus must adhere to all traffic signs, signals and state traffic regulations?
Yes
Will this vehicle be used on Automatic and/or Mutual Aid?
Both
How many vehicles of this type or class are currently in your fleet?
1
How many vehicles of this type or class in your fleet were manufactured prior to 2002?
0
Is this a converted vehicle?
Yes
What is the number of calls the vehicle being replaced supported last calendar year?
26

More Details for Vehicle acquisition.

Narrative

Project Description
The York Fire Department located in Southern Maine, on the southern coast of the state, is applying for assistance through the Fire Act Grant for a Vehicle Acquisition. We are requesting funds to replace our current 16-year-old Brush 10 (which was never compliant by current NFPA 1906 due to being a used pick-up truck converted into a brush truck). The current brush truck is a 2004 Ford F-350 with 34,963.40 miles. It was purchased in 2010 as a retired snow plow truck and converted into a fire apparatus. Our goals are to purchase a vehicle to meet the immediate and foreseeable future department needs that will meet current required standards. This unit will enhance response capability enabling the department to reach many remote residences within York that currently do not have standard driveways. Also, most importantly, enhance the safety of our responding fire fighters, to remove the aging brush truck that supports both our
town and neighboring communities. We wish to acquire a Brush Truck that is compliant with NFPA 1906, 1901, support NFPA 299 and to increase the highest level of firefighter safety possible. Total Project Estimated Cost is: $350,000.00 Department Additional Reserve Funds: $20,000.00 Total Federal Request: $320,000.00 Required Match 5%: $16,000.00 The brush truck will be designed to carry at least four fire fighters in a two-ton extended cab, carry 300 gallons of water, utilize an automatic transmission, 750 gpm pump, 20-gallon class A foam unit, booster reel, cabinets and other items as required by NFPA 1901 & 1906. It would have storage capability to support: forestry hand tools, suction hose, pre-connected hand lines, portable pump, Indian tanks, fittings, and other appliances appropriate for wildland firefighting. The vehicle will also carry EMS equipment, a stokes basket and a backboard for search & rescue and surf rescue responses. The brush truck will also comply to new EPA standards with the required emissions included in the vehicle. Our current brush truck was built in 2004 and does not comply with any emissions standards. We believe that protecting our air quality and environment is just as important as fire protection. This past year, the Town of York has acquired the Mt. Agamenticus Fire lookout Tower. The tower cab was in failing condition and was removed. This has put the Town of York and neighboring communities without wildland fire detection. We feel that without this vital piece of equipment, outside fires could become larger and more frequent. The Town of York has been growing in population consistently over the past ten years. As more people make our beautiful town their home, more houses are being constructed in rural wooded areas. Many roads and driveways in these areas are private, dirt roads not suitable for larger fire apparatus. In the winter months, we run into challenges getting to many homes due to snow and ice. Being able to respond to emergencies in a new brush truck with better firefighting capabilities and equipment storage will serve our citizens and our members much better than we can now. A grant from the AFG Program would be an immediate benefit to our regional forestry resources and would allow us to retire a piece of apparatus that is aging and deteriorating quickly. This will improve safety to our department members and with a purchase of apparatus that meets current 1906 & 1901 standards.

Cost/Benefit
York Fire Department finds itself in the need to replace two fire apparatus in a relatively short period of time, one being our aging brush truck. The other truck needing replacement is our first response Rescue/Pumper that has plagued us with mechanical issues over the last 10 years. Unfortunately, with the town’s current capital improvement plan for fire apparatus, replacing both of these trucks will take up to five years. Waiting for the plan to be in place and for available funds to become available is not a prudent alternative. In these days of ever improving technology we cannot lose sight of the basics. Water is still our primary method of fire extinguishment without proper transportation of personal and firefighting capabilities, all modern technology and resources are likely not effective. Calculating the cost benefit of this project based on the current use of our brush truck would be misleading. Given the past history of fire departments converting passenger vehicles into fire apparatus, the department has been very conservative with its use. Therefore, the documented use of our current brush truck is not an accurate indication of the department’s potential future use of a new vehicle. The plan would be to use this
replacement for far more than just brush fires as it is currently used. Needs not being met are; towing additional forestry equipment, boat, haz-mat decontamination equipment, patient extrication from wooded areas, response to natural disaster calls such as powerlines down and flooded roadways, additional transportation vehicle and limited first response in hard to access areas. Based on population the cost benefit breaks down as follows: Cost of the truck ($350,000.00 cost share + additional funding $20,000.00) divided by the life expectancy of the truck (25 years) divided by the current population (13,000) equals $1.14 annual cost benefit per person. We must also consider that York has a much higher population during the summer season due to the beaches within the community. Rough numbers have the town around a population of 24,000 during these months. Cost of truck ($350,000.00 cost share + additional funding $20,000.00) divided by the life expectancy of the truck (25 years) divided by the current population 24,000 equals $0.62 cost benefit per person. Being located directly on the coast, our community sees a large number of storms year-round. In the winter we get hit with multiple nor’easter storms which cause wide spread power outages, coastal flooding and downed trees and power lines. In the summer we have consistently seen an average of one microburst event each year for the past three years. These events also cause widespread power outages and downed trees and power lines. Our current response plan requires us to send our larger fire apparatus to a majority of these calls. These calls would be better handled by the requested brush truck, thus putting less wear on our larger fire apparatus. Clearly the benefit of having a safe, reliable, brush truck in the community is justified; it will help to ensure firefighter safety and provide for community protection.

