1. Board Of Selectmen's Meeting Materials

   Documents:

   2019-06-10 BOS AGENDA.PDF
   2019-06-10 BOS PACKET!.PDF
BOARD OF SELECTMEN’S
MEETING AGENDA
6:00 PM / 6:45 PM / 7:15 PM  MONDAY, JUNE 10, 2019
YORK PUBLIC LIBRARY

6:00 PM  - Executive Session: Title 1 MRSA § 405.6.C (Real Estate)

6:45 - Committee Interviews

Call to Order

Pledge of Allegiance

A.  Consent Agenda
   1.  May 20, 2019 Meeting Minutes
   2.  June 3, 2019 Meeting Minutes
   3.  Business License Renewals

B.  Minutes
   *Listed in Consent Agenda*

C.  Chairman’s Report

D.  Manager’s Report

E.  Awards
   1.  Electric Vehicle Charging Stations - Energy Steering Committee

F.  Reports
   1.  Staffing Study - Ascent Consulting
   2.  Police Chief - Kathryn Lagasse, Director of Human Resources

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

H.  Public Hearings
I. **Endorsements**
   1. Business Licenses: Isbel Pletcher with Southwestern Advantage (Transient Seller)

J. **Old Business**
   1. Action: Economic Development Consultant
   2. Action: Mountain Road Deeds

K. **New Business**
   1. Action: Municipal Electricity Purchase
   2. Action: Parks and Recreation Board and Village Revitalization Steering Committee Resignations
   3. Action: Parks and Recreation Board and Planning Board Appointments
   4. Discussion: Draft Timeline for November 2019 Special Budget Referendum
   5. Discussion: Draft Timeline for May 2020 Budget Referendum

L. **Future Agendas**

M. **Other Business**

N. **Citizens' Forum**

**Adjourn**
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L. **Future Agendas**

M. **Other Business**

N. **Citizens' Forum**

Adjourn
Board of Selectmen’s Consent Agenda

June 10, 2019

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

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

Agenda Items:
1. May 20, 2019 Meeting Minutes
2. June 3, 2019 Meeting Minutes
3. Business License Renewals

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  MONDAY, MAY 20, 2019
YORK PUBLIC LIBRARY

Present: Todd A. Frederick, Robert E. Palmer, Jr., Elizabeth D. Blanchard, Michael L. Estes, Marilyn McLaughlin, Town Manager Stephen H. Burns and members of the press and public.

Call to Order

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

Pledge of Allegiance

Annual Organizational Meeting

1. Election of Chair and Vice-Chair

Moved by Ms. Blanchard, seconded by Mr. Palmer to nominate Todd Frederick for Chairman. Vote 5-0, motion passes.

Moved by Mr. Estes, seconded by Ms. Blanchard to nominate Robert Palmer for Vice-Chairman. Vote 5-0, motion passes.

2. Establish a Fixed Schedule of Meetings

Moved by Mr. Palmer, seconded by Ms. Blanchard to approve the proposed schedule of meetings for the coming year, as required by the Town Charter. Vote 5-0, motion passes.

3. Re-adopt the Selectmen’s Policy Entitled “Disbursement of Wages to Municipal Employees”

Moved by Mr. Palmer, seconded by Ms. Blanchard to re-adopt the Selectmen’s Policy, Disbursement of Wages to Municipal Employees, and to direct the Town Manager to file a copy of this action and the renewed policy with the Town Clerk. Vote 5-0, motion passes.

4. Re-adopt Selectmen’s Policy Entitled “Transaction of Business”
Moved by Ms. Blanchard, seconded by Mr. Palmer to re-adopt the Selectmen’s Policy, Transaction of Business, with the requested amendment on the section on Special and Emergency Meetings. Vote 5-0, motion passes.

5. Review Selectmen’s Policy Entitled “Public Participation at Selectmen’s Meeting”

Moved by Mr. Palmer, seconded by Ms. McLaughlin to amend the Board of Selectmen’s Policy, Public Participation at Selectmen’s Meetings to amend the first sentence of paragraph four to add “any TOWN issue”. Vote 5-0, motion passes.

6. Adopt the Town Budget as Certified by the Town Clerk and Set by the Voters per Article 2, Sections 14 (B) & (C) of the Town Charter

Moved by Mr. Palmer, seconded by Ms. Blanchard to adopt the Town Budget as decided by the voters and certified by the Town Clerk, per Town of York Home Rule Charter Article II, Sections B and C. Vote 5-0, motion passes.

7. Discussion and Possible Action: Call a Special Budget Referendum in accordance with Article 2, Section 14 (F) of the Town Charter

Item was not needed.

8. Elect a member to serve on the Hartley Mason Board of Trustees

Moved by Ms. McLaughlin, seconded by Ms. Blanchard to appoint Robert Palmer to serve on the Hartley Mason Board of Trustees. Vote 5-0, motion passes.

9. Review Priorities for Interaction with Municipal Committees and Set Liaison Assignments for the Coming Year

Mr. Frederick – Negotiations with Sewer District; Senior Center
Ms. Blanchard – York Library; Negotiations with First Parish
Mr. Palmer – Cliff Walk; Negotiations with First Parish; Negotiations with Sewer District
Mr. Estes – Village Revitalization; Water District and Mount Agamenticus; Senior Center
Ms. McLaughlin – Water District and Mount Agamenticus

10. Update on Membership on All Municipal Boards and Committees

11. Review Selectmen’s Code of Ethics

12. Training Requirements and Opportunities for Board Members

13. Annual Adoption of Emergency Plan
Moved by Mr. Palmer, seconded by Ms. Blanchard to adopt the Town of York’s Comprehensive Emergency Checklist dated May 14, 2019 in accordance with the Town’s Emergency Management Ordinance dated June 19, 2015. Vote 5-0, motion passes.

B. Consent Agenda

1. May 13, 2019 Meeting Minutes
2. Business License Renewals

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

C. Minutes

*Listed in Consent Agenda*

D. Chairman’s Report

E. Manager’s Report

F. Awards

G. Reports

1. MS4 – Kristie Rabasca, Integrated Environmental
2. Route One/Short Sands Road Intersection – Dean Lessard
3. FY20 Paving Update – Dean Lessard

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

Public Comment:  Bill Weiting
                  Joey Donnelly
                  Tim Decoteau
                  Michelle Hanson
                  Spiro Paras
                  David Webber
I. Public Hearings

J. Endorsements

K. Old Business

L. New Business

1. Discussion & Possible Action: Process if Davis Land Vote Passes

Moved by Mr. Estes, seconded by Ms. Blanchard to appoint Robert Palmer and Marilyn McLaughlin to negotiate with Davis Family. Vote 5-0, motion passes.

2. Discussion: State Regulation of Medical Marijuana

3. Discussion: Criteria and Process for Selection of Town Attorney

M. Future Agendas

On the Radar

After the positive vote on the non-binding referendum question regarding the purchase of the Davis Property, the Board will hold a Listening Session regarding the Davis Property on June 3, 2019.

N. Executive Session - Title 1 MRSA § 405.6.E (Legal)

Moved by Mr. Palmer, seconded by Mr. Estes to enter into executive session. Vote 5-0, motion passes.

Present: Chairman Todd A. Frederick, Vice-Chairman Robert E. Palmer, Jr., Elizabeth D. Blanchard, Michael L. Estes, Marilyn McLaughlin, Town Manager Stephen H. Burns and Attorneys Dan Murphy and Mary Costigan via phone.

Moved by Mr. Palmer, seconded by Mr. Estes to exit out of executive session. Vote 5-0, motion passes.

O. Other Business

The Board chose the date of July 11, 2019 to hold a Volunteer Recognition event.

P. Citizens’ Forum

Public Comment: Spiro Paras
David Brinkman

Adjourn
Moved by Mr. Palmer seconded by Ms. Blanchard to adjourn the meeting at 10:40 PM. Without objection, so ordered.

Respectfully Submitted,

Melissa M. Avery
Assistant to the Town Manager
BOARD OF SELECTMEN’S
MEETING MINUTES
6:00/6:45/7:00 PM  MONDAY, JUNE 3, 2019
YORK PUBLIC LIBRARY

6:00 PM: Executive Session

Present: Chairman Todd A. Frederick, Vice-Chairman Robert E. Palmer, Jr., Elizabeth D. Blanchard, Michael L. Estes, Marilyn A. McLaughlin, Town Manager Stephen H. Burns, and Assistant Tax Assessor Julie Ethridge.

A. Executive Session: Title 1 MRSA § 405.6.C (Real Estate)

Moved by Mr. Estes, seconded by Ms. Blanchard to enter into executive session. Vote 5-0, motion passes.

Moved by Ms. Blanchard, seconded by Mr. Palmer to exit out of executive session. Vote 5-0, motion passes.

6:45PM: Regular Meeting

Present: Chairman Todd A. Frederick, Vice-Chairman Robert E. Palmer, Jr., Elizabeth D. Blanchard, Michael L. Estes, Marilyn A. McLaughlin, Town Manager Stephen H. Burns, and member of the press and public.

B. New Business

1. Action: Real Estate Matter

Moved by Mr. Palmer, seconded by Ms. Blanchard to direct the Town Manager to take real estate action as discussed in our executive session, at a cost of no more than $10,000. Vote 5-0, motion passes.

7:00PM: Listening Session - Davis Property

Present: Chairman Todd A. Frederick, Vice-Chairman Robert E. Palmer, Jr., Elizabeth D. Blanchard, Michael L. Estes, Marilyn A. McLaughlin, Budget Committee Members: Chair Nan Graves, Jim Smith, Edward Little, Heather Bridges Campbell, Nelson Giordano, and Jerry Allen, Town Manager Stephen H. Burns, Facilitator Attorney Tom Danylik and member of the press and public.
C. Listening Session – Davis Property

Wayne Boardman – 1) Application is still under consideration and is continuing with this 2) Sale to Town doesn’t include 5 family lots behind Jim’s house so there will eventually be a road access onto York Street 3) Development plan includes 5% Workforce Housing; Based on points 2 and 3, Town might consider Workforce Housing and some portion of conservation land.

Joey Donnelly – Acquire land, then figure out what to do with it; Comprehensive Plan and Village Revitalization Plan will drive it.

Gail Gilchrest – 1) Land is worth investing in to prevent development plan 2) Think long-term in making plans and how this relates to Town’s future and Comprehensive Plan process.

Dave McCarthy – 1) Active Transportation Network 2) Trails from Route One to Long Sands Road 3) Two school, commercial centers, Town Hall, Library to connect to 4) Requires access from Raydon Road/Donica Road.

Ed Harding – Agrees with Joey Donnelly; Comprehensive Plan will be very different if we own the property.

Francis Koerschner – Agrees that the Comprehensive Plan should come first

Joan Jarvis – Bear in mind the budget aspect of the purchase and its development and relationship to other projects that need funding (i.e. New Town Hall).

Will Ethridge – Do the planning for this property as part of the Comprehensive Plan.

Kristen Rinaldi – 1) There won’t be a road necessarily 2) Comprehensive Plan should come first 3) Need to plan future to allow future public enjoyment.

Tammy Finn – We will never have the chance again to buy this property; buy the land, figure out use later.

Sandra Beauvais – 1) Have ideas, but do the Comprehensive Plan first 2) Once in a lifetime opportunity 3) Do we want the land or not?

Nan Graves – 1) Hold for next generation 2) Could be our “ace in the hole” in the future when we need it.

Dave Emery – 1) Long-term decision (relates to Comprehensive Plan) 2) Town is “property rich” and need a plan for the existing properties 3) What are we doing with Town Hall, Village Elementary School, Coventry Hall? 4) Need a short-term plan 5) We are making decisions for the next generation.
Tracy Keirns - 1) Property is filled with possibilities and best decision can’t be made in a couple of months 2) Ideas will turn into opposition vote.

Nelson Giordano - Need to get a true value of the property.

Victoria Kneopfel - 1) Land is important 2) Conservation is important 3) Worried about proposed development 4) Take more time to plan 5) Maybe mix conservation with other Town needs.

Marla Johnson - 1) Wonderful land with wonder options 2) Could do nothing, but needs more clarity about other Town lands, and Town needs.

Heather Campbell - 1) Buying the land gives us choices 2) Uses can be decided later 3) Can change our trajectory 4) Keep choices for our future.

Kathleen Kluger - Wants the Town to buy the 5 family parcels included, too, because a new road would be required if those are developed.

Bill Dignan - Doesn’t want the impacts of the proposed development.

Marla Johnson - How about trying to acquire the Davis lot across York Street for a park?

Jim Smith - 1) My plan is to have no plan in short-term 2) this is a long-term plan 3) the Town could be looking at mixed use housing on a small portion of the lot – but nothing specific.

Gale Gilchrest - Other Town properties could be used for Affordable Housing, net zero energy, etc.

Francis Koerschner - The value of the property has gone up over time.

Adjourn

Moved by Mr. Palmer, seconded by Ms. Blanchard to adjourn the meeting at 8:22 PM. Without objection so ordered.

Respectfully Submitted,

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

DATE SUBMITTED: June 6, 2019

DATE ACTION REQUESTED: June 10, 2019

SUBJECT: Business License Renewals

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

RECOMMENDATION: Approve the Business License(s) attached.

PROPOSED MOTION: I move to approve the following licenses:

- Anthony’s Food Shop Inc. DBA: Anthony’s Food Shop (Food Service); located at 679 US Route One
- Two Beach Street, LLC DBA: Atlantic House (Innkeeper); located at 2 Beach Street
- Ocean Hospitality, Inc. DBA: Best Western York Inn (Innkeeper); located at 2 Brickyard Lane
- Aaron Wiswell DBA: Cafénated (Food Service); located at 1 Ocean Avenue
- Peter Wagner DBA: Camp Eaton Camp Store (Food Service); located at 750 York Street
- Barbara Sheff DBA: Candleshop Inn (Bed and Breakfast); located at 44 Freeman Street
- John and Agnes Biagioni DBA: The Candy Store (Food Service); located at 14 Railroad Avenue
- RBDD Cliff House Acquisitions LLC DBA: Cliff House Maine (Food Service, Liquor, Innkeeper, Special Amusement); located at 591 Shore Road
- Dan Poulin DBA: Fat Tomato Grill (Food Service, Liquor); located at 241 York Street #3
- RiskyInvestments, LLC DBA: Gaskins Barbeque and Lobster (Food Service, Liquor); located at 15 Railroad Avenue #3
- Jeremy Prescott DBA: Kettle Boys Popcorn Company (Food Service); located at 15 Railroad Avenue #1
- Gary Grossman DBA: Long Beach Motor Inn (Innkeeper); located at 271 Long Beach Avenue
- Canaan Letourneau DBA: Maine Lobster Outlet (Food Service); located at 360 US Route One
- Norma’s Restaurant, Inc. DBA: Norma’s Restaurant (Food Service); located at 529 US Route One #1
- 281 Long Beach Ave, LLC DBA: The Sand Dollar (Innkeeper); located at 279 and 281 Long Beach Avenue
- St. Aspinquid Lodge #198 (Food Service, Flea Market); located at 101 Long Sands Road
- Maine Ice Cream, LLC DBA: Village Scoop Ice Cream (Food Service); located at 226 York Street
- Danielle Walker DBA: Walkers Maine (Food Service, Liquor, Special Amusement); located at 1273 US Route One
- Martha Danilowicz DBA: Wicked Good Ice Cream (Food Service); located at 4 Main Street
- Diana Hickey DBA: Windbreaker Restaurant (Food Service); located at 243 Long Beach Avenue
- York Beach Residence Club Owners Association DBA: York Beach Residence Club (Innkeeper); located at 1 Ocean Avenue

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

PREPARED BY: ________________________________ REVIEWED BY: ________________________________

Melissa M. Avery, Assistant to the Town Manager
THE TOWN OF

YORK, MAINE
186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: Anthony's Food Shop Inc

Street Address: 679 US Rte 1 Yarce ME

Business Owner: Mau Gaziano

Business Manager: same

Mailing Address: 679 US Rte 1 Yarce ME 03909

Phone Number: 207-363-2822

E-mail Address: marco@foodshop.com

Phone Number:

E-mail Address:

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:
□ Bed and Breakfast License (C/F)
□ Innkeeper License (C/F)

Number of Rooms: ___

Food and Beverage:
□ Food Service License (C/F)
□ Liquor License (F/P)
□ Bottle Club License (F/P)

Number of Seats: 24 (Existing / Proposed)

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

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

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

Code Enforcement: (207) 363-1002  Police Department: (207) 363-1031
Village Fire Department: (207) 363-1015  Beach Fire Department: (207) 363-1014
York Sewer District: (207) 363-4232  York Water District: (207) 363-2265

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

- CONTINUE TO BACK PAGE OF APPLICATION -
THE TOWN OF

YORK, MAINE
186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: Atlantic House

Street Address: 2 Beach St York Beach ME 03901

Business Owner: 2 Beach St LLC

Mailing Address: PO Box 18999 Boston MA 02117

Business Manager: 216 Atlantic Innkeeper LLC

Mailing Address: 180 12th St Suite A Derry NH 03824

Phone Number: 603 559 2149

E-mail Address: gabrielle.smith@grancacove.com

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:
- [ ] Bed and Breakfast License (C/F)
- [X] Innkeeper License (C/F)
- Number of Rooms: 15

Food and Beverage:
- [ ] Food Service License (C/F)
- Number of Seats: 1 (Existing / Proposed)
- [ ] Liquor License (F/P)
- [ ] Bottle Club License (F/P)

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

Miscellaneous:
- [ ] Transient Seller’s License
- [ ] Flea Market License
- [ ] Junkyard, Auto Graveyard/Recycling License
- [ ] Other:

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

Code Enforcement: (207) 363-1002
Village Fire Department: (207) 363-1015
York Sewer District: (207) 363-4232
Other Municipal Water and Sewer Districts may apply depending on your business location

- CONTINUE TO BACK PAGE OF APPLICATION -
THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: Best Western York Inn

Street Address: 2 Bridgeway Ln York ME 03909

Business Owner: Ocean Hospitality Inc

Business Manager: Devang Patel

Mailing Address: 2 Bridgeway Ln York ME 03909

Mailing Address: 2 Bridgeway Ln York ME 03909

Phone Number: 207-263-8907

Phone Number: 207-263-8907

E-mail Address: 

E-mail Address: 

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

Bed and Breakfast License (C/F)

Innkeeper License (C/F)

Number of Rooms: 8

Food and Beverage:

Food Service License (C/F)

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

Liquor License (F/P)

Bottle Club License (F/P)

Entertainment:

Special Amusement License (F/P)

Dance Hall License (F/P)

Bowling Alley License (F)

Coin-Operated Amusement License (P)

Bingo, Beano and Games of Chance

Miscellaneous:

Transient Seller’s License

Flea Market License

Junkyard, Auto Graveyard/Recycling License

Other: 

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

Code Enforcement: (207) 363-1002  Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015  Beach Fire Department: (207) 363-1014

York Sewer District: (207) 363-4232  York Water District: (207) 363-2265

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

- CONTINUE TO BACK PAGE OF APPLICATION -
THE TOWN OF
YORK, MAINE
186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: Café Nicola
Street Address: 1 Ocean Ave York Beach
Business Owner: Ann Wissell
Mailing Address: Po Box 1093
W. Beach ME 03906
Phone Number: 207-253-5145
E-mail Address: Annawissell@Gmail.com
Business Manager: Kayaer Rowell
Mailing Address: Phone Number: 603-833-0360
E-mail Address: 

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

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

Please indicate which Licenses or Local Approvals you seek:

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

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

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

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

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Code Enforcement: (207) 363-1002  Police Department: (207) 363-1031
Village Fire Department: (207) 363-1015  Beach Fire Department: (207) 363-1014
York Sewer District: (207) 363-4232  York Water District: (207) 363-2265

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

CONTINUE TO BACK PAGE OF APPLICATION
THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03910

BUSINESS LICENSE APPLICATION

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

Business Name: Camp Eaton Inc (Camp Store)
Street Address: 750 York Street York Harbor, ME 03911
Business Owner: Peter Wagner / Matt Weilman
Mailing Address: P.O. Box 626
Phone Number: 207 363-3424
E-mail Address: PeterC@CampEaton.com

Business Manager: Matt Weilman
Mailing Address: P.O. Box 626
Phone Number: 207 363-3424
E-mail Address: Matt@CampEaton.com

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

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

Please indicate which Licenses or Local Approvals you seek:

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

Food and Beverage:
[ ] Food Service License (C/F)
[ ] Liquor License (F/P)
[ ] Bottle Club License (F/P)
Number of Seats: [ ] (Existing / Proposed)

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

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

C – Code Enforcement Inspection Required  F – Fire Department Inspection Required  P – Police Department Inspection Required
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Code Enforcement: (207) 363-1002  Police Department: (207) 363-1031
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- CONTINUE TO BACK PAGE OF APPLICATION -
THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: Candleshop Inn

Street Address: 44 Freeman St, York Beach

Business Owner: Barbara Sheff

Business Manager: Barbara Sheff

Mailing Address: 40 Homestead St, Waban, MA 02468

Phone Number: 207-337-3127

E-mail Address: bsheffrn@aol.com

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

☑ Bed and Breakfast License (C/F)

___ Innkeeper License (C/F)

Number of Rooms: 10

Food and Beverage:

___ Food Service License (C/F)

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

___ Liquor License (F/P)

___ Bottle Club License (F/P)

Entertainment:

___ Special Amusement License (F/P)

___ Dance Hall License (F/P)

___ Bowling Alley License (F/P)

___ Coin-Operated Amusement License (P)

___ Bingo, Beano and Games of Chance

Miscellaneous:

___ Transient Seller's License

___ Flea Market License

___ Junkyard, Auto Graveyard/Recycling License

___ Other: ____________________________

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

Code Enforcement: (207) 363-1002  Police Department: (207) 363-1031
Village Fire Department: (207) 363-1015  Beach Fire Department: (207) 363-1014
York Sewer District: (207) 363-4232  York Water District: (207) 363-2265

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

- CONTINUE TO BACK PAGE OF APPLICATION -
THE TOWN OF
YORK, MAINE
186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: The Candy Corner, Inc.