Statement of Effect
If we are fortunate to receive this grant and purchase this much needed apparatus, York Fire Department will be able to serve our community and provide a safer work environment for our personnel. The highest priority of our department is to protect the lives and property of our citizens while providing the safest environment possible for our firefighters. This brush truck will give our firefighters the tools necessary to help accomplish this mission. If we look at last year’s statistics, and the piece of apparatus was awarded, it would have responded to at least 147 incidents, 25 to 30 automatic and mutual aid calls combined. Keep in mind, by replacing this piece of apparatus with the one listed above it will certainly increase the overall use of this piece of apparatus. Over the years, we have tried to provide firefighters with the best available equipment within the means of the community. Properly engineered apparatus is paramount to firefighter and civilian safety. Responding in apparatus appropriately engineered and designed to function as a fire truck will greatly enhance the safety of our firefighters. Properly manufactured Fire Apparatus, enhanced safety features, and proper design, address items mention in the 16 Firefighter Life Safety Initiatives. With the purchase of this brush truck, we will be able to provide a service the community expects, such as; firefighting, search & rescue, EMS response during inclement weather events, surf rescue, electrical hazards & downed power lines and exposure protection. The vehicle will also be used to tow our large Hazardous Materials Decontamination trailer. This trailer contains a large decontamination tent, which is currently deployed at the hospital in our response district. The tent is being used for the COVID-19
outbreak in the emergency room parking lot. The ability to safely tow the large trailer to and from hazardous materials incidents in our community and surrounding communities is critical. If awarded this grant we will be able to reduce firefighter risk of responding in a converted vehicle. Finally, we will be better prepared to help our neighbors with their firefighting, rescue and medical emergency needs when called upon. The current vehicle has been in and out of service multiple times over the past two years. Mostly due to motor problems. As we submit this grant, the vehicle is currently out of town getting new injectors installed. The consequences of not receiving this grant will mean waiting approximately two years before the town can afford to replace the current brush truck. Firefighters will continue to be at risk each and every time they respond in a vehicle that is not operating to 100% capacity. Not being dependable to answer a call to a fire could have dire consequences for our firefighters and our citizens, Finally, we will not be able to effectively provide fire protection to the thousands of acres of watershed that serve two towns in Southern Maine. We believe that we have presented a project that addresses the highest priorities of the AFG, FF safety. It is reasonable in cost and offers a high cost benefit and return on investment in assuring the safety of our personnel and the citizens that we protect. It offers an all hazard approach in compliance with NRF guidelines and is necessary for the protection of key critical infrastructure elements of national significance. It is our hope that the reviewers would agree with our assessment and view us favorably for award. The York Fire Department and citizens of York would like to thank FEMA and the AFG Team for taking this time away from your family and department to consider York for an AFG, much appreciated! We hope we can count on your favorable review of this application to assist us with this critical need.

Grant request summary

The table below summarizes the number of items and total cost within each activity you have requested funding for. This table will update as you change the items within your grant request details.

Grant request summary

<table>
<thead>
<tr>
<th>Activity</th>
<th>Number of items</th>
<th>Total cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle acquisition</td>
<td>1</td>
<td>$350,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1</strong></td>
<td><strong>$350,000.00</strong></td>
</tr>
</tbody>
</table>

Is your proposed project limited to one or more of the following activities: Planning and development of policies or processes. Management, administrative, or personnel actions. Classroom-based training. Acquisition of mobile and portable equipment (not involving installation) on or in a building. **No**

Please download the EHP Screening form available at [https://www.fema.gov/media-library/assets/documents/90195](https://www.fema.gov/media-library/assets/documents/90195). Please complete the form and attach your completed form here.
# Budget summary

## Non-federal resources

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
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<tr>
<td>State</td>
<td>$0.00</td>
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<tr>
<td>Other sources</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

## Total Federal and Non-federal resources

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal resources</td>
<td>-</td>
</tr>
<tr>
<td>Non-federal resources</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$350,000.00</td>
</tr>
<tr>
<td>Program income</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
Contact information

Did any individual or organization assist with the development, preparation, or review of the application to include drafting or writing the narrative and budget, whether that person, entity, or agent is compensated or not and whether the assistance took place prior to submitting the application?

No

Secondary point of contact

Please provide a secondary point of contact for this grant.

The Authorized Organization Representative (AOR) who submits the application will be identified as the primary point of contact for the grant. Please provide one secondary point of contact for this grant below. The secondary contact can be members of the fire department or organizations applying for the grant that will see the grant through completion, are familiar with the grant application, and have the authority to make decisions on and to act upon this grant application. The secondary point of contact can also be an individual who assisted with the development, preparation, or review of the application.

Hilton Hilton
Lieutenant

nicholasdhilton@gmail.com

Primary phone
2077524246

Mobile

Additional phones
2073631015

Work

Fax

Assurance and certifications

OMB number: 4040-0007, Expiration date: 02/28/2022 View burden statement
SF-424B: Assurances - Non-Construction Programs

OMB Number: 4040-0007
Expiration Date: 02/28/2022

Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM’s Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C.
3) as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.


10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).


13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (Identification and protection of
historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

Certifications regarding lobbying

OMB Number: 4040-0013
Expiration Date: 02/28/2022

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

- If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

OMB number: 4040-0013, Expiration date: 02/28/2022 View burden statement

SF-LLL: Disclosure of Lobbying Activities

OMB Number: 4040-0013
Expiration Date: 02/28/2022

Complete only if the applicant is required to do so by 44 C.F.R. part 18. Generally disclosure is required when applying for a grant of more than $100,000 and if any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or
employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Further, the recipient shall file a disclosure form at the end of each calendar quarter in which there occurs any event described in 44 C.F.R. § 18.110(c) that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed by the applicant.

The applicant is not currently required to submit the SF-LLL.

**Notice of funding opportunity**

I certify that the applicant organization has consulted the appropriate Notice of Funding Opportunity and that all requested activities are programmatically allowable, technically feasible, and can be completed within the award's Period of Performance (POP).

**Accuracy of application**

I certify that I represent the organization applying for this grant and have reviewed and confirmed the accuracy of all application information submitted. Regardless of intent, the submission of information that is false or misleading may result in actions by FEMA that include, but are not limited to: the submitted application not being considered for award, enforcement actions taken against an existing award pending investigation or review, or referral to the DHS Office of Inspector General.

**Authorized Organizational Representative for the grant**

By signing this application, I certify that I understand that inputting my password below signifies that I am the identified Authorized Organization Representative for this grant. Further, I understand that this electronic signature shall bind the organization as if the application were physically signed and filed.

**Authorization to submit application on behalf of applicant organization**
By signing this application, I certify that I am either an employee or official of the applicant organization and am authorized to submit this application on behalf of my organization; or, if I am not an employee or official of the applicant organization, I certify that the applicant organization is aware I am submitting this application on its behalf, that I have written authorization from the applicant organization to submit this application on their behalf, and that I have provided contact information for an employee or official of the applicant organization in addition to my contact information.
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: April 10, 2020

DATE ACTION REQUESTED: April 10, 2020

SUBJECT: COVID-19 Exit Plan

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: At the past couple Board meetings I have mentioned that we need to be thinking about how we exit emergency mode and return to our new normal.

Our actions will need to follow the lead of any federal and state mandates and orders, such as the Governor’s stay-at-home order. In this regard, we are in a reactionary position – we can’t necessarily dictate the timing of our actions except that we can lag behind the State. Our actions also need to be coordinated with our neighboring communities, particularly along the coast. If, for example, we were to open our beaches and none of our other neighbors did, we’d risk being inundated. It will be far better if we all act in unison. Kendra Amaral and I are working together on this, and we’ll reach out to other managers as well.

So what has York municipal government done? We have declared an emergency, closed the beaches, closed many Town parks and playgrounds, shut down transient occupancies, and substantively altered our operations. The State has done far more, by preventing group congregation, shutting down eat-in restaurants, ordering people to stay at home, shutting down non-essential businesses, closing some state parks and beaches, closing some state agencies, directing schools to engage in distance learning, and so forth. Somehow, all these actions interrelate, and in a few weeks we will be faced with the challenge of unravelling these controls without making the public vulnerable to a second spike of covid. We will need to balance our desire to get back to normal with a need to prevent a second spike.

Dr. Shah of Maine CDC used the metaphor of our control actions as steps. We have been stepping up as the virus has spread through the population, and after the peak we will step back down. The front side of this has felt a bit dis-jointed, though that is probably because we’re dealing with something completely new and we’re figuring it out along the way. I hope we can have a bit more smooth, pre-planned stepping down on the back side of the curve. I like to think we can pre-plan our steps, even if we don’t have any idea of the timing – that dictated in large part by the virus, by State orders, and by advances in medical matters (improved understanding of the virus, testing, treatment, vaccines, etc.).