Street Address: 14 Railroad Ave, York Beach, ME 03910

Business Owner: John Agnes Biagioli  Business Manager: John

Mailing Address: 101 Cutter Hill Rd, Arlington, ME 04247

Phone Number: 207/363-6480

E-mail Address: (Polka Dot) (Polka Dot)

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

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

Food and Beverage:

[ ] Food Service License (C/F)  [ ] Number of Seats: [X] (Existing / Proposed)
[ ] Liquor License (F/P)
[ ] Bottle Club License (F/P)

Entertainment:

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

Miscellaneous:

[ ] Transient Seller’s License
[ ] Flea Market License
[ ] Junkyard, Auto Graveyard/Recycling License
[ ] Other: Candy/Chocolate/Brick

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

Code Enforcement: (207) 363-1002  Police Department: (207) 363-1031
Village Fire Department: (207) 363-1015  Beach Fire Department: (207) 363-1014
York Sewer District: (207) 363-4232  York Water District: (207) 363-2265

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

- CONTINUE TO BACK PAGE OF APPLICATION -
THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: Cliff House Maine

Street Address: 591 Shore Road, Cape Neddick, ME 03902

Business Owner: RBDD Cliff House Acquisitions LLC  Business Manager: Nancy White

Mailing Address: c/o Rockbridge, 4100 Regent St., Ste G, Columbus, OH 43219

Mailing Address: 591 Shore Road, York, ME 03902

Phone Number: 614.246.2577  Phone Number: 207.361.1000

E-mail Address: rmfulton@rockbridgecapital.com  E-mail Address: nwhite@cliffhousemaine.com

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:
☐ Bed and Breakfast License (C/F)
☐ Innkeeper License (C/F)
☒ Special Amusement License (F/P)
☐ Dance Hall License (F/P)
☐ Bowling Alley License (F)
☐ Coin-Operated Amusement License (P)
☐ Bingo, Beano and Games of Chance

Food and Beverage:
☒ Food Service License (C/F)
☐ Liquor License (F/P)
☐ Bottle Club License (F/P)

Entertainment:
□ Transient Seller's License
□ Flea Market License
□ Junkyard, Auto Graveyard/Recycling License
□ Other:

Miscellaneous:

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

Code Enforcement: (207) 363-1002  Police Department: (207) 363-1031
Village Fire Department: (207) 363-1015  Beach Fire Department: (207) 363-1014
York Sewer District: (207) 363-4232  York Water District: (207) 363-2265

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

- CONTINUE TO BACK PAGE OF APPLICATION -
THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: **FAT TOMATO GRILL**

Street Address: **241 YORK STREET, STE. 3**

Business Owner: **DAN POULIN**

Mailing Address: **PO BOX 701**

Phone Number: **(207) 363-5323**

E-mail Address: **DAN@DANPOULIN.COM**

Business Manager: **SAME**

Mailing Address: **SAME**

Phone Number: **SAME**

E-mail Address: **SAME**

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

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

Please indicate which Licenses or Local Approvals you seek:

**Lodging:**
- [ ] Bed and Breakfast License (C/F)
- [ ] Innkeeper License (C/F)

Number of Rooms: ___

**Food and Beverage:**
- [ ] Food Service License (C/F)
- [ ] Liquor License (F/P)
- [ ] Bottle Club License (F/P)

Number of Seats: **24** (Existing / Proposed)

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

**Miscellaneous:**
- [ ] Transient Seller’s License
- [ ] Flea Market License
- [ ] Junkyard, Auto Graveyard/Recycling License
- [ ] Other: ______________________

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

Code Enforcement: (207) 363-1002  Police Department: (207) 363-1031
Village Fire Department: (207) 363-1015  Beach Fire Department: (207) 363-1014
York Sewer District: (207) 363-4232  York Water District: (207) 363-2265

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

- CONTINUE TO BACK PAGE OF APPLICATION -
THE TOWN OF

YORK, MAINE
186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: RiskyInvestments LLC. DBA: Gaskins Barbecue & Lobster

Street Address: 15-3 Railroad ave York, Me, 03909

Business Owner: John Gaskins

Mailing Address: PO BOX 646 York Beach Maine 03910

Business Manager: John Gaskins

Mailing Address:

Phone Number: 207-606-0546/321-458-2500

Phone Number:

E-mail Address: JohnG0072002@yahoo.com

E-mail Address:

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

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

Please indicate which Licenses or Local Approvals you seek:

** Lodging:**
- ☐ Bed and Breakfast License (C/F)
- ☑ Innkeeper License (C/F)
- Number of Rooms: _____

** Food and Beverage:**
- ☑ Food Service License (C/F)
- Number of Seats: 28 / _____ (Existing / Proposed)
- ☑ Liquor License (F/P)
- ☑ Bottle Club License (F/P)

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

** Miscellaneous:**
- ☐ Transient Seller’s License
- ☐ Flea Market License
- ☐ Junkyard, Auto Graveyard/Recycling License
- ☐ Other: __________

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

Code Enforcement: (207) 363-1002   Police Department: (207) 363-1031
Village Fire Department: (207) 363-1015   Beach Fire Department: (207) 363-1014
York Sewer District: (207) 363-4232   York Water District: (207) 363-2265

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

- CONTINUE TO BACK PAGE OF APPLICATION -
THE TOWN OF
YORK, MAINE
186 York Street, York, Maine 03910

BUSINESS LICENSE APPLICATION

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

Business Name: Kettle Boys Popcorn Company
Street Address: 15 Railroad Ave, Unit 1, York Beach, ME 03910
Business Owner: Jeremy Prescott
Mailing Address: 8014 Evergreen Pl
Phone Number: 207-451-7277
E-mail Address: Jeremy@Kettleboys.com

Business Manager: Doug Anderson
Mailing Address: (same)
Phone Number: 207-858-5505
E-mail Address: MAinMaine@gmail.com

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

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

Please indicate which Licenses or Local Approvals you seek:

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

Food and Beverage:
☐ Food Service License (C/F)
Number of Seats: 363 (Existing / Proposed)
☐ Liquor License (F/P)
☐ Bottle Club License (F/P)

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

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

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

Code Enforcement: (207) 363-1002  Police Department: (207) 363-1031
Village Fire Department: (207) 363-1015  Beach Fire Department: (207) 363-1014
York Sewer District: (207) 363-4232  York Water District: (207) 363-2265

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

- CONTINUE TO BACK PAGE OF APPLICATION -
THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: LONG BEACH MOTOR INN
Street Address: 221 LONG BEACH AVE P.O. BOX 615
Business Owner: GARY Crossman  Business Manager: SAME
Mailing Address: SAME  Mailing Address: SAME

Phone Number: 207-363-5481  Phone Number: 
E-mail Address: LONG BEACH MOTOR INN @ MSN.COM  E-mail Address: 

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:
☐ Bed and Breakfast License (C/F)
☒ Innkeeper License (C/F)
☐ Number of Rooms: 32

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

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

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

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

Code Enforcement: (207) 363-1002  Police Department: (207) 363-1031
Village Fire Department: (207) 363-1015  Beach Fire Department: (207) 363-1014
York Sewer District: (207) 363-4232  York Water District: (207) 363-2265

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

- CONTINUE TO BACK PAGE OF APPLICATION -
THE TOWN OF
YORK, MAINE
186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: MAINE LOBSTER OUTLET

Street Address: 360 ROUTE 1 YORK, ME 03909

Business Owner: CANAN LETOURNEAU

Mailing Address: 360 ROUTE 1 YORK, ME 03909

Business Manager: GUNNAR HAGSTROM

Mailing Address: JAME

Phone Number: 207-363-9899

Phone Number: 207-363-9899

E-mail Address: gunnar@mainelobsteroutlet.com

E-mail Address: gunnar@mainelobsteroutlet.com

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

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

Number of Rooms: ___

Food and Beverage:

___ Food Service License (C/F)

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

___ Liquor License (F/P)

___ Bottle Club License (F/P)

Entertainment:

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

Miscellaneous:

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

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

Code Enforcement: (207) 363-1002
Village Fire Department: (207) 363-1015
York Sewer District: (207) 363-4232

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

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

- CONTINUE TO BACK PAGE OF APPLICATION -
THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: Norma's Restaurant Inc

Street Address: 529 US Rt # 1, ICE Pk and Mall

Business Owner: Norma Clark

Business Manager:

Mailing Address: 149 Chase's Park Rd, York, Maine 03909

Phone Number: 207-363-3838

E-mail Address:

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

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

Number of Rooms:

Food and Beverage:

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

Entertainment:

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

Miscellaneous:

□ Transient Seller’s License
□ Flea Market License
□ Junkyard, Auto Graveyard/Recycling License
□ Other: _______________________

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

Code Enforcement: (207) 363-1002 Police Department: (207) 363-1031
Village Fire Department: (207) 363-1015 Beach Fire Department: (207) 363-1014
York Sewer District: (207) 363-4232 York Water District: (207) 363-2265

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

- CONTINUE TO BACK PAGE OF APPLICATION -
THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: The Sand Dollar (281 Long Beach Ave, LLC)

Street Address: 279 + 281 Long Beach Ave

Business Owner: Tara Sherman

Business Manager: (same)

Mailing Address: 4 Dane Rd

Lexington, MA 02421

Phone Number: 781- 472- 9493

E-mail Address: sand.dollar.apts@verizon.net

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

___ Bed and Breakfast License (C/F)

X  Innkeeper License (C/F)

Number of Rooms: 5

Food and Beverage:

___ Food Service License (C/F)

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

Liquor License (F/P)

Bottle Club License (F/P)

Entertainment:

___ Special Amusement License (F/P)

___ Dance Hall License (F/P)

___ Bowling Alley License (F)

___ Coin-Operated Amusement License (P)

___ Bingo, Beano and Games of Chance

Miscellaneous:

___ Transient Seller’s License

___ Flea Market License

___ Junkyard, Auto Graveyard/Recycling License

___ Other: ___________________________

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

S – Sewer District Inspection Required  W – Water District Inspection Required

Code Enforcement: (207) 363-1002  Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015  Beach Fire Department: (207) 363-1014

York Sewer District: (207) 363-4232  York Water District: (207) 363-2265

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

- CONTINUE TO BACK PAGE OF APPLICATION -
THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: ST ASPINWIND LODGE NO. 198

Street Address: 101 LONG SANDS RD.

Business Owner: TRUSTEES          Business Manager: WALTER KILLOUNY, CLERK

Mailing Address: PO Box 408          Mailing Address: 8 GEORGIA ST

Phone Number: 207-363-4817          Phone Number: 207-415-5317

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

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

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

Please indicate which Licenses or Local Approvals you seek:

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

Food and Beverage:
☐ Food Service License (C/F)  Number of Seats: 40 (Existing / Proposed)
☐ Liquor License (F/P)
☐ Bottle Club License (F/P)

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

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

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

Code Enforcement: (207) 363-1002          Police Department: (207) 363-1031
Village Fire Department: (207) 363-1015    Beach Fire Department: (207) 363-1014
York Sewer District: (207) 363-4232       York Water District: (207) 363-2265

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

- CONTINUE TO BACK PAGE OF APPLICATION -
THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: MAINE ICE CREAM LLC, D/B/A: VILLAGE SCOOP ICE CREAM

Street Address: 226 YORK STREET, YORK ME 03909

Business Owner: CAROLYN BRENNAN

Mailing Address: 20 OLD POST ROAD, YORK ME 03909

Business Manager: CAROLYN BRENNAN

Mailing Address: (SAME)

Phone Number: 207-337-3948

Phone Number: (SAME)

E-mail Address: carolynbrennan@mainecream.com

E-mail Address: (SAME)

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

___ Bed and Breakfast License (C/F)

___ Innkeeper License (C/F)

Number of Rooms: ___

Food and Beverage:

___ Food Service License (C/F)

Number of Seats: 20 / ___ (Existing / Proposed)

___ Liquor License (F/P)

___ Bottle Club License (F/P)

Entertainment:

___ Special Amusement License (F/P)

___ Dance Hall License (F/P)

___ Bowling Alley License (F)

___ Coin-Operated Amusement License (P)

___ Bingo, Beano and Games of Chance

Miscellaneous:

___ Transient Seller’s License

___ Flea Market License

___ Junkyard, Auto Graveyard/Recycling License

___ Other: ____________________

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

Code Enforcement: (207) 363-1002

Village Fire Department: (207) 363-1015

York Sewer District: (207) 363-4232

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

- CONTINUE TO BACK PAGE OF APPLICATION -
THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: Walker, Maine

Street Address: 1273 US RT 1 Cape Neddick, ME 03902

Business Owner: Danielle Walker

Business Manager: Danielle Walker

Mailing Address: P.O. Box 357 Cape Neddick, ME 03902

Phone Number: 207-351-1146

E-mail Address: daniellejohnsonwalkergmail.com

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

___ Bed and Breakfast License (C/F)

___ Innkeeper License (C/F)

Number of Rooms: ___

Food and Beverage:

___ Food Service License (C/F)

___ Liquor License (F/P)

Number of Seats: 170 (Existing / Proposed)

___ Bottle Club License (F/P)

Entertainment:

___ Special Amusement License (F/P)

___ Dance Hall License (F/P)

___ Bowling Alley License (F)

___ Coin-Operated Amusement License (P)

___ Bingo, Beano and Games of Chance

Miscellaneous:

___ Transient Seller’s License

___ Flea Market License

___ Junkyard, Auto Graveyard/Recycling License

___ Other: ______

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

S – Sewer District Inspection Required  W – Water District Inspection Required

Ψ Code Enforcement: (207) 363-1002  Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015  Beach Fire Department: (207) 363-1014

York Sewer District: (207) 363-4232  York Water District: (207) 363-2265

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

- CONTINUE TO BACK PAGE OF APPLICATION -
**THE TOWN OF**

**YORK, MAINE**
186 York Street, York, Maine 03909

**BUSINESS LICENSE APPLICATION**

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

<table>
<thead>
<tr>
<th>Business Name:</th>
<th><strong>Wicked Good Ice Cream</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address:</td>
<td><strong>4 Main St., York Beach</strong></td>
</tr>
<tr>
<td>Business Owner:</td>
<td><strong>Martha Danilowicz</strong></td>
</tr>
<tr>
<td>Business Manager:</td>
<td><strong>Casey Danilowicz</strong></td>
</tr>
<tr>
<td>Mailing Address:</td>
<td><strong>P.O. Box 205 York Beach, ME 03909</strong></td>
</tr>
<tr>
<td>Phone Number:</td>
<td><strong>508 450-2057</strong></td>
</tr>
<tr>
<td>E-mail Address:</td>
<td><strong><a href="mailto:wickedgoodicecream@yahoo.com">wickedgoodicecream@yahoo.com</a></strong></td>
</tr>
<tr>
<td>Mailing Address:</td>
<td><strong>P.O. Box 205 York Beach, ME 03909</strong></td>
</tr>
<tr>
<td>Phone Number:</td>
<td><strong>774 364-1537</strong></td>
</tr>
<tr>
<td>E-mail Address:</td>
<td><strong><a href="mailto:KD112000@yahoo.com">KD112000@yahoo.com</a></strong></td>
</tr>
</tbody>
</table>

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

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

Please indicate which Licenses or Local Approvals you seek:

| Lodging: | [ ] Bed and Breakfast License (C/F)  
[ ] Innkeeper License (C/F)  
Number of Rooms: [ ] |
| Food and Beverage: | [ ] Food Service License (C/F)  
[ ] Liquor License (F/P)  
[ ] Bottle Club License (F/P)  
Number of Seats: [ ] [ ] (Existing / Proposed) |
| Entertainment: | [ ] Special Amusement License (F/P)  
[ ] Dance Hall License (F/P)  
[ ] Bowling Alley License (F)  
[ ] Coin-Operated Amusement License (P)  
[ ] Bingo, Beano and Games of Chance |
| Miscellaneous: | [ ] Transient Seller’s License  
[ ] Flea Market License  
[ ] Junkyard, Auto Graveyard/Recycling License  
[ ] Other: |

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

- Code Enforcement: (207) 363-1002  
- Police Department: (207) 363-1031
- Village Fire Department: (207) 363-1015  
- Beach Fire Department: (207) 363-1014
- York Sewer District: (207) 363-4232  
- York Water District: (207) 363-2265

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

- CONTINUE TO BACK PAGE OF APPLICATION -
BUSINESS LICENSE APPLICATION

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

Business Name: WINDBREAKER RESTAURANT

Street Address: 243 LONG BEACH AVE - YORK BEACH, ME. 03910

Business Owner: DIANA HICKEY  Business Manager: LYNN HICKEY

Mailing Address: PO BOX 572 - YORK HARBOR, ME 03911  Mailing Address: PO BOX 572

Phone Number: 207-363-3807  Phone Number: 207-363-3807

E-mail Address:  E-mail Address:  

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

Food and Beverage:

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

☐ Food Service License (C/F)
☐ Number of Seats: 86 (Existing / Proposed)

☐ Liquor License (P/F)
☐ Bottle Club License (F/P)

Entertainment:

Miscellaneous:

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

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

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

Code Enforcement: (207) 363-1002  Police Department: (207) 363-1031
Village Fire Department: (207) 363-1015  Beach Fire Department: (207) 363-1014
York Sewer District: (207) 363-4232  York Water District: (207) 363-2265

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

- CONTINUE TO BACK PAGE OF APPLICATION -
THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: York Beach Residence Club

Street Address: Ocean Avenue

Business Owner: York Beach Club Owners Assoc.

Business Manager: Catherine Morgillo

Mailing Address: Ocean Ave Unit C6

Mailing Address: Same

Phone Number: 207-361-0900

Phone Number: 207-361-7204

E-mail Address: claire@yorkbeachclub.com

E-mail Address: director@yorkbeachclub.com

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

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

Number of Rooms: 41

Food and Beverage:

☐ Food Service License (C/F)

Number of Seats: (Existing / Proposed)

☐ Liquor License (F/P)

☐ Bottle Club License (F/P)

Entertainment:

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

Miscellaneous:

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

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

S — Sewer District Inspection Required  W — Water District Inspection Required

Code Enforcement: (207) 363-1002  Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015  Beach Fire Department: (207) 363-1014

York Sewer District: (207) 363-4232  York Water District: (207) 363-2265

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

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

DATE SUBMITTED: June 6, 2019

DATE ACTION REQUESTED: June 10, 2019

☐ ACTION

□ DISCUSSION ONLY

SUBJECT: Authority to apply for Efficiency Maine funding of electric vehicle charging stations

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Efficiency Maine is soliciting applications for co-funding of electric vehicle charging stations. The BOS was apprised of the program and granted authority to the Energy Steering Committee to seek proposals for turnkey installation of two electric vehicle charging stations on May 13. Those proposals were solicited, received and reviewed. A vendor and location were selected. The total cost of the stations would be $37,166, for which, if the York application were accepted, Efficiency Maine would contribute $10,000, resulting in a net cost to the Town of $27,166. Applications are due by July 10.

RECOMMENDATION: The Energy Steering Committee recommends the Town of York apply to Efficiency Maine for co-funding two electric vehicle charging stations at the Town Library to be installed by EV LaunchPad, a local company. To maximize the likelihood of an award, two applications are recommended: a single and a double charger installation.

PROPOSED MOTION: Authorize the Energy Steering Committee to submit two applications for Efficiency Maine co-funding: one application for a single electric vehicle charging installation and one application for a double electric vehicle charging installation at the Town Library.

FISCAL IMPACT: Not to exceed $27,166

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

PREPARED BY: __________________________  REVIEWED BY: __________________________

Gerry Runte, Energy Steering Committee

Note: I don’t know how the Town will fund the $27K match.
Efficiency Maine Trust Request for Proposals: Co-Funding Electric Vehicle Charging Stations

Recommended Response by Town of York

Presentation to Board of Selectmen
June 10, 2019

David White
York Energy Steering Committee
Tonight’s Presentation

• The Energy Steering Committee recommends awarding EV charging station project to EV LaunchPad

• Preferred project is for two charging pedestals at (4 outlets) at York Library

• Contingent on level of award from Efficiency Maine

• Turnkey contract includes:
  – Project management
  – All equipment
  – Permitting and installation
  – Maintenance for 4 years
  – Data Collection on utilization and networking for 4 years
Background

• Efficiency Maine Trust (EMT) issued an RFP to co-fund electric vehicle charging stations providing the lower of 50% cost or $5,000 for each charging station. EMT required that requests for co-funding be supported by a bona fide bid from a turnkey contractor.

• The Energy Steering Committee issued a public RFP, as well as directly contacting 5 potential vendors, for turnkey installations of dual dispenser chargers at the Town Library and at York High School.

• Three responses were received and evaluated.

• One bid was deemed unresponsive; ReVision Energy and EV LaunchPad submitted proposals for the following installations:
  
  – One YHS and one Library charger each (ReVision YHS bid deemed unresponsive)
  – Two chargers at the Library

• The lowest cost bids for a single charger at each location totaled approximately $60k – after cost sharing the Town would be responsible for $40k. Doing both locations was therefore rejected.

• The ESC recommends two chargers at the Library as the basis for our response.
Rationale for Recommendation

- Costs came in higher than expected but Efficiency Maine subsidy still creates a good opportunity

- Charging infrastructure is key to encouraging adoption of EV transportation, lower emissions

- Library has excellent visibility, easy for travelers to find, good prospects for utilization

- Encourages travelers to stop in York for “fill up” and shop locally while waiting

- Sends message that York welcomes green minded visitors
Request

- Submit 2 proposals to EMT; 2 dual chargers at Library and 1 dual charger at Library (only one can win; 2 maximizes chance of award)
- Proposals based on EV LaunchPad bids
- Town of York committing to maximum cost sharing of $27,166; minimum $22,516

<table>
<thead>
<tr>
<th></th>
<th>2 Dual Chargers</th>
<th>1 Dual Charger</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Cost</td>
<td>$37,166</td>
<td>$27,516</td>
</tr>
<tr>
<td>EMT Funding</td>
<td>$10,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Town of York Funding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$22,666</td>
<td>$18,106</td>
</tr>
<tr>
<td>In-Kind</td>
<td>$4,500</td>
<td>$4,500</td>
</tr>
<tr>
<td>Total York Commitment</td>
<td>$27,166</td>
<td>$22,516</td>
</tr>
</tbody>
</table>
Next Steps

• Upon BOS approval, we:
  – Proposal to EMT submitted by July 10
  – Decision expected by August 6

• If selected by EMT, we:
  – Return to BOS for final approval of funds
    • 6 months permitted to gain final approval
  – Sign contract with EV LaunchPad
  – Begin installation (dependent on DPW schedule)
  – Installation must be complete by June 30, 2020
Appendix
## Bid Comparison – Library Installation

<table>
<thead>
<tr>
<th></th>
<th>Revision 2 Dual Chargers</th>
<th>EV LaunchPad 2 Dual Chargers</th>
<th>EV LaunchPad 1 Dual Charger</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Charger</strong></td>
<td>Included, detail not provided</td>
<td>$14,350</td>
<td>$7,300</td>
</tr>
<tr>
<td><strong>Infrastructure</strong></td>
<td>Included, detail not provided</td>
<td>$17,705</td>
<td>$17,341</td>
</tr>
<tr>
<td>installation, electrical, permitting/survey</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4 years Software/Network</strong></td>
<td>Included, detail not provided</td>
<td>$1,355</td>
<td>$875</td>
</tr>
<tr>
<td><strong>4 years Maintenance</strong></td>
<td>Not included</td>
<td>2,000</td>
<td>2,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$46,396</td>
<td>$37,166</td>
<td>27,516</td>
</tr>
<tr>
<td><strong>Number of dispensers</strong></td>
<td>4</td>
<td>4</td>
<td>2</td>
</tr>
</tbody>
</table>
# Comparing Proposal Details

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Total Price</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Total Price</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVBox</td>
<td>4</td>
<td>$2,500</td>
<td>$10,000</td>
<td>2</td>
<td>$2,500</td>
<td>$5,000</td>
<td>2</td>
<td>$2,500</td>
<td>$5,000</td>
</tr>
<tr>
<td>Cable Retractor and Pole Mount</td>
<td>2</td>
<td>$1,500</td>
<td>$3,000</td>
<td>1</td>
<td>$1,500</td>
<td>$1,500</td>
<td>1</td>
<td>$1,500</td>
<td>$1,500</td>
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<tr>
<td>Optional 4-5 yr warranty</td>
<td>2</td>
<td>$300</td>
<td>$600</td>
<td>1</td>
<td>$300</td>
<td>$300</td>
<td>1</td>
<td>$300</td>
<td>$300</td>
</tr>
<tr>
<td>Shipping</td>
<td>1</td>
<td>$750</td>
<td>$750</td>
<td>1</td>
<td>$500</td>
<td>$500</td>
<td>1</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>EV Cloud Activation</td>
<td>1</td>
<td>$395</td>
<td>$395</td>
<td>1</td>
<td>$395</td>
<td>$395</td>
<td>1</td>
<td>$395</td>
<td>$395</td>
</tr>
<tr>
<td>Annual Network Fee</td>
<td>4</td>
<td>$240</td>
<td>$960</td>
<td>2</td>
<td>$240</td>
<td>$480</td>
<td>2</td>
<td>$240</td>
<td>$480</td>
</tr>
<tr>
<td>Operations and Maintenance</td>
<td>4</td>
<td>$500</td>
<td>$2,000</td>
<td>4</td>
<td>$500</td>
<td>$2,000</td>
<td>4</td>
<td>$500</td>
<td>$2,000</td>
</tr>
<tr>
<td><strong>Total Materials and Labor</strong></td>
<td></td>
<td></td>
<td><strong>$19,461</strong></td>
<td></td>
<td></td>
<td><strong>$17,341</strong></td>
<td></td>
<td></td>
<td><strong>$26,680</strong></td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td></td>
<td><strong>$37,166</strong></td>
<td></td>
<td></td>
<td><strong>$27,516</strong></td>
<td></td>
<td></td>
<td><strong>$36,855</strong></td>
</tr>
</tbody>
</table>
Comprehensive turnkey Installation and management services

Sales

- Installation consultation including comprehensive site survey
- Assistance with obtaining Federal, state, local and utility grant programs
- Liaise with engineers, attorneys and equipment manufacturers
- Coordination with utility make ready programs
- Network provider commissioning and launch including setting up on multiple online station locator tools e.g. Plugshare
- Testing and short term troubleshooting

Optional

- Site host facility management training
- Workplace training programs available to maximize utilization
- Press launch services available

Installation

Full turn key project management through either our team or assistance with your preferred contractor

Operation & Maintenance plans

- Uptime assurance
- 24/7 monitoring of status
- Proactive troubleshooting
- Software and firmware upgrade services
- Fast turnaround in fixing issues
- Periodic Maintenance
- Cleaning

Management plans

Includes all of the above plus:

- Scheduled data reports including P & L analysis and sustainability metrics
- Optimization of the number of charge sessions and energy usage
- Management of user accounts including setting up different user groups e.g. Fleet, employee and public. On boarding of new employees.
- Equipment branding swaps
- Equipment screen configuration
- Ongoing site host management and employee training

Contact Us: 603 828 2919  
jp@evlaunchpad.com  
www.evlaunchpad.com
EV LaunchPad is a premier supplier and installer of choice for commercial electric vehicle charging equipment.

We are knowledgeable, professional and experienced. As an independent company, we supply a range of market leading charging equipment which best suits our customer’s needs and budget.

Certified Installers for:

- Tesla
- Tritium DC Fast Chargers
- EVBOX
- BMW/MINI
- Jaguar and Land Rover
- Chargepoint Home
- Aerovironment (AV) for GM, Ford
- eMotorwerks (Juicebox/JuiceNet)
Our Turnkey services include

- Location identification and assessment
- Comprehensive regional planning
- EVSE (Electric vehicle Supply Equipment) recommendations
- Comprehensive design
- LEED certification
- Budgeting and analysis of fixed and operational costs
- Installation and project management from start to finish
- Assistance in identifying Federal, State and Local tax credits and grants
- Set up on network and integration with cloud based management software

- Data analysis and reporting services
- Station initialization and testing
- Design customized educational programs
- Routine monitoring of stations
- Cleaning and maintenance services
- Software and hardware upgrade services
- All-in-one management services
- 24/7 Fast response to issues
Proposal for:

Stephen H. Burns, Town manager
York Town Office, York, ME 03909

Prepared by:

James Penfold

Date: 6/3/19

Proposal Number 1588

York Public Library Electric Vehicle Charging Stations: 2 x Double Port stations

Price schedule

<table>
<thead>
<tr>
<th>Company</th>
<th>Deliverable</th>
<th>Quantity</th>
<th>Unit price</th>
<th>Your Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVBox</td>
<td>Businessline Single Networked/Hub/Cell modem Model No: EVB-2320-6583-EVC-04 color: Gray</td>
<td>4</td>
<td>2500</td>
<td>$10000</td>
</tr>
<tr>
<td></td>
<td>Cable retractor and pole mount system</td>
<td>2</td>
<td>$1500</td>
<td>$3000</td>
</tr>
<tr>
<td></td>
<td>3 year parts warranty -</td>
<td></td>
<td></td>
<td>Inc.</td>
</tr>
<tr>
<td></td>
<td>Optional Year 4 and 5 parts warranty</td>
<td>2</td>
<td>$300</td>
<td>$600</td>
</tr>
<tr>
<td></td>
<td>Shipping</td>
<td>1</td>
<td>$750</td>
<td>$750</td>
</tr>
<tr>
<td></td>
<td><strong>Subtotal for hardware</strong></td>
<td></td>
<td></td>
<td><strong>$14350</strong></td>
</tr>
<tr>
<td>EV</td>
<td>EV Connect Cloud Activation [one time] and assist with</td>
<td>1</td>
<td>$395</td>
<td>$395</td>
</tr>
<tr>
<td>Connect</td>
<td>complete account configuration including setting rates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>-------------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Annual data network fee ($240/plug/year) Self managed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>$240</td>
<td>$960</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Subtotal for software / network service</strong></td>
<td>$1355</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EV LaunchPad</td>
<td><strong>Services include everything below</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Site survey and validation (Energy capacity, cellular service viability etc.)</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Install a new pedestal mounted distribution panel and disconnect at the transformer - additional material and labor plus utility company logistics</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>EV charging signage</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spray EV signage on asphalt</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bollards</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Obtain city permit/s and be available during inspection.</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Install new #6 AWG THHN stranded copper wires and grounds - x 2 conductors + 2 grounds per station</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Install new 40 Amp 2 pole breakers per panel manufacturers specifications</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Construct new concrete pads</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Install stations and connect wires and communication cable</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Energize stations and test all plugs on EV</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contact EV Connect to establish data connection and test with the phone app and RFID cards</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tidy and landscape (reseed grass).</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provide location and details to the DOE Alternative Fuels Data Center</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provide location and details to Plugshare</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provide training to appropriate managers responsible for equipment and the network (backoffice), One initially followed by a second at within 6 months. In general, we will be available to assist when needed. EV Connect will always available.</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provide employee training day</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assist with media launch event (If requested)</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Warranty: EV LaunchPad warrants its installation work for one year.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Operations and maintenance $500 / year</strong></td>
<td>4</td>
<td>$500</td>
<td>$2000</td>
</tr>
<tr>
<td></td>
<td><strong>Total for materials and labor</strong></td>
<td></td>
<td></td>
<td>$19461</td>
</tr>
<tr>
<td></td>
<td><strong>Total for hardware, software and installation</strong></td>
<td></td>
<td></td>
<td>$35166</td>
</tr>
</tbody>
</table>
Proposal for:

Stephen H. Burns, Town manager
York Town Office, York, ME 03909

Prepared by:

James Penfold

Date: 6/3/19

Proposal Number 1587

York Public Library Electric Vehicle Charging Stations: **1 x Double port station**

<table>
<thead>
<tr>
<th>Company</th>
<th>Deliverable</th>
<th>Quantity</th>
<th>Unit price</th>
<th>Your Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVBox</td>
<td>Businessline Single Networked/Hub/Cell modem Model No: EVB-2320-6583-EVC-04 _color: Gray</td>
<td>2</td>
<td>2500</td>
<td>$5000</td>
</tr>
<tr>
<td></td>
<td>Cable retractor and pole mount system</td>
<td>1</td>
<td>$1500</td>
<td>$1500</td>
</tr>
<tr>
<td></td>
<td>3 year parts warranty -</td>
<td></td>
<td></td>
<td>Inc.</td>
</tr>
<tr>
<td></td>
<td>Extended parts warranty</td>
<td>1</td>
<td>$300</td>
<td>300</td>
</tr>
<tr>
<td></td>
<td>Shipping</td>
<td>1</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td></td>
<td><strong>Subtotal for hardware</strong></td>
<td></td>
<td></td>
<td><strong>$7300</strong></td>
</tr>
<tr>
<td>EV</td>
<td>EV Connect Cloud Activation <strong>(one time)</strong> and assist with</td>
<td>1</td>
<td>$395</td>
<td>$395</td>
</tr>
<tr>
<td>Connect</td>
<td>Description</td>
<td>Units</td>
<td>Cost</td>
<td></td>
</tr>
<tr>
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<td>complete account configuration including setting rates</td>
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<tr>
<td></td>
<td>Annual data network fee <strong>($240/plug/year)</strong> Self managed</td>
<td>2</td>
<td>$240</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subtotal for software / network service</td>
<td></td>
<td>$875</td>
<td></td>
</tr>
<tr>
<td>EV LaunchPad</td>
<td>Site survey and validation (Energy capacity, cellular service viability etc.)</td>
<td>1</td>
<td>INC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Install a new pedestal mounted distribution panel and disconnect at the transformer - additional material and labor plus utility company logistics</td>
<td>1</td>
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<td></td>
<td>EV charging signage</td>
<td>3</td>
<td></td>
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<td></td>
<td>Spray EV signage on asphalt</td>
<td>2</td>
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<td></td>
<td>Bollards</td>
<td>2</td>
<td></td>
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<td>Obtain city permit/s and be available during inspection.</td>
<td>1</td>
<td></td>
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<td></td>
<td>Install new #6 AWG THHN stranded copper wires and grounds - x 2 conductors + 2 grounds per station</td>
<td>1</td>
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<td>Construct new concrete pads</td>
<td>1</td>
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<td>1</td>
<td></td>
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<td></td>
<td>Energize stations and test all plugs on EV</td>
<td>1</td>
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<td></td>
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<td>1</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Tidy and landscape (reseed grass).</td>
<td>1</td>
<td></td>
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<tr>
<td></td>
<td>Provide location and details to the DOE Alternative Fuels Data Center</td>
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<td>Provide employee training day</td>
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<td></td>
<td></td>
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<td></td>
<td>Assist with media launch event (If requested).</td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Warranty: EV LaunchPad warrants its installation work for one year.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Operations &amp; Maintenance per year</td>
<td>4</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total for materials and labor</td>
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<td>$17341</td>
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</tr>
<tr>
<td></td>
<td>Total for hardware, software and installation</td>
<td></td>
<td>$25516</td>
<td></td>
</tr>
</tbody>
</table>
Proposal for:

Stephen H. Burns, Town manager
York Town Office, York, ME 03909

Prepared by:

James Penfold

Date: 6/3/19

Proposal Number 1589

York High School Electric Vehicle Charging Stations: 1 x Double port station

Price schedule

<table>
<thead>
<tr>
<th>Company</th>
<th>Deliverable</th>
<th>Quantity</th>
<th>Unit price</th>
<th>Your Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVBox</td>
<td>Businessline Single Networked/Hub/Cell modem Model No: EVB-2320-6583-EVC-04 _color: Gray</td>
<td>2</td>
<td>2500</td>
<td>$5000</td>
</tr>
<tr>
<td></td>
<td>Cable retractor and pole mount system</td>
<td>1</td>
<td>$1500</td>
<td>$1500</td>
</tr>
<tr>
<td></td>
<td>3 year parts warranty -</td>
<td></td>
<td>Inc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Optional Year 4 and 5 parts warranty</td>
<td>1</td>
<td>$300</td>
<td>300</td>
</tr>
<tr>
<td></td>
<td>Shipping</td>
<td>1</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td></td>
<td><strong>Subtotal for hardware</strong></td>
<td></td>
<td></td>
<td><strong>$7300</strong></td>
</tr>
<tr>
<td>EV</td>
<td>EV Connect Cloud Activation <strong>[one time]</strong> and assist with</td>
<td>1</td>
<td>$395</td>
<td>$395</td>
</tr>
<tr>
<td>Connect</td>
<td>complete account configuration including setting rates</td>
<td></td>
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<td>Annual data network fee ($240/plug/year) Self managed</td>
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<td>1</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Cut asphalt, and excavate trench to building, lay conduit (oversized to future proof for additional future charging stations), backfill, concrete repave and seal.</td>
<td>1</td>
<td></td>
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<tr>
<td></td>
<td>Core into building</td>
<td>1</td>
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<tr>
<td></td>
<td>Run conduit upstairs and core through 1-2 walls into electrical room</td>
<td>1</td>
<td></td>
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<tr>
<td></td>
<td>EV charging signage</td>
<td>3</td>
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<td></td>
<td>Total for materials and labor</td>
<td></td>
<td>$26680</td>
<td></td>
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<tr>
<td></td>
<td>Operations and maintenance $500 / year</td>
<td>4</td>
<td>$2000</td>
<td></td>
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<tr>
<td></td>
<td>Total for hardware, software and installation</td>
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<td>$34855</td>
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</tbody>
</table>
EV Box Businessline Single Networked/Hub/Cell modem Model No: EVB-2320-6583-EVC-04 _color: Gray

Mounted to Cable retractor and pole mount system

Using EV Connect networked management system
Asphalt parking space "striping/signage"
Signage at main street
Signage at charging stations
Company Overview

EV Connect is a leading provider of electric vehicle (EV) charging solutions for workplace, fleet, hospitality, retail, commercial real estate, parking operators, utilities, universities and government facilities. EV Connect developed and operates the industries most robust and flexible cloud-based platform for the management of charging stations and the drivers that use them.

The EV Connect Charge Cloud™ platform provides charge station-agnostic command & control; enterprise and energy systems integration via an open API; driver communications and support; and demand-response functionality across multiple OCPP compliant charging station manufacturers and/or networks. EV Connect doesn’t manufacture any charging stations, but they have partnerships with the leading charging station manufacturers in the industry. In many circumstances, EV Connect is also a turn-key system integrator who provides the hardware, installation, and charging station management software so that a customer can have one source to meet its EV Charging Station needs.

EV Connect’s Charge Cloud™ platform supports single port, dual port, wall mounted and pedestal mounted, Level 2 EV Box and BTC Power charging stations as well as Level 3 DC fast chargers from leading charging station manufacturers (e.g.: ABB, BTC Power, Efacec, etc.).

EV Connect Network Management Software Platform

We have created the industry’s most flexible EV charging management and application platform for site hosts and EV drivers. The platform is designed to provide one unified site host portal and one driver interface (app) to operate and manage charging stations from multiple manufacturers.

The cloud-based EV Connect Network can manage large numbers of geographically dispersed charge station assets and provide the following management features and capabilities:

- Dashboard with the following features:
  - Real time charging station status’
  - EV charging station stats (e.g. number of charge sessions, kWh, connect time, number of drivers, etc.)
  - Sustainability metrics (e.g. greenhouse gas reduction, carbon credits, gasoline saved, etc.)
- **Pricing Policies**
  - Ability to set pricing policies unique to different stations, station groups, locations, and drivers
  - Site hosts can set up payment options as follows:
    - Per-session (flat rate) pricing with maximum and minimum amounts
    - Per-connected hour (in increments of 1 minute) pricing
    - Per charging hour (in increments of 1 minute) pricing
    - Per-month pricing
    - Per kWh
    - Pricing based on driver groups (e.g.: Fleet employees charge for free, company employees pay $1.00 per hour, guests are charged $0.20 kWh)
    - Providing free charging at one or more location or to one or more groups of drivers (board members, employees, etc.)
    - Providing free charging for 1 or more hours but then converting to a charged rate at a selected time (e.g.: Free for first hour, $1.00 an hour thereafter)
    - Regressive pricing (e.g.: set rate for a period of time with an adjustment to a higher/lower price point after that period of time has elapsed)
    - Pricing based on time of day
    - Pricing based on real time inputs (demand response integration required)
• **Real time reports**
  - Historical charge station data (connected time per day, number of charge sessions per day, kWh usage per day, etc.)
  - Utilization per charging station
  - Utilization by driver
  - Custom date ranged sustainability metrics
  - Schedule reporting to be delivered daily or monthly to your inbox
• **Access control**
  
  - Set as many driver groups as you wish
  - Control access & pricing for each driver
  - Option to give automatic access to employees who have a company email address
  - RFID cards available upon request
• **Advanced features**
  - Driver 2 Driver communications (ability to send anonymous message to driver using the charging station)
  - Queuing (allows drivers to be put on a wait list to be notified when there is a charging station available at their site)
  - Snitching (allows drivers anonymously report poor EV charging etiquette)
  - Guest key codes (Custom codes that enable guests to use the charging stations without payment)
  - Reserve EV charging stations
  - Fleet – remotely start and stop charging sessions
  - Remotely update charge station control software and firmware
  - Open ADR (Demand response integration with major utilities)

**Driver App for Android & iPhone (FREE download)**

• **Locate a station**
  - Charging station locator integrated into Google maps
  - Real time status of charging stations that are available for use
  - EV Connect stations show on the integrated Google map in green and blue pins. Green represents charging station locations that have an available charging station whereas blue represents locations that are occupied or charging.
• **Using a charging station**
  • Initiate a charge by using the EV Connect App or an RFID card upon request
  • Charge sessions are initiated by either scanning the QR code on the charging station by using your phone, inputting the station’s ID number or by selecting a station from a list of favorites

• Once charging has been initiated, the app will report the connected time, kWhs used, cost of charging session, etc.
• Notifications are sent to drivers via email, SMS & App when charging starts, completes or is disconnected prematurely.