I have heard a couple versions of this, but the peak of the curve in Maine is likely still a week or two away. That means late April. I find it highly unlikely we will be making any changes until that time. Our park and playground closures extend through April 30th and beaches are closed indefinitely. I don’t imagine we should relax any of these controls until after the peak, but post-peak it will be a question of
how and when. I have received various requests about the beaches. For example, perhaps the first step would be to re-open the beaches for a window of time around low tide – a couple hours prior to a couple hours past, when the beaches are at their widest and there is most room for social distancing. Our actions will probably be incremental steps on the way to normal.

Attached is a “mind map” I drew to conceptualize the various things the Town will need to consider. Think of this a graphical brainstorming. It’s simply a tool I used to help organize widely divergent ideas and thoughts about a subject. I haven’t included schools or other levels of government beyond flagging the need to coordinate. This also doesn’t do anything to address timing. I also haven’t tried to get into the weeds about each department. Please take this for what it is – a way to visualize initial thoughts about our way back to normal.

RECOMMENDATION: feedback welcome

PROPOSED MOTION: n.a.

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

DATE SUBMITTED: April 10, 2020
DATE ACTION REQUESTED: April 13, 2020
☑️ ACTION
☐ 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 Lot 0133, located at 67 Ocean Avenue Ext, as requested, subject to all Town requested conditions, plus taxes, interest and administrative costs are paid in full by no later than June 13, 2020 with cash or certified bank check.

PREPARED BY: ____________________________  REVIEWED BY: ____________________________
Kathryn D. Lagasse
TO: Board of Selectmen
FROM: Kathryn Lagasse, Assistant Town Manager/HR Director
DATE: April 10, 2020
RE: Tax Foreclosure Redemption: Map 0025 Lot 0133; 67 Ocean Avenue Ext

Donald Rivers, former property owner of property identified as Tax Map 0025 Lot 0133, located at 67 Ocean Avenue Extension in York Beach, Maine, request to redeem this property for which the Town has foreclosed after the maturing of tax lien for Tax Year 2017.

We are recommending to the Selectmen, that Donald Rivers 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 **$46,951.83** shall be paid in full, to the Town of York, by no later than **June 13th, 2020** by cash or bank check.

<table>
<thead>
<tr>
<th>FY2017 TAXES AND INTEREST</th>
<th>$12,182.43</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2018 TAXES AND INTEREST</td>
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<tr>
<td>FY2019 TAXES AND INTEREST</td>
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<tr>
<td>FY2020 TAXES AND INTEREST</td>
<td>$11,191.57</td>
</tr>
<tr>
<td>ADMINISTRATIVE/LIEN COSTS</td>
<td>$200.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$46,951.83</strong></td>
</tr>
</tbody>
</table>

**Condition #2** – Must comply with the conditions given by The Town of York:
1. Grant an Easement to the Town of 10ft on either side of the road to allow for future improvements (drainage, sidewalk, etc.) if needed.
2. Obtain a use permit for the office.

**Parcel Information**

<table>
<thead>
<tr>
<th>Map-Lot</th>
<th>Size of Lot</th>
<th>Assessed Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>0025 0133</td>
<td>.29 Acres</td>
<td>$959,600</td>
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</tbody>
</table>
Call to Order

Pledge of Allegiance

A. Consent Agenda
   1. April 2 and April 6, 2020 Meeting Minutes

B. Minutes

C. Chairman’s Report

D. Manager’s Report

E. Awards
   1. Community Recognition Awards

F. Reports
   1. Department Reports about Functionality

G. Citizens’ Forum – E-mailed input only – sent to either the Board of Selectmen through the web site (yorkmaine.org) or to the Town’s temporary address (covid@yorkmaine.org). No in person testimony allowed at this meeting.

H. Public Hearings

I. Endorsements

J. Old Business
   1. Action: May Referenda (Mary-Anne Szeniawski)
   2. Action: Comprehensive Plan Bid Award (Dylan Smith)

K. New Business
   1. Discussion: Safety of Berwick/North Village Road (Dean Lessard)
   2. Discussion: Plan for 810 US Route One DPW Facility (Dean Lessard)
   3. Action: Grant Application for Village Fire Department Brush Truck (Chief Balentine)
4. Discussion: Conceptual Discussion of Exit Plan (Steve Burns)
5. Action: Property Redemption- 67 Ocean Avenue Extension (Kathryn Lagasse)

L. Future Agendas

M. Other Business

N. Citizens’ Forum

Adjourn