• If all stations are in use, the driver can opt to be added to the queue which will notify the driver when one of the charging stations is available.
• Profile
  • Driver can customize their profile and create a unique username and password
  • Customized notification preferences (e.g.: charge complete, charge started, etc.)
  • Choose billing method (Credit card, PayPal or subscription)

• View past billing activities as well as past charging sessions

• Support
  • Drivers can report another EV driver to the system administrator (site host) if poor charging station etiquette is displayed
  • Call 24/7/365 customer service center for assistance or to start a charging session without using the app or RFID card
  • Tutorial
  • Report an issue with a charging station
  • Request charging station
EV Connect Network Support Services

- **Self managed software subscription option**
  - Priced per port per year (dual stations = 2 ports)
  - Personalized web based portal with dashboard and reporting tools
  - Site host is responsible for managing the pricing and access controls for their sites charging stations and drivers
  - Includes driver app
  - RFID cards available upon request at an additional charge
  - 24x7x365 phone support
  - Includes data plan
  - Revenue collected through payment options are paid to site host quarterly

- **Fully managed software subscription option**
  - Priced per port per year (dual stations = 2 ports)
  - Personalized web based portal with dashboard and reporting tools
  - EV Connect proactively monitors the health of the charging stations remotely. Potential issues are diagnosed and are reported to the site hosts, followed by coordination of any potential onsite repairs
  - EV Connect manages all aspects of the management software on behalf of the sites hosts (adding drivers, changing pricing policies, added/removing features, etc.)
  - Quarterly summary reports provided via email
  - Includes driver app
  - RFID cards available upon request at an additional charge
  - 24x7x365 phone support
  - Includes data plan
  - Revenue collected through payment options are paid to site host quarterly

- **Optional labor warranty for charging stations**
  - 3 year labor warranty available for self and fully managed options at an additional cost

- **EV CaaS (Charging as a Service)**
  - Includes fully managed software subscription, 3 year labor warranty and charging station hardware at a low monthly rate for 36 months (does not include installation)
  - No upfront investment – Pay monthly from OpEx budget
EV Connect has developed and deployed the world’s most open platform for managing the electric vehicle ecosystem. The platform is designed to provide one unified experience for drivers and site hosts to seamlessly operate and manage charging stations across multiple station manufacturers.

The EV Connect management system is comprised of a cloud-based network that communicates with the charging station, driver mobile app, site host portal, and utility. Communication from the EV Cloud to the stations is either via OCPP (Open Charge Point Protocol) or a cloud-to-cloud integration. The platform can manage an unlimited number of geographically dispersed charging stations and provides the following features:

- Access Control - determine who can use the stations (private or public use)
- Price Control - set how much the stations cost to use, whether free or fee-based
- Interactive Map - locate charging stations and view real-time availability
- Reports - utilization and sustainability reports
OUR CUSTOMER PORTAL

INDUSTRY SPECIFIC FEATURES THOUGHTFULLY DESIGNED TO
SOLVE YOUR UNIQUE EV CHARGING NEEDS

Fleets
Schedule charging sessions for the evening to eliminate utility demand charges

Hotels
Guest Access provides free, short-term access to charging for any length of stay

Workplace
Auto on-boarding gives your employees instant access to your private stations

Utilities
Demand response via OpenADR 2.0b allows cooperation with utilities resulting in energy cost savings

FEATURES

Dashboard
Get a quick view of your charging station’s status, summary of your weekly and monthly charging statistics, sustainability metrics and more.

Pricing Policies
Set pricing policies unique to different stations, station groups, locations, and drivers. Some of our pricing policies include: charging per kWh, per connected time, per charging time, etc.

Users
Control driver access, create multiple driver groups - each with different pricing rates and free charging via guest access.

Reports
See real-time reporting, historical charging station data analytics, session data, energy usage, utilization by station or driver, and more.
OUR DRIVER APP
YOUR CONVENIENT WAY TO CHARGE FORWARD

Search for and locate a charging station based on location, station ID, availability, power level and accessibility.

Start a charging session by scanning the QR code on the station, entering the station ID, selecting from your favorites or by using a key fob.

Monitor current charging session in real-time and receive notifications via text or email when the vehicle has completed charging.

Report an issue with a station or anonymously report drivers using poor charging etiquette.

Pay safely and securely using a credit card and receive email receipt of transaction.

Contact our 24/7/365 US based EV Driver Call Center for assistance.
OUR SERVICES
MANAGING A CHARGING STATION CAN BE OVERWHELMING. THAT'S WHY WE OFFER SERVICE OPTIONS TO MAKE IT EASY.

EV Connect takes care of everything from the initial site assessment, to recommending the right charging stations to fit your need, installation, on-boarding/training your administrators and configuring your admin portal with your preferences so that you're set up for success right out of the gate. But, we don't stop there. We offer extended parts and onsite labor warranties to cover you for the long haul. Whether you prefer to be hands on, hands off or a combination of the two - we have services for you.

<table>
<thead>
<tr>
<th>EV CLOUD™ SERVICES</th>
<th>SELF MANAGED</th>
<th>FULLY MANAGED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personalized EV Cloud™ Admin Portal</td>
<td>✔</td>
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</tr>
<tr>
<td>Free Driver App</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>24x7x365 Driver Support</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Network connectivity fees</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Payments collected from EV drivers are reimbursed to site host</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>EV Connect proactively monitors the health of the charging stations</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Complete hands off operation and management of the charging stations</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Quarterly summary reports provided via email</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

EVCaaS
EV CaaS (Charging as a Service) is our low monthly payment option that includes the Fully Managed software plan, parts warranty, onsite labor warranty and the charging station of your choice. Plans start at $99/mo, minimum term is 36 months, installation not included.

PARTNERS

GET IN TOUCH

866-790-3155
info@evconnect.com
615 N. Nash Street, Suite 203
El Segundo, CA 90245 USA
OCPP: Why you should care

Remember when you first bought a cell phone and it only worked with one carrier? You were locked into their service package no matter what. The Open Charge Point Protocol makes sure that you can switch between hardware and software providers without your investment becoming obsolete. It’s as simple as switching the SIM card in your phone.
OCPP matters

You’re flexible
People change their mind — it happens. That’s what makes OCPP compliance so important when choosing EVSE. It gives you the freedom to use whatever hardware/software you’d like, without any risk of your investment becoming obsolete. You never have to worry about vendor lock-in.

You’re in charge
With true OCPP-compliance, you can freely integrate your hardware with the software of your choice — and vice versa. This flexibility creates competition that promotes innovation while driving down price. Through OCPP, EVBox has integrated with over 10 network providers across the globe to provide you with the perfect EV charging solution.

You’re smart
OCPP is not a mandate, it is an industry protocol that EVBox and all our partners adhere to in order to ensure that your stations are truly scalable and future-proof. Used by over 120 companies worldwide, OCPP’s network growing every day. So protect your investment and stay ahead of the curve with an OCPP-compliant charging station.

@evbox  Facebook @evboxbv LinkedIn @ev-box  Instagram @evboxglobal

Learn more about electric driving and EV charging at evbox.us
EXHIBIT 2

PROPOSAL FORM
FOR

Electric Vehicle Charging Stations

To: Stephen H. Burns, Town/City Manager
York Town Office
186 York Street
York, ME 03909

Dear Sir or Madam:

The undersigned hereby declares that it has carefully examined this Request for Proposals including the specifications therein referred to in Exhibit 1, dated \text{JUNE 3rd} and that it proposes and agrees, if this Proposal is accepted, in whole or in part, by the Town of York (hereinafter the "Town") to perform the Services, as defined in the proposed Services Agreement, and that it will accept as payment in full the "Contract Price" as negotiated upon award.

The undersigned hereby further declares that the only persons or parties interested in this Proposal as principals are named below and that no person acting for or employed by the Town is directly or indirectly interested in this Proposal or in any Agreement which may be awarded under it or in profits expected to arise therefrom, except as provided by the Town Charter. The full names and addresses of all persons and parties interested in this Proposal, as principals, are as follows: (provide first and last names in full; and in the case of a Corporation, the names and addresses of the President, Treasurer and Manager; and in the case of a Partnership, the names and addresses of members):

\begin{center}
\begin{tabular}{l}
\text{JAMES PENFOLD} \\
\text{GARY BERGERON}
\end{tabular}
\end{center}

Date: \underline{6} (insert month) \underline{2} (insert date) \underline{2019} (insert year)
(insert signature)

CEO

LAUNCHPAD ELECTRIC SOLUTIONS INC

465 Woodbury Avenue, #344, Portsmouth, NH 03801

SAME AS ABOVE

23-2563940

(insert name of entity)

(insert legal address)

(insert name of principal place of business)

(insert firm’s IRS Identification Number)

Please, provide address to which all correspondence and notifications to Proposer are to be sent:

LAUNCHPAD ELECTRIC SOLUTIONS INC

465 Woodbury Avenue, #344, Portsmouth, NH 03801

Please, provide Proposer’s Telephone Number: (603) 223-2914
Record of Completed Work

From 1975 to present - Listed below are some of the major Industrial facilities and US Government contracts/accounts that we have provided contracting services for. Services include: Complete net metering turnkey solar array systems, complete net metering wind turbine systems, turnkey electric vehicle charging station installations including DCFC upgrades (capacitor, inductor, Precharge board replacements) and O & M, turnkey industrial automated process control systems, complete turnkey data acquisition systems, complete turnkey telecom systems, complete electrical power and lighting systems, energy conservation measures and systems, process piping for automated chemical systems, jacketed process industrial piping systems, seawater piping systems, US government security enhancement systems, doppler systems, US government automated gate systems, US government security entrance carousel systems, and complete turnkey construction services from foundation to finishes'

Industrial Contracts/Accounts

Altron Incorporated, Wilmington, MA
Provided electrical control & data systems and turnkey circuit board & surface mount automated production lines

Boston Science Museum, Boston, MA
Wind Turbine and real time control display system

Chargepoint Home, New England
Provided residential EVSE installation services

Digital Equipment Company, Maynard, MA
Provided electrical control & data systems / installed turnkey circuit board automated production lines

EVBox, New England
Provided commercial EVSE installation services.

Evergreen Solar, Devens, MA
Provided electric control & data systems / installed complete prototype solar arrays and related systems

Grieco Brothers, Lawrence, MA
Provided electrical control & data systems / installed turnkey textile automated production lines
**Jabil Circuit, Billerica, MA**

Provided electrical control & data systems / installed turnkey circuit board automated production lines

**Lindt & Sprungli, Inc USA Stratham, NH**

Provided electrical control & data systems / installed turnkey chocolate process automated production lines

**Lucent Technologies, No Andover, MA**

Provided electrical control & data systems / installed turnkey surface mount automated production lines

**Malden Mills, Methuen, MA**

Provided electrical control & data systems / installed turnkey textile automated production lines

**Printed Circuit Corporation, Woburn, MA**

Provided electrical control & data systems / installed turnkey circuit board & surface mount automated production lines

**Tesla, New England**

Provided residential EVSE installation services for Tesla owners

**Tritium PTY, Massachusetts**

Provided EV charging station upgrades to DCFC. Replaced capacitors, inductors, Precharge boards, replacements and O & M

**Wang Laboratories, Lowell, MA**

Provided electrical control & data systems / installed turnkey circuit board & surface mount automated production lines

**WPI Worcester Polytechnic Institute**

Wind Turbine and real time control display system

**US Government Contracts & Accounts**

**Defense Financial Accounting Services Rome, NY**

Entrance security enhancements and high security carousel systems

**NOAA, NE Fisheries Laboratory Milford, CT**

Seawall header, saltwater pump system, doppler system, fiber and data systems, electrical control systems

**US Army Natick Soldier Research Development & Engineering Center Natick, MA**

Turnkey laboratory renovations

**US Army Soldiers System Center Natick, MA**

Guardrail systems and site work

**Ft. Devens Armed Forces Devens, MA**

Solar array and energy conservation measures

**US Army Garrison Devens, MA**

LED outside lighting and energy conservation measures
Londonderry Army Reserve Forces, NH
55kW ground mounted Solar array

Cranston Army Reserve Forces, RI
105kW Solar array

Portsmouth Naval Shipyard Kittery, ME
Turnkey clinic and dental clinic renovations

AFRC. Auburn, ME - AFRC Keene, NH
Turnkey interior renovations

AFRC Londonderry, NH - AFRC Ayer, MA
Electrical and data services

Navy NOSC Quincy, MA - Navy NOSC Buffalo, NY
Electrical and control services

Navy NOSC, Buffalo, NY
Entrance security enhancements, site work and exterior LED lighting

Navy NOSC, Rochester, NY
Entrance security enhancements

Navy NOSC Schenectady, NY
Entrance security enhancements

Navy NOSC Syracuse, NY - Navy NOSC Rochester, NY
Entrance security enhancements

EVSE Services

Completed 100s of charging station installations for Tesla and numerous other makes and models in various situations.

Handled O and M services for Tritium DCFC stations in New England including significant retrofit with new high voltage hardware. Also responded urgently to stations that needed immediate attention. Continually work closely with Tritium engineers to ensure reliable performance of all of their New England stations.

Installed Level 2 commercial stations including XL Hybrid manufacturing facilities. Troubleshooting and resolutions of tech issues with networked stations.

EV Box commercial networked station installation at City of Chicopee, MA including complete turn key package and commissioning of network. Training staff members on charging and network back office management.

Product development for EV launchpad EVnet software and hardware package

Product development for our rapid deployment pedestal system

Sales and market development including working closely with Eversource and national Grid utilities to promote their make ready program.
Assist all our strategic partners with business development in the North East.

Consulting services with companies considering adding charging services including advice on optimal placement of infrastructure and best practices for location of EV parking spots.
Strategic Partners

Tritium Technologies

EV Launchpad is an authorized Reseller, Installer and maintenance provider.

Contact: Steve Tok
Email: stok@tritium.com.au

EV Box

EV Launchpad is an authorized Reseller, Installer and maintenance provider.

Contact: Nick Lalli
Email: nicholas.lalli@evbox.com

Delta Electronics

EV Launchpad is a reseller, installer and maintenance provider and is experienced in networking the AC Mini Level 2 EVSE.

Contact: Stan Chao
Email: Stan.Chao@deltaww.com

Tesla

EV Launchpad is the only sub contractor for Tesla charging installation in the Boston area

Contact: Dustin Braun
Email: dubraun@tesla.com

Eversource Energy

EV launchpad is a qualified reseller and installer as part of the Massachusetts make ready program

Contact: James Cater
Email: james.cater@eversource.com
Qmerit Charging

We are a qualified partner as part of their Commercial and residential bid referral program

Contact: Ken Sapp
Email: ken.sapp@qmerit.com

EV Connect

EV Launchpad is an authorized reseller and experienced in the commissioning process and back office software with networked EVSE

Contact: Steve Carr
Email: steve.carr@evconnect.com

Other:

EV Launchpad is a reseller and installer for:

Chargepoint Home
EMotorworks
Jaguar
BMW
Webasto
Gary C. Bergeron  
105 Nartoff Rd  
Hollis, NH 03049  

Cell 603 765 4388 / gcber13@gmail.com  

2017 to present: EV LaunchPad LLC Owner. VP Electrical Services and Lead Project manager.

- MA Master Electrician Since 1975 (MA 15232)  
- MA Journeyman Electrician Since 1973  
- NH Master Electrician Since 1975 (NH 6383 M)  
- Master Builder and Site Work Since 1975  
- OSHA 10 certified  
- OSHA standard/accredited trained for leading edge supervisor level, aerial lift, fireone and two, Hazmat basic, lead removal, erosion and stormwater control and flagger professional level.

- US Navy RAPIDGate pass security background screened and approved.

From 1975 to present: Bergeron Companies. Owner and Lead Project manager.

Listed below are some of the major Industrial facilities and US Government contracts/accounts that I have provided contracting services for. Services include: Complete net metering turnkey solar array systems, complete net metering wind turbine systems, turnkey electric vehicle charging station installations including DCFC upgrades (capacitor, inductor, Precharge board replacements) and O & M, turnkey industrial automated process control systems, complete turnkey data acquisition systems, complete turnkey telecom systems, complete electrical power and lighting systems, energy conservation measures and systems, process piping for automated chemical systems, jacketed process industrial piping systems, seawater piping systems, US government security enhancement systems, doppler systems, US government automated gate systems, US government security entrance carousel systems, and complete turnkey construction services from foundation to finishes.
List of companies and projects completed

Altron Incorporated, Wilmington, MA
Provided electrical control & data systems and turnkey circuit board & surface mount automated production lines

Boston Science Museum, Boston, MA
Wind Turbine and real time control display system

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Guardrail systems and site work

Ft. Devens Armed Forces Devens, MA
Solar array and energy conservation measures

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LED outside lighting and energy conservation measures

Portsmouth Naval Shipyard Kittery, ME
Turnkey clinic and dental clinic renovations

AFRC. Auburn, ME - AFRC Keene, NH
Turnkey interior renovations

AFRC Londonderry, NH - AFRC Ayer, MA
Electrical and data services

Navy NOSC Quincy, MA - Navy NOSC Buffalo, NY
Electrical and control services

Navy NOSC, Buffalo, NY
Entrance security enhancements, site work and exterior LED lighting

Navy NOSC, Rochester, NY
Entrance security enhancements

Navy NOSC Schenectady, NY
Entrance security enhancements

Navy NOSC Syracuse, NY - Navy NOSC Rochester, NY Entrance security enhancements
REFERENCES

June 2019: Installed 2 Double plug commercial charging stations
Rice Public Library
Attention: Lee Perkins, Director
8 Wentworth St
Kittery, ME 03904
Phone: 207 332 9795
Email: lperkins001@hotmail.com

2019 Installed 105kW Solar array Cranston, RI Army Reserve Force Center
Drew Investment Group
Attention Michael Drew, CEO
2035 Barnhill Orchard Road
Morganton, NC 28655
Phone:843-801-2784
Email: mdrew@drewinvestmentgroup.com

April 2019: Installed 2 Double plug EV Box charging stations with EV Connect software
City of Chicopee
Attention: Patrick McKenna, Planning Dept.
17 Springfield St
Chicopee, MA 01913
Phone: 508 245 1335
Email: pmckenna@chicopeema.gov

2018: Installed 2 x Juicebox Level 2 stations
XL Hydrid
Attention: Tod Hynes, CEO
145 Newton st
Boston, MA 02135
Phone 617 718 0329 Ext 102
Email: THynes@xfleet.com

2018 Retrofitted National Grid owned and operated Tritium 50kW DC fast chargers in multiple locations with new high voltage capacitors, pre charge boards, breakers and ISO adapter boards. Responded to numerous maintenance requests.
Tritium Technologies
Attention: Dennis Pascual, VP Operations
2972 Columbia St,
Torrance, CA 90503
Phone 310 910 8301
Email: dpascual@tritium.com.au
2018 Repaired charging station
Cisco Brewery
Attention: Nick Wright General Manager
1 Red Hook Way,
Portsmouth, NH 03801
Phone: 603 661 4723
Email Nick.Wright@craftbrew.com

2018 Troubleshooting and repair of charging station at IKEA
Blink Networks/Go Space
Attention: Cindy Warthout
Phone : 813.293.0700
Email: cswarthout@gospacego.com

2018 Installed 50kW Solar array Londonderry, NH Army Reserve Force Center
Drew Investment Group
Attention Michael Drew, CEO
2035 Barnhill Orchard Road
Morganton, NC 28655
Phone:843-801-2784
Email: mdrew@drewinvestmentgroup.com

2017-Present Installed hundreds of residential charging stations including a Juicebox, Chargepoint, Tesla, Siemens etc. We are listed on the Qmeritcharging.com site that rigorously qualifies installers prior to adding them to the lead referral service. We are now a part of their commercial lead service.

2017- present: Installed hundreds of residential Tesla charging stations. We are official Tesla subcontractors (one of 2 subs at most in Boston region)
Tesla Charging Installation
Attention: Dustin Braun, Manager
3500 Deer Creek Road
Palo Alto, CA 94304
Phone: 510.249.2490
Email:dubraun@tesla.com
Begin forwarded message:

From: Jamie White <whitedj71@yahoo.com>
Subject: Fwd: Town of York RFP Response
Date: June 4, 2019 at 4:51:00 PM EDT
To: Gerry Runte <gerry.runte@gmail.com>, rpatane@maine.rr.com, e.kinzly@gmail.com, Stephen Kazak <stephen@auto-works.com>, fweston@maine.rr.com

Begin forwarded message:

From: Ben Sopczyk <bsopczyk@apexsolarpower.com>
Date: June 4, 2019 at 4:45:32 PM EDT
To: whitedj71@yahoo.com
Subject: Town of York RFP Response

Hello,

Please see the attached .pdf document for Apex Solar Power's response to the Request for proposals issued by the Town of York.

Please reach out to me with any questions at my contact information listed below.

Thank you, have a great evening.
EVSE INSTALLATION BID:
Town of York.

Bid Prepared For:
Town of York: David White
Town Manager's Office, York Town Office
186 York Street. York, Maine. 03910

apexsolarpower
844-744-2739 | 64 Main Street, Queensbury, NY 12804 | www.apexsolarpower.com
David White and/or Town of York Manager’s office:

The following contains the response from Apex Solar Power for the Electric Vehicle Charging Stations Request for Proposal issued by the The Town of York.

Electric vehicle charging stations have not only become a significant part of our business, but they are an integral part of the future of this country’s infrastructure. Over the past year, we have installed over 500 electric vehicle (EV) charging stations throughout the northeast and are projecting to install over 1,500 additional units in the next 12 months. Electric vehicle charging is a necessary component in the development of a renewable energy infrastructure and has proven to be a perfect fit to our business model, and supporting of renewable energy in general.

Apex Solar Power is centered around innovation and efficiency, from our beginnings as the first NABCEP accredited solar company in New York, to the installer that helped Killington become home to the largest charging station hub in New England; we are continually working to change the face of energy in the North east.

Thank you for your consideration,

Ben Sopczyk
Marketing Director
bsopczyk@apexsolarpower.com
518-307-6971

***No person acting for or employed by the Town of York is either directly or indirectly interested in this proposal, or any of the resulting agreements that may arise through its submission or subsequent issuance of award.
Project Understanding:

We understand the proposed scope of service in the RFP to be the installation of two (2) single port EVSE units in the locations proposed below. Our role as the bidders for this project will be to design the system, procure equipment which matches the outlined specifications in the RFP, install, operate, and maintain the equipment as the service company. Our bid includes pricing to complete this scope of work, including a Operation and Maintenance period of five (5) years.

Apex Solar Power offers the most comprehensive array of Solar and Electric Vehicle solutions in the northeast. Our services include:

- Residential solar photovoltaic electric systems
- Commercial solar photovoltaic electric systems
- Residential Electric Vehicle charging stations
- Networked and independent Commercial Electric vehicle charging stations
- Sonnen battery back-up and supplemental energy storage systems
- Pika Energy battery back-up and supplemental energy storage systems
- Tesla Powerwall battery back-up and supplemental energy storage systems
- Custom off-grid solar Photovoltaic systems.
- Commercial and Residential Roof Replacement and installations

We began as an installer of solar photovoltaic systems in 2007, and today our experience with both small and large scale project development and installation is extensive. We have been selected as a preferred installer for 30 community Solarize campaigns, as well as a solar contractor for state projects, including those issued by New York State's SUNY System, in addition to numerous municipalities for electric vehicle charging projects, including Queensbury, NY and projects in Killington, VT. On a larger scale, Apex Solar Power was selected as one of just 6 bidding contractors for New York Power Authority's (NYPRA) Statewide EVSE installation contract.

Apex started out as a small solar installation firm of just a few individuals. We have since grown to become a full-service Solar, Roofing, and EV charger sales and installation company employing 112 individuals in New York and New England. This growth was accelerated by the volume of projects which we completed, which now totals over 4,500 completed EV charging, battery, and solar photovoltaic projects. This industry experience has allowed us to develop strategies that utilize the best installation techniques, in addition to selecting the most reliable and reputable equipment offerings.

Apex Solar Power serves the North East from its headquarters in Queensbury, New York, in addition to our office within the Killington Chamber of Commerce Welcome Center.

Electric Vehicle Charging Project Development team and Experience.

Solar Photovoltaic systems have been the foundation of our business since its inception, but as we have grown and technology has further developed, Electric vehicle charging has become a large focus with significant importance. Our EV project development team works with the same principles that has brought us success with Solar PV projects.
Single Stream Project Development- No subcontractors.
As a local company, we do not employ subcontractors for most of our installations. This eliminates the need for additional costs and delays typically associated with subcontracting work. This has made us uniquely capable of installing EV charging stations effectively, and within efficient timeframes. Based on the conditions of the site and work which is required, the majority of our EV charging projects are completed within 30 days of contract signature. This includes all utility, inspection, and required building permit applications.

Our EV project development team’s core members are:

CHIEF FOREMAN: Nick Disarro 70% of work (includes installation team): Installation Manager: Manages foreman and their respective installation teams including scheduling, material delivery and equipment logistics.

INSTALLATION SUPERINTENDENT Kyle Lafountain (70% of work (with Nick Disarro): Installation Superintendent. Manages on-site installation work and utility interconnection points. Kyle also serves as our primary project technician prior to installation by performing full site audits and determining the best course of action and required equipment for any given EV project.

PROJECT MANAGER: Vernon Nabinger (20% of work): Lead EV Project Manager. Collaborates with administrative, sales, and engineering team to schedule installations and ensure all the necessary applications, financial documents, and permits have been acquired prior to install. After contract signature, our project managers are the main point of contact for customers at Apex Solar, and available for questions regarding individual projects and processes.

LEAD DESIGNER Dan Canty (5% of work): Dan reviews the scope of our projects, and generates system designs and electrical diagrams based on project parameters and local codes.

PERMITTING COORDINATOR Cody Heimlick (5% of work): Cody is our permitting coordinator, and ensures that all the project designs are submitted in accordance with local AHJ requirements. He applies for, secures, modifies, and closes out our project building permits in addition to scheduling post-installation inspections.
Schedule:

As a whole, our company processes are structured in such a way as to ensure efficient design, Material procurement, permit acquisition, and installation scheduling with minimal delays. As a result, our bid to installation times average 30 days in total, from the initial site design submission to ordering the final site inspection.

We maintain an equipment inventory of all necessary site components to arrive on site with our installation team. For any of our bids, we maintain active communication to ensure proper equipment delivery times and avoid unnecessary delays in material procurement. Equipment is either delivered to our main warehouse in Queensbury, NY, or will be delivered on-site on the day of, or day preceding, installation.

An outline of this schedule is as follows:

Day 1: Site details confirmed and received.

Day 5: Technical site visit completed and site requirements/equipment details verified.

Day 8: Final system design completed, submitted to owner.

*Design revisions typically take 1-2 days for resubmission to owner.

Day 10: Approval received, Permit applications commenced. Tentative installation scheduling occurs at this time.

Day 20: Building permit received, installation scheduled.

Day 28: Equipment delivered, Installation commenced

Day 30 Installation completed, final inspection ordered and reported to AHJ.
Electric Vehicle Charging Project References

**Killington Resort/ Pico Mountain:** Installation and development of 54 Level two charging stations, all single port bollard mounted units. The chargers are located throughout the resort and property, strategically placed to be accessible by both customers and employees alike. This installation has made Killington home to the largest EV charging hub in New England.


Tracy Taylor  
Killington Resort | Pico Mountain  
Business Development Manager  
T: 802.422.1410  
killington.com | picomountain.com

**Sugarbush:** Installation of 13 Level two EV Charging stations. The installed stations are for public use on site. chargers provided by Tesla and Clipper Creek.

Margo Wade  
Director of Planning & Regulatory Compliance  
Sugarbush Resort  
1840 Sugarbush Access Road. Warren, Vermont 05674  
(t) 802.583.6366 / mwade@sugarbush.com / www.sugarbush.com

**Mt. Snow:** Installation of 9 level two ev chargers for general use on site, available to the public.

Brian Sullivan  
Facility Maintenance Manager  
MOUNT SNOW, VERMONT  
Office: (802)464-4293  
Cell: (802)299-5562  
www.mountsnow.com
**TopNotch Resort:** Installation and development of 3 level two EV chargers. Available for public use.

Dennis Landry  
Facility Director  
P: 802.253.6462  
dlandry@topnotchresort.com  
4000 Mountain Road, Stowe, VT 05672  
TOPNOTCHRESORT.COM

**Below is a selection of additional EVSE installations we have completed in the past year:**

<table>
<thead>
<tr>
<th>Project Name</th>
<th>City</th>
<th>Installation Start</th>
<th>EV Charger Brand 1</th>
<th>Brand 1 Model</th>
<th>Brand 1 Qty</th>
<th>EV Charger Brand 2</th>
<th>Brand 2 Model</th>
<th>Brand 2 Qty</th>
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</thead>
<tbody>
<tr>
<td>Apex QBY Office</td>
<td>Queensbury</td>
<td>02/25/2019</td>
<td>Chargepoint</td>
<td>CT4021</td>
<td>5</td>
<td></td>
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<tr>
<td>Carriage Traders</td>
<td>So Glens Falls</td>
<td>03/05/2019</td>
<td>Powercharge</td>
<td></td>
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<tr>
<td>Oxford Heights</td>
<td>Albany</td>
<td>01/23/2019</td>
<td>Chargepoint</td>
<td>CT4021</td>
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<td>Heritage Village</td>
<td>Guilderland</td>
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<td>Chargepoint</td>
<td>CT4021</td>
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<td>Excelsior Park</td>
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<td>02/28/2019</td>
<td>Chargepoint</td>
<td>CT4021</td>
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<tr>
<td>Sports Page</td>
<td>Queensbury</td>
<td>02/26/2019</td>
<td>Powercharge</td>
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<td>Boralex Hydro Operations Inc</td>
<td>So Glens Falls</td>
<td>03/08/2019</td>
<td>Powercharge</td>
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</tr>
<tr>
<td>Location</td>
<td>Model</td>
<td>Installed</td>
<td>Capacity</td>
<td>Charge Plug</td>
<td>Model</td>
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<td>Saratoga Springs</td>
<td>Chargepoint</td>
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<td>CT4021 GW</td>
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<tr>
<td>Qing Wu - EV84</td>
<td>Tesla</td>
<td>10/29/2018</td>
<td>Wall Connector</td>
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<td>Octavian Adam - EV75</td>
<td>Chargepoint</td>
<td>09/12/2018</td>
<td>CPH-25-L25</td>
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<tr>
<td>Cameron Earley - EV74</td>
<td>Boonton</td>
<td>09/04/2018</td>
<td>Juice Box 40 Pro Plug In</td>
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<td>Raymond Ballou - EV73</td>
<td>South Royalton</td>
<td>08/24/2018</td>
<td>CPH25-P</td>
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<td>Inn at Erowest - EV71</td>
<td>Lake George</td>
<td>01/28/2019</td>
<td>CT4021</td>
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<td>Brian Gaudet - EV67</td>
<td>Millbury</td>
<td>08/22/2018</td>
<td>CPH25-L25</td>
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<td>Richard Rowlley - EV65</td>
<td>Willow</td>
<td>08/23/2018</td>
<td>CPH25-L25</td>
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<td>The Loj at Heart Lake - EV59</td>
<td>Lake Placid</td>
<td>10/16/2018</td>
<td>Tesla wall connector</td>
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<td>Clipper Creek HCS-40</td>
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<td>Adirondack Mountain Club - EV58</td>
<td>Lake George</td>
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<td>AAA Latham - EV57</td>
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<td>07/26/2018</td>
<td>Tesla Wall Connector</td>
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<td>Clipper Creek HCS-40</td>
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<td>Silverio</td>
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<td>Clipper Creek HCS</td>
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<tr>
<td>Hakanson - EV47</td>
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clipper creek HCS 2
Pricing, Equipment, and Installation.

Pricing

The equipment pricing attached reflects the cost to install the (2) networked single pedestal EVSE units from Chargepoint, interconnection to the electrical grid, activation of networking services, project management services, permitting, and system design. A note on networking plans is below, and the associated equipment spec sheets and additional information is also attached.

Chargepoint Cloud Plans:

Chargepoint offers cloud plans to manage the cost and power management of associated EV charging stations. A summary of these plans and their benefits is below, as stated by Chargepoint:

“With the broadest and deepest feature set in the industry, ChargePoint® cloud plans make it simple for EV charging station owners to operate and customize charging stations to meet their specific requirements. No matter what your business, there’s a cloud plan that will make your charging solution deployment successful. Below are some of the most widely used features:

- Set the price that drivers pay to use charging stations based on energy cost, duration, time of use, session length or driver group. Funds collected from drivers are electronically transferred to a designated bank account.
- Advanced access controls manage which drivers can access stations and when.
- Power Management software reduces station installation costs, lowers ongoing electricity costs and lets you charge more vehicles.
- More than 35 charts and analytics, available with a click, summarize important trends for planning and management reporting.
- Waitlist makes charging more convenient by notifying drivers when a charging spot becomes available for them and holding it until they can plug in their vehicle.
- Integration with fleet fuel cards, telematics and asset management systems simplifies EV charging for fleets.
- A valet feature automatically notifies parking staff when cars are done charging so they can be moved.
- A graphical dashboard shows real-time status and a detailed map, making it easy to manage stations from your desk or mobile phone.

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## Terms and Conditions

This pricing quote assumes utility upgrades are not required on site, including the necessity of a step-down transformer. If the utility requires upgrades to the associated infrastructure and/or the installation of a step-down transformer, this will be quoted separately.

**DETAIL:**
The world's largest charging network also provides the best charging experience for EV drivers, everywhere they go. The ChargePoint mobile app connects drivers with stations so they can easily find a charge when they need it, get in line to charge when stations are busy, instantly start sessions and see their charging status and activity over time.

**Chargepoint Networking Service pricing:**

The below pricing is the cost per port to network a Chargepoint CT4011 unit. It is priced per port, and can be pre-paid for as many as 5 years at once.

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This plan includes Secure Network Connection, On-going Station Software updates, Station Inventory, 24x7 Driver Support, Host Support, Session Data and Analytics, Fleet Vehicle Management and Integration, Fleet Access Control, Valet Dashboard, Power Management (Circuit, Panel, Site Sharing), Scheduled Charging, Driver Access Control, Pricing and Automatic Funds Collection, Waitlist, Videos (on supported hardware). The price below is per port.
CT4000 Family
ChargePoint® Level 2 Commercial Charging Stations

The CT4000 family is the latest generation of ChargePoint commercial charging stations. Refined yet rugged, these stations set the industry standard for functionality and aesthetics.

The CT4000 full motion color LCD display instructs drivers and supports dynamic updates of custom branded videos and advertisements.

Intelligent power management options double the number of parking spaces served by allowing two charging ports to share a single circuit. Sites with single port EV stations can upgrade to dual port stations without requiring additional electrical services.

The CT4000 is the first ENERGY STAR® certified EV charger because it charges efficiently and conserves power when not charging. As an ENERGY STAR certified EV charger, the CT4000 uses significantly less energy than a standard EV charger when in standby mode to help you save money on your utility bill.

All CT4000 models offer one or two standard SAE J1772™ Level 2 charging ports with locking holsters, each port supplying up to 7.2kW. With this standard connector, ChargePoint level 2 stations can charge any EV.

Stations are available in bollard and wall mount configurations for easy installation anywhere. All stations are fully software upgradeable remotely over the air.

Stations come in both 6' and 8' tall models with 18’ and 23’ cords, respectively. With multiple options for size and cord reach, your station can service up to four parking spaces, reach all car models regardless of parking style or car sizes and increase the usability of your EV spots.

Driver Friendly User Interface
+ Instructional video shows how to use the station
+ Multi-language: English, French, Spanish
+ Touch button interface; works in rain, ice and with gloves
+ Backed by ChargePoint’s world class 24/7 driver phone support

Easily Communicate with Your Drivers

Whether you’re a retail establishment wanting to advertise your latest product, a workplace looking to communicate with employees or a municipality wanting to welcome visitors, ChargePoint’s prominent LCD screen makes it easy to reach EV drivers:
+ Daylight readable, with auto brightness control
+ 640 X 480 resolution active matrix
+ Full motion 30fps video support
+ Upload up to 60 seconds of high quality video on a color LCD screen to individual stations as often as desired
+ Brand your charging stations to communicate with drivers
+ Instructional video in English, Spanish or French
Service Products and Support
ChargePoint offers world-class service products and support that help ensure quality of work, save time and money, protect your investment and enhance the productivity of your charging stations. From site planning to installation and setup, to ongoing care and management, when you choose ChargePoint, you’re covered.

+ **ChargePoint Configuration and Activation**: customized setup and activation of your stations
+ **ChargePoint Assure**: the most comprehensive EV Station maintenance and management in the industry

Energy Measurement and Management
+ Real-time energy measurement
+ 15 minute interval recording
+ Time of Day (TOD) pricing
+ Load shed by percentage of running average or to fixed power output

Minimize Costs with Flexible Power Management Options
In the vast majority of applications, a full power configuration is the best choice for both station owners and drivers. However, when drivers are parked for a longer time, an intelligent, lower power output can save station owners considerable installation cost while still providing drivers a great charging experience. With flexible power options, station owners can meet the needs of drivers while lowering costs:

**Power Select (Patent Pending)**
+ Allows for a lower capacity (less than 40A) circuit to power each port
+ Cuts installation costs by reducing the cost or even avoiding the need to upgrade panels or transformers

**Power Sharing**
+ Dynamically share one 40A, 30A or 20A circuit between two parking spaces
+ Doubles the number of parking spots served while reducing installation and operating costs
+ Allows station owners to upgrade a single port station to dual port to serve more drivers with no electrical upgrade

Clean Cord Technology
+ Keep charging cords off the ground
+ Standard on all models
+ Ultra-reliable second-generation gravity operated mechanism
+ Flexible over entire -40°F to +122°F product temperature range

Safe, Reliable, Energy Efficient Hardware
+ UL listed, meeting the stringent requirements of the nation’s leading safety standards organization
+ Stations are rugged, built to withstand the elements
+ Safe, Reliable and Energy Efficient
+ ENERGY STAR certified, charges efficiently and conserves power when not charging

When Charging is Mission Critical, Protect Your Investment with ChargePoint Assure
+ **Minimize downtime**: ChargePoint Assure provides the most comprehensive EV Station maintenance and management in the industry
+ **Get up and running quickly and flawlessly**: Professional guidance for station configuration saves you time, and unlimited changes to station policies flexibly supports your business
+ **Eliminate unexpected future expenses**: Cost for parts and on-site labor to install is covered for all Assure eligible repairs
+ **One less thing to worry about**: Proactive station monitoring provides you with regular reporting
+ **Reduced risk of downtime**: We guarantee 98% annual uptime and one business day response to requests
+ **Support when you need it**: We’re there for you and your drivers. Phone support available for station owners Monday to Friday from 5 AM to 6 PM Pacific. Phone support for drivers is 24/7/365, so you never need to field a driver call

Ultra-reliable second-generation gravity operated mechanism.

18’ and 23’ cords to reach all car models and serve more parking spaces.

World-class 24/7 driver phone support.

Instructional video shows how to use the station. Multi-language charging instructions, giving drivers the choice of English, French or Spanish.

Driver interaction is supported in any weather by five rugged, back-lit buttons with audio feedback.

Strong and rugged design materials built to withstand the elements.

CT4000 stations come with 18' or 23' cords to increase the usability of your charging spots, on 6' and 8' tall models respectively.

CT4021 Dual-port bollard charging station with 18' charging cables. Standard EV Charging Only sign without optional custom branding.
Promote Your Brand and Business

Having your stations installed in a visible location makes a bold statement about your business' commitment to sustainability and shows that you care about your customers. ChargePoint CT4000 stations are built for customization so you can conveniently promote your brand as well. With custom signage and video you can:

+ Increase brand recognition
+ Attract EV drivers by making sure your stations are highly visible
+ Ensure EV charging installations are consistent with the look and feel of your brand
+ Differentiate your stations from standard ChargePoint stations to make them easily identifiable by your driver base

Easily customizable branding area.

All stations come with *EV Charging Only* sign, which can be replaced with your custom signage.

5.7” color LCD display for customizable video content.

Upload up to 60 seconds of high quality video to individual stations as often as desired.

Daylight readable with auto brightness control.

OPTIONAL:

Additional customizable branding areas.

All stations have standard extrusions to hold your custom signage.

Artwork templates and material specifications are conveniently downloadable from chargepoint.com

Branded CT4021
Shown with optional branding on bollard.
18’ cords on 6’ model.

Branded CT4025
Shown with optional branding on back.
23’ cords on 8’ model.
Bollard Charging Stations

CT4011

CT4021

CT4025

Wall Mount Charging Stations

CT4013

CT4023

CT4027

Contact Us

Visit chargepoint.com

Call +1.408.705.1992

Email sales@chargepoint.com

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Equipment Warranty:
The EV charging system shall operate with a maximum 10% downtime per month. A repair technician will arrive on-site within 48 hours of notification of a malfunctioning unit, unless a remote reset corrects the problem or unless remote diagnostics are able to identify parts that need to be ordered. Notification shall consist of a phone call or e-mail to the contact information provided during the Operations and Maintenance Training session, and contained within the system documentation. Bids shall include a one-year (minimum) warranty on equipment and workmanship in their base pricing, and must include a summary of the warranty terms. The warranty period shall commence upon NYPA’s acceptance of the system installation. Warranty shall reset and restart as a result of equipment failure during the initial one year warranty period. This Warranty period can be extended to total 2-5 years of extended warranty coverage.

Network Inoperability
ChargePoint operates the most advanced and open electric vehicle (EV) charging network in the world. We provide everything you need to offer a complete EV charging solution that can manage any Open Charge Point Protocol (OCPP) capable charging station as well as integrate with other electric mobility apps and connected systems.

ChargePoint recently announced our ChargePoint Network - Open For All initiative. The main goal of ChargePoint’s Open Network is to make it easy for any station to be used by any driver accessed through any system. The goals of the program are:

1. Connect: Certify any OCPP-capable hardware on the ChargePoint Network
2. Configure: Manage all charging stations through one central platform
3. Charge: Give drivers the best EV charging experience available
4. Roam: ChargePoint works with all the roaming protocols to ensure open access to EV charging.

More information can be found at https://www.chargepoint.com/products/network/

ChargePoint, Inc. has taken measures in order to integrate its hardware products and enterprise cloud service offerings with OCPP 1.6 capability. ChargePoint is undergoing the technical assessments and build out to ensure that its products will use OCPP 1.6 protocol for all communications. ChargePoint has an estimate of the phased rollout of OCPP 1.6 compliance and can share upon further request. ChargePoint welcomes any further questions and inquiries on ChargePoint’s OCPP 1.6 compliance so that we can provide a more specific response.

We support the ability for ChargePoint stations to change to a new network. After an initial term of using ChargePoint’s network service (negotiable) the customer is free to switch to another network.

Payment Methods and Future Integrations
ChargePoint is a leading participant in national and international Standards Development Organizations working towards open standards to enable roaming between all participating charging networks. ChargePoint is a founding member of ROEV which is a non-profit organization created with a goal enabling roaming between networks using OCPI, an industry-standard open protocol, such that a single driver account may be used to fund charging on any participating charging network. Drivers are allowed to sign up to any of the station vendor networks and use a single account to authenticate and pay for charging. ROEV network participants also share station telematics information, so that drivers are able to see real-time status of public stations using their smartphone and mobile app available from their charging network provider.

In partnership with another major North American network, ChargePoint will be launching the first roaming integration in North America this summer. Drivers will be able to locate a public charging station, check station price and status, and start a charging session on the visited network using their home network account. Drivers will be able to pay for charging...
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through their current registered payment source with no additional surcharges. ChargePoint is in active negotiations with the other major North American networks.

Energy Star Designations:

All Chargepoint Level 2 charging stations are Energy Star Certified.

Software Network Details
ChargePoint operates the most advanced and open electric vehicle (EV) charging network in the world. We provide everything you need to offer a complete EV charging solution that can manage any Open Charge Point Protocol (OCP) capable charging station as well as integrate with other electric mobility apps and connected systems.

ChargePoint's Open Network makes it easy for any station to be used by any driver accessed through any system. All with full support from ChargePoint.

ChargePoint is a founding member of ROEV, an organization founded to support interoperability in North America, and work with all of the major clearinghouses in Europe to support roaming.

The ChargePoint Network has more than 49,000 AC and DC charging spots, including stations from 12 different manufacturers. Through the OCPP OnRamp program, any OCPP-capable station will work on the ChargePoint Network.

Key Features of ChargePoint Network

Native support for OCPP in ChargePoint stations and an easy process to integrate other stations to the ChargePoint Network using OCPP.

EMP & CPO Roaming: Seamless communication between the driver, station and clearinghouse.

Station Locations & Availability: Complete visibility of stations and their availability make it easy for drivers to find a compatible charger.

Access Control: Manage and control access to charging stations based on well-defined policies. Enhance the value for the station owner with the right level of control.

Flexible Pricing: Provide the station owner with pricing controls that are in line with station usage. Provide flexibility to update pricing as usage changes.

Authorization, Authentication & Accounting: Ensure safe and secure payment for charging. Security measures include the pseudonymization and encryption of personal data and other capable security measures that ensure the ongoing confidentiality, integrity, availability and resilience of the network.

Power Management: Ensure that charging stations never draw more power than the site can provide.

Demand Response: ChargePoint offers an OpenADR2.0b certified VEN for use with utility driven demand response programs.

Driver Notifications: Notify EV drivers about station availability, state of charge and other key messages to enhance your relationship with drivers.

Queueing (Waitlist): Increase utilization of stations and charge more vehicles by enabling drivers to get in a virtual queue for stations.

Fleet Services: Integrate with fleet systems (fleet management, route monitoring, etc) to provide critical data and insights.

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FID# 463046124  
Station Support: ChargePoint responds quickly and effectively to any situation that occurs at a station.

Scalability: Support the growth of stations worldwide. Provide consistent, high-quality functionality.

**Technical Support 24/7/365.**

Full station technical support and customer assistance is provided by Chargepoint, as the manufacturer and software platform.

ChargePoint can provide a guarantee for response time, but cannot provide a guarantee on repair time.

L2 (CT4K) and L3 (CPE250 and Express +) stations have an interactive help menu on the LCD screen, and a toll free number is provided for drivers to call for 24/7/365 support. Support is available in English, French, and Spanish.

ChargePoint Support and Services is dedicated to providing hassle-free solutions to drivers and station hosts. Its team of over 50 support professionals provides support 24/7/365, offering a full range of support products, experienced consultation, station management services, and analytics. Annually, ChargePoint staff also proactively monitor all stations on the network to ensure maximum station uptime and offer English, Spanish, and French support lines.

ChargePoint provides 24/7 toll-free live driver support to anyone using a ChargePoint station, including non-ChargePoint cardholders, all at no cost to the driver. With over 49,000 charging spots across the country, ChargePoint has a long track record of success and provides the highest level of support in the industry.

ChargePoint also offers dedicated support for station hosts that require assistance, available weekdays from 8AM EST to 9PM EST.

**Charging Station Demand Response**

ChargePoint has a number of network-based software tools and L2 and L3 stations to manage a successful Demand Response (DR) program. All of our station models proposed, CT4k, CPF25, CPE200, CPE250 and Express Plus all can respond to DR events and can be remotely curtailed on command.

DR features include:

- **Shed/Restore**  
  For the single short duration DR events our Shed/Restore feature is the solution. This feature allows you to set the total duration (hours or minutes) of the event. The event can be set to lower the kw of the station as an Absolute power (kw) limit or a Percentage of the actual real-time load. Our Shed/Restore feature can be set at the single station level or at a station grouping level, the grouping level allows for a single event to be pushed to a large # of charging stations.

- **Time-of-Use/Scheduling**  
  Power Share TOU/Scheduling is our ‘set it and forget it’ DR feature that allows the Utility to group stations together and set recurring DR events based on peak time frames. Single or grouped stations can be set to limit load over a length of time on a weekday, weekend, day of week and a specific date.

**Network administration**

ChargePoint Network has two methods to administer your DR program, the Web based Network Operating System (NOS) or for more automation, our Webservices API:

- Network Operating System (NOS)
  Using our web-portal, an administrator can login and manage the DR events, view stations, set shed/restore, TOU/Scheduling, pull reports, etc. The NOS will meet the needs of a small pilot or program but for large scale programs we would recommend automation using our API interface.

- API
  ChargePoint has a full featured Web Services API and also supports OpenADR service.

**Advanced Analytics**

The ChargePoint Network monitors and stores all charging sessions once the station has been activated on our network. The station meter is accurate to 1% and data is recorded in 15-minute intervals aligned to the hour on a per session (driver) basis.

- Energy Reporting

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As noted the Demand Response feature set includes 15-minute data collection, all data is exportable to CSV file and available via the ChargePoint Web Services API.

- User-friendly reports are available showing:
- Energy (by Time of Day): See how much energy (kWh) is dispensed during the day, by station or by group. Quickly spot periods of high utilization and view the impact of Demand Response events.
- Peak Power (by Day): Easily view the peak instantaneous power on any given day, by station or by group.
- Peak Power (by Time of Day): View peak power during the day. Easily track the impact of Demand Response events.
- Average Power (by Time of Day): View interval average power.
- Logs: Detailed log entries are made for every Demand Response event.

DC Fast Charging Capability details:

The proposed equipment included in the Express Plus platform can scale from 150kw to 500kw, and accepts 480v/3ph

The ChargePoint Express Plus platform is engineered from the ground up to be modular and scalable, supporting 200V – 1,000V and currents up to 500 A. This architecture allows a site to scale from 62.5kW in a single station to several MW of power and many stations. During the initial construction, the site may be built out with the necessary conduit and junction boxes to allow easy expansion as growth dictates. This prevents unnecessary investment in underutilized assets up front and saves on additional construction costs later on. There are three building blocks of the platform:

1. Power Dispensers
   The power dispenser contains a touch control panel user interface and are attractive and durable. Each station dispenser connects to a Power block.
   Each station can support up to 3 cable types, including CCS-1, CCS-2, and CHAdeMO.
   Integrated cable management prevents cables from lying on the ground and increases the effective cable length.
   Liquid cooled cables allow the cables to remain thin and flexible.
   Wireless 4G/LTE networking allows for fully turnkey installations without having to install and support local IT infrastructure.

2. Power Modules
   The power modules that make up a power block scale in 31.25 kW increments, designed to provide 200 V – 1,000 V in each module. This modularity provides scalability and highly increased reliability.
   - Failure of a single module does not disable the port
   - Operational hours of each module are balanced for increased service life
   - Slot in, field replaceable
   - Integrated liquid cooled cold plate normalizes temperature across all modules
   - Automatic blind mate connections
   - >98% efficiency

3. Power Block
   Each block can support up to 5 Power Modules, for 156kW of total power. Multiple blocks may be stacked together, allowing for increased charging capability. The inner volume houses the Power Modules in a clean environment. The second volume houses the heat exchanger, pump, fans, and AC wiring. There is no user interface on the power block. External air intakes are above ground level, thereby avoiding snow obstruction and leaf contamination. Airflow is arranged to remove residual power module and solar heating plus reduce condensation by equalizing internal and external temperatures.

Summary Advantages of ChargePoint Hardware Architecture

Modular & Scalable:
- Power Modules can be added as additional power or additional ports are needed
- Reliable:
- Designed for 100% duty cycle over the full range of output power & temperatures

Pleasing aesthetics:
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- Beautiful industrial design of power dispensers and power block, all with a small footprint  
  
  **Power Steering:**  
  - Input Power Steering – Allows over-subscription of available site power & maximizes available electrical service  
  - Output power steering – Dynamically optimizes charging of all EVs depending on their different battery capacities, charging rates, SOCs & arrival times  
  
  **Serviceable:**  
  - Modularity enables service-friendly Field Replaceable Units (FRUs).  

  
  **Power Steering**  
  The maximum power output per power dispenser can be set dynamically based on a combination of the total available input power from the Power block and the actual power requested by each vehicle. Each power module can supply power to two outputs (isolated). As charging tapers on one vehicle, more power is available to the second. Each module can vary its output to achieve intermediary power levels. Steering is performed on a per module (31.25kW) basis. As the charging power declines for one vehicle the capacity is freed up for other vehicles, even vehicles that may be connected to a dispenser on a different power block. Intelligent communication between power blocks ensures that the total input power from the grid is never exceeded and the available input power is steered to the blocks appropriately to accommodate vehicle charging load.  

  
  **Energy Storage Integration (Roadmap)**  
  The next generation (Gen2) Power Modules will accept both AC and DC input, supporting direct input from battery storage systems. This architecture will eliminate the double conversion losses and costs incurred in traditional AC-input systems. This architecture also allows for power to be drawn from the most appropriate source, based on time of day, utility pricing, or other signals.  
  
  **Benefits:**  
  - Demand management  
  - Supplement grid capacity; boosting overall charging capacity beyond what the grid connection would otherwise support  
  - Efficient use of solar or other renewable energy by eliminating double conversion  

  
  **Charger Diagnostics and troubleshooting**  
  The ChargePoint web interface and API interfaces (web services API, OpenADR 2.0b, OCPI) provide the tools necessary to actively monitor and manage all stations, including real-time status for each port; making it easy to view important information in a clear and concise table format. Detailed real-time status for individual stations is available on the Station Properties page, including active charging sessions.  
  
  Administrators have the ability to:  
  - Get live status, including network connectivity and port status  
  - Reboot the station  
  - View live charging sessions, including instantaneous power output  
  - View a history of charging sessions  

  In the ChargePoint web-based portal, network manager admins may quickly view overall status of charging stations, including stations in alarm state that need service, categorized by alarm type. Comprehensive alarm log reports may be exported and include listings of station status at time of alarm (in use or available), alarm type, alarm event timestamp, and station details such as location, model number, and software version. Alarm notifications (NOC alerts) are sent via email to ChargePoint Support personnel.  

  Station admins in ChargePoint may also opt to enable Batched Email Alerts to receive an hourly email containing alerts on all stations or a custom group of stations, for example alerts for stations in a particular geographical territory or customer. An XMPP push framework is also supported, providing real-time notifications.
Apex Solar Power  
64 Main Street  
Queensbury, NY 12804  
FID# 463046124

In the event of a ChargePoint station fault, internal diagnostics on the station itself will generate an alarm with timestamp, and details of the alarm will be available on the commercial station display, as well as uploaded to the ChargePoint network operations server for logging in an alarm report. Depending upon severity and type of alarm, the charging station or port may be taken out of service and become unavailable for charging until the root cause has been addressed. If powered off, a "last gasp" power off message is logged in the alarm report.

Network transactions, fees, and functionality.

Charging sessions are authorized at the charging station by use of a credit card (with RFID chip), a ChargePoint account RFID card, via the ChargePoint mobile application, smartphone with NFC capabilities linked to ChargePoint account (tap-to-charge) or using Apple pay / Android pay, one-time payment by a mobile friendly payment option, or over the phone 24/7 via a toll-free phone number using a credit card.

ChargePoint handles the entire billing process from end to end.

ChargePoint collects all transaction fees for charging sessions and remits 90% of fees back to the station owner. 10% of the fees collected are kept by ChargePoint to cover processing costs and the costs associated with maintaining a secure PCI compliant payment system.

All ChargePoint stations are pinpointed upon installation and are networked for real time availability. Charging station location and status is available using the ChargePoint mobile applications. Drivers are able to view real-time availability — including access restricted stations that they are able to use, navigate to any station using their own preferred mobile navigation tool, start and pay for sessions, view real-time charging status and receive alerts on charging events.

In addition to overall convenience our mobile application also drives efficiency by creating turnover at stations as vehicles charge, eliminating lost time by physically checking on charging status, accelerating wayfinding for fleet vehicles looking for public charging, improving Support feedback and station uptime with in app driver reports and much more. The ChargePoint Driver App is supported on iOS and Android.

ChargePoint Waitlist

Waitlist works by allowing drivers to get in line for the next available charging station, informing them when a station becomes available, and even holding it for them while they walk to their vehicle, drive it to the station, and plug in. The driver decides which ports he wishes to line up for, and joins a “virtual lineup”. As ports free up notifications are sent to the first driver in line and the port is temporarily reserved just for that driver. The driver has the ability to accept the reservation and use the port, or the driver may decide to skip his turn and let the person behind go ahead — while retaining his place in line, or may simply opt-out of line altogether.

Detailed reports are available to monitor the waitlist and ensure the policies put in place are having the desired effect, including queue depth and average wait time.

An alternative to Waitlist, “Notify Me” can be used by drivers to sign up to be notified when a station becomes available. Unlike waitlist, the station is not held for that driver, and it is first-come-first-served.

Key Highlights:
- Real-time status and station availability for the largest charging network and roaming partners. Network-agnostic station information from all networked and non-networked EVSE. Crowd sourcing for additional station information, including driver tips.
- Comprehensive filtering capabilities, allowing the driver to focus on stations that matter to them—network operator, connector type, station power, fees, hours of operation, location.
- Tight integration with user-preferred navigation tools, including Google Maps, Apple Maps, and Waze. Navigation to the exact parking space by use of latitude/longitude. View and navigate to thousands of charging stations from all major charging networks. Google auto-complete POI search, allowing EV drivers to easily locate stations at or near intended destinations.
- Ability to start a session from the mobile app. Monitor and display real-time charging status. See miles added based on car model, cost of session, and amount of time/energy used since plugging in.
- Custom-defined Favorites list and list of recently used charging stations.
EXHIBIT 2

PROPOSAL FORM
FOR
Electric Vehicle Charging Stations

To: Stephen H. Burns, Town/City Manager
York Town Office
186 York Street
York, ME 03909

Dear Sir or Madam:

The undersigned hereby declares that it has carefully examined this Request for Proposals including the specifications therein referred to in Exhibit 1, dated 5/21/2019 and that it proposes and agrees, if this Proposal is accepted, in whole or in part, by the Town of York (hereinafter the "Town") to perform the Services, as defined in the proposed Services Agreement, and that it will accept as payment in full the "Contract Price" as negotiated upon award.

The undersigned hereby further declares that the only persons or parties interested in this Proposal as principals are named below and that no person acting for or employed by the Town is directly or indirectly interested in this Proposal or in any Agreement which may be awarded under it or in profits expected to arise therefrom, except as provided by the Town Charter. The full names and addresses of all persons and parties interested in this Proposal, as principals, are as follows: (provide first and last names in full; and in the case of a Corporation, the names and addresses of the President, Treasurer and Manager; and in the case of a Partnership, the names and addresses of members):

Stan Doban
President

Cry Demme
VP

Chris Hill
CFO

Date: [insert month] [insert date], [insert year]
(insert signature)

President

(insert title)

Apex Solar Power

(insert name of entity)

64 Main St.

(insert legal address)

Queensbury, NY 12804

(insert name of principal place of business)

96-30 46 (2y)

(insert firm's IRS Identification Number)

Please, provide address to which all correspondence and notifications to Proposer are to be sent:

64 Main Street, Queensbury, NY 12804

Please, provide Proposer's Telephone Number: (518) 304-2786.
Begin forwarded message:

From: Barry Woods <barryw@revisionenergy.com>
Subject: Town of York/EVSE RFP/ReVision Energy Proposal
Date: June 4, 2019 at 4:15:08 PM EDT
To: Jamie White <whitedj71@yahoo.com>, Rozanna Patane <rpatane@maine.rr.com>, Gerry Runte <gerry.runte@gmail.com>

Hi David, Rozanna and Gerry -

Attached please find our proposal with respect to the Town of York’s RFP. I am attaching some additional info on the charging technology hardware for you to share with the town manager and council as well.

Please let me know if you need anything further.

I appreciate you confirmation of receipt when you have a moment.

Regards,
Barry

---

Barry Woods | Employee-Owner | Director of Electric Vehicle Innovation
ReVision Energy, a Certified B Corp
207-494-4440 (cell)
SPECIFICATIONS

BusinessLine

efficient and user-friendly charging
for businesses

EV-Box is the global market leader in Electric Vehicle (EV) charging infrastructures and related cloud-based services, with an installed base of over 30,000 charging points worldwide. We serve individuals, businesses, facilities and major public charging networks. Charge with EV-Box and join our journey towards a sustainable future.
Application

- Homes
- Businesses
- Parking lots and garages

Advantages

- Suitable for simultaneous charging
- Automatic tracking and settlement of charging costs
- Simple and efficient management of multiple charging stations with the Parent / Child configuration
- Sustainable and efficient distribution of the available power with Smart Charging services
- Adjustable charging rates
- Available in six standard colors or your RAL color

Characteristics

- Available with a single or dual socket
- Available in various output capacities
- Available with a fixed SAE J1772 cable
- Modular built, vandalism-proof, non-flammable and discoloration-proof
- Mounted on the wall or on a pole
- Maximum charging capacity of 22 kW

BusinessLine

Technical Features
Charging capacity per socket: 3.7kW, 7.4kW, 11kW, 22kW
Charge mode: Mode 3, Z.E. Ready
Socket Type: Type 2
Number of connectors: 1 or 2
CE certified: Yes
Outpower power: 1-phase or 3-phase, 230V – 400V, 16A and 32A
Temperature range: -4°F to +140°F
Moisture (non-regulating): Max. 95%
Authorization: Auto START / Keyfob / RFID card
Information status: LED ring
Communication: GPS / GSM / GPRS Modem / controller with RFID reader
Communication protocol: OCPP 1.2, 1.5 and 1.6

Physical Properties
Designed according to: IEC 61851-1 (2010), EC 61851-22 (2002), Renault Z.E. Ready guidelines
IP54
Housing: Polycarbonate (Bayblend)
Dimensions (inches): 23.6 x 9.8 x 15.7 (L x W x H / dual socket)
23.6 x 9.8 x 7.9 (L x W x H / single socket)
Weight: 24.2 lbs (max.)
Mounting: Wall or pole
Standard colors: RAL 6024 (light green), RAL 6007 (dark green), RAL 5017 (blue), RAL 7042 (light grey), RAL 7016 (dark grey), RAL 9016 (white)
Cable: 19.7 or 26.2 ft fixed cable (SAE J1772)
Proposal Form for Electric Vehicle Charging Stations

Stephen Burns, Town Manager
York Town Office
186 York Street
York, ME 03909

June 4, 2019

Dear Mr. Burns:

The undersigned hereby declares that he has carefully examined this RFP including specifications referred to in Exhibit 1 and visiting the proposed sites to better understand what the technology and site requirements should be such that what follows is ReVision Energy, Inc.'s proposal in light of the RFP and further conversations. If our proposal is accepted, in whole or in part, by the Town of York ("Town") to perform the services as defined in the Services Agreement, ReVision Energy will accept as payment in full the contract price to be negotiated upon award.

The undersigned further declares that the only persons or parties interested in this proposal as principals are named below and that no person acting for or employed by the Town of York is directly or indirectly interested in this Proposal or in any Agreement which may be awarded under it or in profits expected to arise therefrom, except as provided by Town Charter. The names/addresses of the interested parties in this proposal are as follows:

ReVision Energy, Inc.
Fortunat Mueller- President
758 Westbrook St
South Portland, ME 04106
(207) 221-6342
BarryW@ReVisionEnergy.com

Barry Woods, Director of Electric Vehicle Innovation
ReVision Energy, Inc.
Proposal Form for Electric Vehicle Charging Stations

Stephen Burns, Town Manager
York Town Office
186 York Street
York, ME 03909

June 4, 2019

Dear Mr. Burns:

ReVision Energy Inc. ("ReVision") is pleased to provide a proposal for scope of work for two (2) installation sites for electric vehicle charging stations as identified by the York Energy Committee and the Town of York. These sites are the Town Library ("Library") and York High School ("YHS"). ReVision Energy performed site visits on May 23, 2019 with Rozanna Patane, Chair of the York Energy Committee, such that certain modifications to the RFP's initial terms were altered based on the specific needs of each site and that discussion. Our proposal will discuss these sites, the intended scope of work and any exclusions, to clarify ReVision's role and quotes for each.

ReVision Energy's Corporate Qualification for EVSE Installation

ReVision Energy has been installing EVSE for Residential, Non-profit/Municipal and Commercial projects since 2011. It created an internal EV Charging Infrastructure Division in early 2017 specifically to grow sales, undertake business development, and increase advocacy efforts across its three-state territory.

To date ReVision Energy has installed hundreds of basic and smart charging units at a wide range of host sites- including colleges and secondary schools; large employers and commercial entities, municipalities, retailers, hospitality industry, malls and non-profit venues. ReVision has been installation partner with major smart charging networks, including Greenlots, EVgo, Tesla and ChargePoint. ReVision has also performed many EVSE installations that are part of Electrify America's First Cycle spending.

A sampling of ReVision Energy’s largest level two charging cluster projects includes:

- Eighteen (18) Tesla level two EVSE at Okemo Ski area (Okemo VT)
- Eight (8) level two EVSE at the LL Bean flagship retail store (Freeport ME)
- Six (6) Smart Charging level two EVSE at Parris Landing Condos (Charleston MA)
-Six (6) Smart Charging level two EVSE at MA Audubon HQ, /Drumlin Farm (Lincoln, MA)
-Six (6) Smart Charging level two EVSE at Post Building (Waltham MA)

ReVision has completed more than ten (10) Tesla Destination Charging Program projects involving four (4) or more level two chargers.

ReVision partnered in 2015-16 with Nissan NA, EVgo and Hannaford Brothers corporate to install the first DCFC network in Maine located at five Hannaford Brothers market locations in York, South Portland, Portland, Topsham and Augusta as well as overseeing the construction of an additional five sites in the Albany NY area. In 2017, ReVision Energy was chosen by EVgo to complete the switch out of single connector Nissan CHAdeMO DCFC units replacing them with ABB DCFC 50 kW dual connector units at eight (8) different Simon Properties malls in New Hampshire and Massachusetts, including: Burlington Mall, Rockingham Park, Pheasant Lane Mall, Square One Mall, The Shops at Chestnut Hill, Northshore Mall, Southshore Plaza, and Solomon Pond Mall. ReVision Energy was responsible for removal, recycling, installation and activation of these networked DCFC.

In 2019, ReVision partnered with ChargePoint, the nation’s largest smart charging network provider, for performing the installation of fourteen (14) 50 kWh DCFCers and 40A level 2 units at seven sites throughout Maine, including along the Maine Turnpike, winning a competitive bid from Efficiency Maine’s Phase One grant, the first substantial step the state has taken toward electrifying its major travel corridors.

In addition to being the most active and experienced EVSE installer in New Hampshire and Maine, ReVision Energy’s experience also includes over 8000 residential, commercial and utility solar projects throughout New England.

References for these sites include:

George Parmenter, Sustainable Retailing Manager, Hannaford Supermarkets
George.Parmenter@retailbusinessservices.com/207-885-2594 (o)

Patrick Skall, Project Manager, L.L. Bean, pskall@llbean.com/207-552-4156 (o)

Banks Poor, Massachusetts Audubon, VP of Operations/CFO
bpoor@massaudubon.org/781-259-2110

Scope of Work and Proposal for Electric Vehicle Supply Equipment ("EVSE"

As preface to more specific discussion of both sites, we will review Exhibit 1. Specifications of the scope and point out any modifications or relevant expectations that we have factored into our bid(s).
i. Installation.
We will obtain all relevant permits and conform both installations to the hardware manufacturers specifications and the Town’s expectations as to prospective users. We understand that the Town will own and operate these installations, which is different from the original specifications. In addition, the Town will coordinate any in-kind contribution for site related work at both locations (whether this receives credit or not from Efficiency Maine as part of the match). Specifically we anticipate that the Town will provide resources to help where necessary with trenching for conduit, asphalt cutting and patching, removal of pavers, and any other site related modifications and clean up necessary to make these projects complete upon the installation of the charging pedestals. Simply put, ReVision will be responsible for the electrical interconnection, conduit, placement of chargers and activation.

ii. Configuration
The charging technology hardware chosen for each site will use 40A dedicated circuits for each and have standard J 1772 connectors such that it will be compatible with all vehicles. Adequate cord set lengths with a minimum of 18’ shall be provided. Each pedestal will host two connectors, each with dedicated circuits capable of charging vehicles at up to 7.6 kW per hour (20-25 miles of range per hour).

iii. Charging Equipment Requirements

ReVision will select hardware that conforms with Town’s expectations as outlined in this section, including but not limited to, NEC compliance, UL listing, and EVSE industry standards generally.

iv. Networking
The Library will have a smart charger hardware capable of both credit card and network-based activation. For this project we have partnered with Greenlots to provide a smart charging network. Our experience with Greenlots includes installation of over 24 level 2 smart chargers at five placements in Massachusetts.

YHS will host basic chargers and not require a smart network.

v. Payment Options
At the Library, drivers can pay per use by credit card (calling in to the service provider for activation) or join the Greenlots network via a phone app. This will use cellular service.

vi. Signage
ReVision will provide appropriate signage (including giving the Town a choice of one of four types of charging signs) and directional signage. Each charging space will receive a post mounted sign. No painted stencil for each parking space has been
included in our quote; this can be discussed. Upon completion, we can upload the location of all charging stations to PlugShare to assist drivers in locating these new charging resources.

vii Operations and Maintenance
Basic chargers at YHS will require little ongoing O&M in our experience. The Library smart chargers will be on the Greenlots network and will notify Greenlots if there are issues with their function. Maintenance of these EVSE units as a separate cost element has NOT been factored in to ReVision’s quote, however; we have a service department and would be willing to annual checkups and cleaning of the units at each site for $350 per site. Greenlots has an extended warranty available which was included in our pricing.

Project Cost

i. York High School
Total is $15,312 - includes a single pedestal w/ two basic ClipperCreek HCS40R chargers and a kWb meter for each charger which will likely be located in the electrical room. These are ruggedized level 2 chargers with extended five year warranties and beefier cords and connector units more suitable to public facing usage. Each connector will have a pedestal mounted holster. The pedestal will be a stainless steel ProMountDuo pedestal also manufactured by ClipperCreek, an industry leader in EVSE technology.

The rationale for using a basic charger comes from the site location and goals. It is doubtful significant public usage will occur and the educational/workplace charging benefits are of real value to the school community. Basic charging will reduce the upfront and ongoing costs significantly and electricity consumption costs are modest and can be managed through signage and other methods (e.g. employee’s pay for use and get a sticker).

ii. York Library
Total is $46,396.75 - includes two (2) dual port pedestal mounts using EV Box smart charging hardware with cable retractors. The cost of two dual smart charging pedestals is substantially higher than basic charging, amounting to approximately $22k, which includes annual network fees for four (4) years and commissioning. EV Box also extracts a 5% fee from all transactions. Interestingly, EV Box is more price competitive than many of its competitors.

We have included the installation of a three phase sub panel in the quote. This will ensure that we will not have any load issues for the four 40A charger breakers plus provide room for expansion. We are hopeful we can tie in to one of the existing subpanels in the Library. We MAY be able to also use existing conduit run from the building to the area of the transformer out front. If any of these alternatives are possible it will lower the cost accordingly.
This is a potentially high use/high visibility site well suited for smart charging as it can capture funds for electricity costs and prevent abuse often caused by free charging in public venues. We also agree that the Town should add additional conduit for expansion given the quality of this location.

We do not yet know the quality of the cellular signal for the Library. We will need to measure it more specifically. Greenlots uses the Verizon 3G network and we are optimistic that this will be strong enough. In the event it is not, some additional costs might need to be incurred for placement of a booster/repeater type accessory to enhance the signal. Boosters/repeater costs range $2-3,000 installed.

Both quotes include placement of protective bollards in front of each charger and pole mounted signs.

For further information about the hardware choices and the Greenlots Network see attached exhibits.

We appreciate the opportunity to bid on these projects. We expect to use our in-house electricians from our South Portland branch to perform this work. They are experienced with both basic and smart charging. I will be the lead contact for ReVision until someone from our Operations team is assigned responsibility for these projects.

Lastly, if selected, we will be willing to offer some assistance in completing the Efficiency Maine application as it pertains to enhancing Town’s narrative to increase the projects’ potential scoring given the competitive nature of the trust’s RFP.

Very truly yours,

[Signature]

Barry Woods, Director of Electric Vehicle Innovation
ReVision Energy, Inc.
A REAL PRODUCT, FOR THE REAL WORLD. ClipperCreek’s HCS charging stations come in a variety of power levels, as hardwired or plug-in units, and with multiple pedestal mount options. Recent additions to the HCS product line include the HCS-40R, a 'ruggedized' version of the popular HCS-40; and the ChargeGuard™, a simple key-based access control option.

- **FAST CHARGING** - Up to 11.5kW of power to charge your vehicle quickly
- **QUALITY** - Technology that works for the life of your current plug-in vehicle and then some
- **CONVENIENT** - 25 feet of charging cable for installation flexibility and superior vehicle reach
- **DURABLE** - Rugged, fully sealed NEMA 4 enclosure for installation anywhere
- **RELIABLE** - Backed by ClipperCreek’s exceptional warranty and outstanding customer service
HCS SERIES
PRODUCT OVERVIEW

ELECTRICAL SPECIFICATIONS

- **Certifications** - ETL, cETL Listed
- **Service** - 208V to 240V - 20A to 60A, single phase, 2 wire w/ground
- **Charge Current Output Power** - 208V to 240V-16A to 48A continuous (3.3kW to 11.5kW)
- **Service Ground Monitor** - Constantly checks for presence of proper safety ground
- **Automatic Circuit Reclosure** - After minor power faults
- **Charge Circuit Interruption Device** - Ground fault protection with fully automated self-test, eliminates manual user testing

MATERIAL SPECIFICATIONS

- 25 foot charging cable
- Three year warranty
- Install hardwired or plug-in
- Indoor/outdoor rated fully sealed (NEMA 4) enclosure
- Operating temperatures: -22°F to 122°F (-30°C to 50°C)
- Wall mount holster included

ACCESS CONTROL OPTION AVAILABLE $78 additional

ChargeGuard™ Reliable key-based access control designed for fleet, workplace, multi-tenant, hospitality and residential charging.

MULTIPLE CONFIGURATIONS

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*Plug-in options are available at an additional charge.

RUGGEDIZED OPTION AVAILABLE $100 additional

HCS-40R and HCS-40PR

- 5-year warranty
- Impact and crush-resistant SAE-J1772™ connector
- Type 4X watertight and corrosion resistant rubber overmolded EV connector
- Available for hardwired or plug-in installations with NEMA 14-50 or NEMA 6-50 plugs

Share2™ OPTION Maximize your Infrastructure Investment

- Turn one charging spot into two with HCS Share2™
- Full power charging for one vehicle, split power charging for two vehicles
- Compatible with ChargeGuard™ enabled and Ruggedized HCS-40s
- Power Sharing from a single circuit between two charging stations
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31-May-19

Board of Selectmen
Stephen Burns, Town Manager
Kathryn Lagasse, HR Director
Town of York
186 York Street
York, ME 03909

Re: Organizational Assessment Report

Town of York Executive Team:
I want to first thank you for the opportunity in working with you and your team in the preparation of the Organizational Assessment Report. It was a pleasure meeting and getting to know all the department heads. My immediate take-away was that each of the department heads are professional, enthusiastic and hard working.

The other take-away is even though the Town’s resident population is small, its budget, services and seasonal population rivals much larger municipalities, which in turn requires readjusting its organization to match the needs.

I also want to note that recommendations within this report have not been directly influenced by your staff and some recommendations may not be popular, but obviously the final decisions on what to do with the recommendations will be up to the Executive Team.

I look forward to continued work with you. If you have any questions, please don’t hesitate to call me at 802.503.7008 or email at myoung@ascentconsultingllc.com.

Sincerely,
Ascent Consulting LLC

Matt Young
President
This report is structured by color code. Items in **green** boxes are current status of the department. Comments regarding current status of the department will be noted here.

Items in **orange** boxes are recommendations offered for the Town of York to consider. Instead of repeating recommendations for department specific topics, if a recommendation is noted, this area will serve as a notice to direct you to that section. Recommendations that effects municipal wide or multiple departments will be noted here. Recommendations that do not currently have a specific department, those will be noted in this area also.

Items in **blue** boxes are general comments and observations made pertaining to the specific department.

### Current

### Recommendations

### General Observations

### Municipal Comparative Study

Majority of the data used for this study came from publicly accessible information, such as Annual Reports, Budget Reports, Audited Financial Reports, municipal websites and other research documents. Some information required confirmation from specific municipalities, and they were contacted for accuracy, however, some municipalities were a non-response to the requested information. Although every effort has been made to ensure accuracy, it may not be 100% error free. If an error is found, please notify Matt Young at Ascent Consulting LLC so that corrections can be made.
In order to best identify the efficiency of Town of York staff and its departments, six surrounding communities were analyzed as a comparison. However, Town of York is in a unique position. Town of York is listed as the 16th largest community out of 523, but is ranked 2nd behind Portland, ME for its assessed property value. The other uniqueness is its influx of tourist during the summer months.

**Recommendations**

1. It is recommended that an in-house IT personal be added to the staffing of Town of York. The Town's Information Technology can be better protected, and software and IT best practices can be better implemented by having full-time in-house personnel. This will also help to accelerate the implementation of the Munis software program. Help desk support will be needed not only for the internal department but for external support as some of the citizen self-service modules are implemented. This will also take the load off each department from providing this service. Some of the overhead costs can be shared with the school district. This position should report directly to the Town Manager or combine with GIS/Technology department.

2. Another growing concern is ransomware against municipalities. This is another reason to have a full time IT personal. Large cities are being targeted and soon it will be common for the perpetrators to begin targeting small towns.

3. It is recommended that an Economic Development position be added, reporting to Planning Director. As the town moves forward with proposed development planning, it is important to have consistency and direct control of planned development.

4. Current town hall layout is susceptible to risk to employees, especially in the Clerks offices and Planning Department. Right now, all department access is open to the public. A secured Front of House (FOH) and Back of House (BOH) zones should be constructed and can be done inexpensively. It is recommended for a short-term fix, switch office location of the Town Manager and Assessor office. This would allow departments that require more public access on the ground floor and secure public access to the 2nd floor. A wall should be constructed at Planning offices and Clerk office to better identify BOH and FOH zones.

5. With the implementation of Munis, it is recommended that property tax collection be under the department of the Finance.

6. It is recommended to remove Sr. Center oversight from Parks and Recreation and move to a different oversight.
7. It is recommended that Sr. Center and Sr. Housing Authority be combined with an appointed director in a new department called Community Services. The Senior services that the Town provide is an important network to the community that requires special attention. The aging population will only increase in the future.

8. Each department head should have a succession plan prepared and shared with Town Manager & HR Director.

9. Town Manager recommendations can be found in its section.

10. Clerk’s Office recommendations can be found in its section.

11. Code Enforcement recommendations can be found in its section.

12. Finance Department recommendations can be found in its section.

13. Parks & Recreation recommendations can be found in its section.

14. Public Works recommendations can be found in its section.

15. Fire Department recommendations can be found in its section.

16. Human Resources recommendations can be found in its section.

**General Observations**

1. In general, the Town of York is not overstaffed, if anything, it is understaffed which will in long term hurt services and reduce the ability for risk management and cost more in the future.

2. The department heads have great attitudes and an entrepreneurial spirit that is refreshing to see in the public sector.

3. Some of the department offices are physically distant and should be under one roof. This would help with staff management and team cohesiveness.

4. Munis software implementation should happen as soon as possible. This will play an important role of staffing and staff workloads as some of the services can be self service via web based.
A comparative report was prepared in order to analyze other municipalities near York, ME. The purpose of this study is to see how efficient Town of York staffing is in comparison to population and revenue. This not the only way to determined efficiency, but a good metrics. Not a lot of narrative is needed, as you can see, data speaks for itself.

Spreadsheet 1 shows the baseline data used for municipal comparisons, sorted by population. The municipal property valuation is identified with employee salaries (includes benefits, FICA, Insurance, retirement) and the number of employees. The employee count includes all full-time, part-time and seasonal. Seasonal population is shown in order to identify real world public service impacts to a community. Average employee salary is another good metrics in order to retain or hire new talent.

### Spreadsheet 1

<table>
<thead>
<tr>
<th>Town</th>
<th>Population</th>
<th>Seasonal Peak Population</th>
<th>Property Valuation 2018</th>
<th>Salaries, Benefits, FICA, Insurance</th>
<th>No. of Staff (1)</th>
<th>Average Salary &amp; Benefits per Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kennebunkport, ME</td>
<td>3,548</td>
<td>12,641</td>
<td>$2.12B</td>
<td>$4,430,065</td>
<td>47</td>
<td>$94,257</td>
</tr>
<tr>
<td>Kittery, ME</td>
<td>9,649</td>
<td>11,821</td>
<td>$1.61B</td>
<td>$7,056,980</td>
<td>97</td>
<td>$72,752</td>
</tr>
<tr>
<td>Wells, ME</td>
<td>10,048</td>
<td>38,330</td>
<td>$3.16B</td>
<td>$5,726,405</td>
<td>68</td>
<td>$84,212</td>
</tr>
<tr>
<td>Kennebunk, ME</td>
<td>11,223</td>
<td>17,623</td>
<td>$2.38B</td>
<td>$12,230,000</td>
<td>102</td>
<td>$119,902</td>
</tr>
<tr>
<td>York, ME</td>
<td>12,872</td>
<td>30,624</td>
<td>$4.26B</td>
<td>$10,795,352</td>
<td>107</td>
<td>$100,891</td>
</tr>
<tr>
<td>Scarborough, ME</td>
<td>19,620</td>
<td>No Data</td>
<td>$3.89B</td>
<td>$17,235,706</td>
<td>237</td>
<td>$72,724</td>
</tr>
<tr>
<td>Biddeford, ME</td>
<td>21,413</td>
<td>24,520</td>
<td>$2.28B</td>
<td>$25,299,747</td>
<td>290</td>
<td>$87,241</td>
</tr>
</tbody>
</table>

(1) excludes education, library, water, sewer employees

Spreadsheet 2 shows a metrics identifying on average how many residents are being served per municipal employee. Communities with large seasonal population are additionally burdened with public services requirement.

### Spreadsheet 2

<table>
<thead>
<tr>
<th>Town</th>
<th>Population</th>
<th>Seasonal Peak Population</th>
<th>Employee per Population</th>
<th>Employee per Seasonal Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kennebunkport, ME</td>
<td>3,548</td>
<td>12,641</td>
<td>75</td>
<td>269</td>
</tr>
<tr>
<td>Kittery, ME</td>
<td>9,649</td>
<td>11,821</td>
<td>99</td>
<td>122</td>
</tr>
<tr>
<td>Wells, ME</td>
<td>10,048</td>
<td>38,330</td>
<td>148</td>
<td>564</td>
</tr>
<tr>
<td>Kennebunk, ME</td>
<td>11,223</td>
<td>17,623</td>
<td>110</td>
<td>173</td>
</tr>
<tr>
<td>York, ME</td>
<td>12,872</td>
<td>30,624</td>
<td>120</td>
<td>286</td>
</tr>
<tr>
<td>Scarborough, ME</td>
<td>19,620</td>
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<td>83</td>
<td>N/A</td>
</tr>
<tr>
<td>Biddeford, ME</td>
<td>21,413</td>
<td>24,520</td>
<td>74</td>
<td>85</td>
</tr>
</tbody>
</table>
Spreadsheet 3 shows a metrics revenue received by each municipality. The revenue is separated from general revenue and property tax only revenue with a combined total.

### Spreadsheet 3

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Kennebunkport, ME</td>
<td>3,548</td>
<td>$2,390,301</td>
<td>$16,706,093</td>
<td>$19,096,394</td>
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<tr>
<td>Kittery, ME</td>
<td>9,649</td>
<td>$4,606,015</td>
<td>$8,981,322</td>
<td>$13,587,337</td>
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<tr>
<td>Wells, ME</td>
<td>10,048</td>
<td>$4,149,186</td>
<td>$31,564,951</td>
<td>$35,714,137</td>
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<tr>
<td>Kennebunk, ME</td>
<td>11,223</td>
<td>$4,399,499</td>
<td>$36,854,619</td>
<td>$41,254,118</td>
</tr>
<tr>
<td>York, ME</td>
<td>12,872</td>
<td>$7,268,446</td>
<td>$50,084,571</td>
<td>$57,353,017</td>
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<tr>
<td>Scarborough, ME</td>
<td>19,620</td>
<td>$6,611,889</td>
<td>$61,979,865</td>
<td>$68,591,754</td>
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<tr>
<td>Biddeford, ME</td>
<td>21,413</td>
<td>$6,259,431</td>
<td>$46,338,351</td>
<td>$52,597,782</td>
</tr>
</tbody>
</table>

Spreadsheet 4 shows a metrics on average what each employee generates in revenue for general revenue, property tax revenue and combined revenue.

### Spreadsheet 4

<table>
<thead>
<tr>
<th>Town</th>
<th>Population</th>
<th>Average Salary &amp; Benefits per Employee</th>
<th>General Revenue per Employee</th>
<th>Property Tax Revenue per Employee</th>
<th>Combined Revenue per Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kennebunkport, ME</td>
<td>3,548</td>
<td>$94,257</td>
<td>$50,857</td>
<td>$355,449</td>
<td>$406,306</td>
</tr>
<tr>
<td>Kittery, ME</td>
<td>9,649</td>
<td>$72,752</td>
<td>$47,485</td>
<td>$92,591</td>
<td>$140,076</td>
</tr>
<tr>
<td>Wells, ME</td>
<td>10,048</td>
<td>$84,212</td>
<td>$61,017</td>
<td>$464,190</td>
<td>$525,208</td>
</tr>
<tr>
<td>Kennebunk, ME</td>
<td>11,223</td>
<td>$119,902</td>
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<td>$404,452</td>
</tr>
<tr>
<td>York, ME</td>
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<td>$100,891</td>
<td>$67,929</td>
<td>$468,080</td>
<td>$536,010</td>
</tr>
<tr>
<td>Scarborough, ME</td>
<td>19,620</td>
<td>$72,724</td>
<td>$27,898</td>
<td>$261,518</td>
<td>$289,417</td>
</tr>
<tr>
<td>Biddeford, ME</td>
<td>21,413</td>
<td>$87,241</td>
<td>$21,584</td>
<td>$159,787</td>
<td>$181,372</td>
</tr>
</tbody>
</table>
Spreadsheet 5 shows a metrics that concludes for every employee dollar spent, how does it generate revenue. This is looked as a Return on Investment (ROI).

**Spreadsheet 5**

<table>
<thead>
<tr>
<th>Town</th>
<th>Population</th>
<th>General ROI per Employee</th>
<th>Combined ROI per Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kennebunkport, ME</td>
<td>3,548</td>
<td>$0.54</td>
<td>$4.31</td>
</tr>
<tr>
<td>Kittery, ME</td>
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<td>$1.93</td>
</tr>
<tr>
<td>Wells, ME</td>
<td>10,048</td>
<td>$0.72</td>
<td>$6.24</td>
</tr>
<tr>
<td>Kennebunk, ME</td>
<td>11,223</td>
<td>$0.36</td>
<td>$3.37</td>
</tr>
<tr>
<td>YORK, ME</td>
<td>12,872</td>
<td>$0.67</td>
<td>$5.31</td>
</tr>
<tr>
<td>Scarborough, ME</td>
<td>19,620</td>
<td>$0.38</td>
<td>$3.98</td>
</tr>
<tr>
<td>Biddeford, ME</td>
<td>21,413</td>
<td>$0.25</td>
<td>$2.08</td>
</tr>
</tbody>
</table>
Current

This is the current organizational chart; but modified to better show reporting structure and oversight.

Recommendations

1. Town Manager (TM) employment term should be changed from 1-year term to 3-year term. This is standard with most municipalities and allows TM greater ability to set strategic planning and execution.
2. Add IT personnel reporting directly to Town Manager.
3. Planning Department report should be moved within Code Enforcement.
4. GIS should be within Planning Department.
5. There is no indication that a deputy or vice Town Manager position has been assigned in case of their absence. This should be better known to the community.
6. Harbor Board Assistant should be a direct report to Public Safety.

General Observations

1. Current Town Manager has an open-door policy to the public. This is commendable; however, it does not help with their time management.
Current

Recommendations

1. Install a undercounter small safe for cash deposits for quick storage in lieu of using the large walk-in safe.
2. Formalize a police officer escorted deposit trips to the bank.
3. Once Munis accounting system is implemented, shift tax collection to Finance Dept.
4. Succession planning is needed. Current Clerk & Deputy Clerk has over 30 years of institutional knowledge that needs to be transitioned to future Clerk.
5. Acceptance of electronic payments will speed deposit reconciliation and accounting.
6. Seasonal help is needed to accommodate residents and reduce wait times.

General Observations

1. This is probably the busiest and publicly accessible department in Town and has the fewest security measures. This department needs a defined FOH and BOH zones.
2. The amount of services this department provides is not attainable into the future, not just municipal services but the State services it provides.
Current

This is the current organizational chart; but modified to better show reporting structure and oversight.

Recommendations

1. Acceptance of electronic payments will speed deposit reconciliation and accounting.
2. Off-site secured long-term file storage is needed. The current space cannot accommodate immediate file storage let alone long-term storage.
3. Once Munis accounting system is implemented, code enforcement module should be implemented soon. This will allow self service capabilities and allow for permit status tracking online.
4. The ability to scan long term file storage electronically is needed. Consider hiring 3rd party company to provide this service.
5. Use of a drone to scan shoreline and river would greatly speed process. Start out by using 3rd party scanning services and later as cost, technology and ordinances improve, bring this service in-house.
6. Consider seasonal walk-up help during busy months April to December.

General Observations

1. This is probably the 2nd busiest and publicly accessible department in Town and has the fewest security measures. This department needs a defined FOH and BOH zones.
2. Personnel safety for field inspections is a concern. When staffing is short, this can be compromised.
Current

Recommendations

1. Once Munis is implemented, Finance Department should have oversight of all revenue acceptance and best practices. This will provide continuity of receivables. Finance Department should collect property taxes and process the taxes. Munis will allow for online property tax payments.

2. A standard purchase order system should be managed and implemented by Finance Department.

3. Position of Treasurer seems redundant and is not necessary when oversight and accountability best practices are put in place.

4. Electronic accounts payable and accounts receivable should be implemented, this will streamline redundant processes.

General Observations

1. Vendor payment and approval process is cumbersome. Some of it can be due to ordinance, but once a vendor contract has been approved by Board of Selectmen, each department head should have final authority to approve payments. There seems to be another layer where the Treasurer has final oversight of release of checks, which seems redundant.
Current

Assessor

Assistant Assessor

Lister/Appraiser

Recommendations

1. As the town population increases and new development is proposed, a third full time Lister/Appraiser position will be needed in this department. If the position of the third full time position as Lister/Appraiser is not affordable, an Admin person will greatly be beneficial.

General Observations

1. N/A.
Current

This is the current organizational chart; but modified to better show reporting structure and oversight.

Recommendations

1. It is recommended that the Senior Center be separated from Parks and Rec oversight. Parks and Rec has a different mission and purpose.
2. The Town lacks an indoor recreation and community center. Bog Road Fields and Playground could be an ideal location for this since the Town already owns the property, plenty of parking is available and it consolidates recreational use at a single location. Families with kids of varying ages would benefit if a child is participating in the athletic fields, other children will have simultaneous recreational options, which most parents would appreciate. A Town owned recreation center would also allow for more flexible program offering, which would not be hindered by only when the school facility is available.
3. Parks & Rec website link [http://www.yorkparksandrec.org/] would be helpful in Parks & Recreation Board tab on town website.
4. Parks & Rec “loans” its staff to DPW for snow removal. This activity should be taken out of Parks & Rec to better budget and define the role of this department. Parks & Rec should be able to maintain its own property, but once it gets to maintaining roads or need of a CDL operator, this activity should be left to DPW.

General Observations

1. The amount of programming Parks & Rec provides to the community is commendable. This is a very busy department.
2. What is the purpose of the Parks & Recreation Board? This statement is not noted on the website. If the purpose is oversight, it seems redundant. The team is well qualified to manage their own programs with oversight from Town Manager and Board of Selectmen.
Current
This is the current organizational chart; but modified to better show reporting structure and oversight.

Recommendations
1. It is recommended that this department adds a licensed civil engineer to this department. The amount of public works projects this department procures justifies the needs to better manage their own risks and project advancement.
2. Public Works current facility is not adequate. It lacks outdoor laydown space and indoor garage space. The current garage does not have exhaust fume system in place, which is a danger to employee health. It is recommended that Public Works relocates its operations from Chases Pond Rd. the former State facility off Route 1. This facility has a larger capacity to handle onsite equipment, materials and indoor garage facility. It is also better centralized to support Town needs. This will open the Chases Pond Rd. facility for other uses.
3. During winter season, DPW “borrows” Parks & Recreation staff for snow removal. This is an indication of shortness of staff and additional support needed to maintain snow removal coverage. If an operator with CDL is required, this person should be part of the DPW staff or perhaps add CDL operators on a seasonal basis.

General Observations
1. It is commendable to witness how much Public Works delivers their services to the Town with such limited facilities. Investment in equipment has kept up, but investment in facilities has not.
Current

This is the current organizational chart; but modified to better show reporting structure and oversight.

Recommendations

1. In general, there are no recommendations offered for this department. This department seems to have its standard operation procedures in place, most of this is driven due to the nature of public safety services it provides, but also the experience and leadership of the Chief and his leadership team. Only recommendation is to prepare a succession plan early and put a transition team in place in the event of Police Chief retirement.

2. It is recommended that a further study be developed to review the need of the in-house communications department versus outsourcing existing resources. This study requires more in-depth review of current workloads, future projections and use of available technologies.

General Observations

1. Resident and seasonal population has been trending upward, which will put more pressure on public safety services.

2. If future planned development moves forward, this will again put pressure on public safety services, mostly impacted by a rise in seasonal population.

3. It is a continuous challenge of filling open positions in public safety departments. This department is faced with dwindling interest in folks joining this career versus competing against other communities and industry wages.

4. Staff planning for public safety departments are not easy and would require a deeper review and analysis with comparisons to similar municipalities and number of incident calls. Police Chiefs have the best insight to staffing needs as related to number of incident calls and what is the best fit for their community. Number of responses to incident calls are very fluid and vary year to year and season to season. And the types of incident calls also are very fluid.
Current

Recommendations

1. It is recommended that a succession plan be in place prior to retirement of two current fire chiefs. Part of the succession plan should include adding a single full-time paid fire chief overseeing York Village and York Beach fire stations. York Beach and York Village should be consolidated and managed by a single Fire Chief. York Beach Fire non-profit organization should be dissolved and become part of the Town of York Fire.

2. It is recommended that a 3rd satellite fire/rescue station be located at the current Public Works Chases Pond Rd. facility. With the growth West of I-95, this will help to shorten response calls coming from Village Fire Station. When development increases, Village Fire and Beach Fire stations will receive increased calls.

General Observations

1. As the aging population increases, more medical calls will need to be responded to. As past records show, nearly 50% of the calls are medical related.

2. Resident and seasonal population has been trending upward, which will put more pressure on public safety services.

3. If future planned development moves forward, this will again put pressure on public safety services, mostly impacted by a rise in seasonal population.

4. York Village and York Beach are commended for their organization by volunteer chiefs and volunteer fire fighters.
Current

Recommendations

1. Cross training for an assistant HR Director is needed during the absence of the primary director.
2. It is recommended to implement the HR module when Munis is installed.

General Observations

1. Electronic scanning of confidential documents is needed. Fireproof and confidential filing of long-term storage is needed out of office location.
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: June 6, 2019

DATE ACTION REQUESTED: June 10, 2019

☑ ACTION

☐ DISCUSSION ONLY

SUBJECT: New Transient Sellers Business License

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: The necessary documents for a Transient Sellers License was provided to the Police Department and they have signed off.

RECOMMENDATION: Approve the Business License attached.

PROPOSED MOTION: I move to approve the following license:

- Isbel Pletcher with Southwestern Advantage (Transient Seller)

PREPARED BY: _______________________________ REVIEWED BY: _______________________________
Melissa M. Avery, Assistant to the Town Manager
THE TOWN OF

YORK, MAINE
186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: Southwestern Advantage
Street Address: 2451 Atrium Way, Nashville, TN 37214
Business Owner: Don Moore, Isabel Fletcher
Business Manager:
Mailing Address: 7900 Sycamore Drive, Lincoln, NE 68506
Phone Number: (402) 840-7385
E-mail Address: Isabel Fletcher

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:
- Bed and Breakfast License (C/F)
- Innkeeper License (C/F)
Number of Rooms: ____

Food and Beverage:
- Food Service License (C/F)
- Liquor License (F/P)
- Bottle Club License (F/P)
Number of Seats: _____/_____ (Existing / Proposed)

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

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

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

Code Enforcement: (207) 363-1002  Police Department: (207) 363-1031
Village Fire Department: (207) 363-1015  Beach Fire Department: (207) 363-1014
York Sewer District: (207) 363-4232  York Water District: (207) 363-2265

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

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

<table>
<thead>
<tr>
<th>DATE SUBMITTED: June 4, 2019</th>
<th>□ ACTION</th>
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</thead>
<tbody>
<tr>
<td>DATE ACTION REQUESTED: June 10, 2019</td>
<td>□ DISCUSSION ONLY</td>
</tr>
<tr>
<td>SUBJECT: Green Enterprise Recreation Overlay District Economic Development Consultant</td>
<td></td>
</tr>
</tbody>
</table>

**DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:** Per the request of the Town Manager and after review of the three (3) responses to the Town’s RFQ seeking an Economic Development Consultant for the Green Enterprise Recreation Overlay District (see attached); I recommend the Board of Selectmen consider entering into contract negotiations for utilizing the services of Darren Winham. Darren appears to have the experience and wherewithal that would qualify him to perform the duties as specified in the RFQ. Also, Darren’s apparent flexible consultant fee approach (perhaps) better aligns with the current project goals and municipal monetary limitations at this time.

**RECOMMENDATION:** To authorize the Town Manager enter into contract negotiations between Darren and the Town to be the Town’s Economic Development Consultant for the Green Enterprise Recreation Overlay District.

**PROPOSED MOTION:** To authorize the Town Manager enter into contract negotiations with Darren Winham to be the Economic Development Consultant for the Green Enterprise Recreation Overlay District.

**FISCAL IMPACT:** N/A

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

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

PREPARED BY: Dylan Smith, Planning Director  REVIEWED BY:
March 14, 2019

Dear Potential Economic Consultant:

The Town of York, Maine is seeking an Economic Development Consultant to assist the Town with attracting the right business(s) and uses that would best accentuate an area roughly 300 acres in size and defined in our Comprehensive Plan as the “Green Enterprise Recreation Overlay District” (see attachment). The District basically begins near Short Sands Beach on the Atlantic Ocean and extends west to U.S. Route 1. Most of the land in this area is not developed, and currently the Town owns about 50 of these undeveloped acres. The reason the Town is contacting you or your organization is because it was brought to our attention that perhaps you, the organization you represent, or your contacts might be able to assist the Town with this project.

Recently, the Town completed construction of a new road called Short Sands Road that includes an ADA accessible sidewalk that extends almost a mile through the center of the defined Green Enterprise Recreation Overlay District. It connects and provides direct access from U.S. Route 1 to Short Sands and Long Sands Beaches. This is the first road constructed in York to provide a direct connection to the beaches from U.S. Route 1 and is one of the first entrances to Maine public beaches for visitors coming from the South.

In conjunction with the construction of Short Sands Road, the Maine Department of Transportation is reviewing, and will be installing, traffic and pedestrian crossing lights at the intersection of Short Sands Road and U.S. Route 1 (likely this spring). With construction of the new sidewalk and the inclusion of traffic and pedestrian crossing lights, access to a network of trails that will connect the beaches to York’s Mount Agamenticus, the highest peak in Southern Maine, will be a municipal priority.

The main objective for finding an Economic Consultant will be to help locate developers or companies that want to work with the Town to implement and create a sustainable development of businesses that help achieve municipal goals and objectives outlined in the Green Enterprise Recreation Overlay District section of the Comprehensive Plan. We believe that there is positive economic and business investment opportunity for the right type of development in this area. The attached Request for Qualifications has been approved by the York Board of Selectmen and further describes the duties and key responsibilities of the preferred Economic Consultant.

The Town assumes that the right person will have a network of developers and key contributors who want to work collaboratively and help make our goals come to fruition. We hope to receive proposals no later than May 1, 2019 delivered to Attn: Dylan Smith, York Planning Director, 186 York Street, York, Maine 03909. If you have any questions please call (207) 363-1000 ext. 6042 or email dsmith@yorkmaine.org.

Thank you for helping in this effort.

Sincerely,

[Signature]

Dylan L. Smith,
York Planning Director
TOWN OF YORK, MAINE

Request for Qualifications

Economic Development Consultant

General Summary of Duties

The Economic Development Consultant is responsible for creating and managing economic development projects as assigned by the York Town Manager and Board of Selectmen. This includes but is not limited to strategically marketing the Town and establishing a business-friendly environment; attracting and retaining targeted technical, industrial and commercial businesses and developers; working with local business, councils and development groups to foster economic development and serving as advisor and liaison to the Town Manager, Board of Selectmen and Planning Board.

Key Responsibilities

The initial project for the Economic Development Consultant will be to develop and implement an economic development plan for the Town of York’s Green Enterprise Recreation Overlay District (300 plus acres). This district is intersected by a new (unopened) road and walkway connecting Route One with York Beach. The opportunity is to develop a global showplace of sustainability for outdoor businesses and organizations while maximizing natural assets including 4-season trails reaching from the Atlantic Ocean to York’s Mount Agamenticus.

- Develop an economic development strategic plan for the Green Enterprise Recreation Overlay District
- Develop and implement marketing plans, programs and materials to attract commercial developers and “outdoor discovery” businesses to this Overlay District
- Identify and promote tax incentives and financial resources to promote business growth
- Conduct community development activities to promote development of the Overlay District and Town of York in general
- Develop grant proposals as appropriate to support the Green Enterprise Recreation Overlay District and other York economic development properties

Position Requirements

- Minimum of BA/BS in finance, business, public administration or liberal arts degree
- Minimum 5 years management/professional experience in economic development and or related experience, grant writing and or government sector preferred
- Proven contacts with commercial developers and large businesses interested in doing business in Maine
- Self-motivated individual who can operate with minimum supervision
GREEN ENTERPRISE RECREATION OVERLAY DISTRICT
LAND USE AREA #22 on the FUTURE LAND USE MAP

DESCRIPTION OF PAST AND EXISTING LAND USE

The Green Enterprise Recreation Overlay District is an area in excess of 300 acres. It spans Route 1 to the West, Main Street to the north and east, Horne and Rogers Roads to the South, and Railroad Avenue in York Beach to the east. Currently held by multiple property owners, much of the land is undeveloped, with the largest exception being the inclusion of the entirety of York's Wild Kingdom Zoo and Amusement Park. The land includes a large wetland complex, much of which is included in the Shoreland Zone. This wetland, several streams, and smaller wetlands all coalesce into a single outlet which transects through natural and artificial water channels to exit from a penstock on the popular tourist beach of Short Sands in York Beach Village. Thus, the quality and volume of the water discharge from this brook is both crucial to the tourist economy of York Beach and completely dependent on the hydrological conditions in the project area. The Town of York has recently purchased over 50 acres for municipal use, including plans for a public access road from Route 1 to York Beach, and a new police station. Currently, the property, located in the Town's Growth Area, is one of the largest undeveloped land areas in York east of US Route 1.

DESCRIPTION OF EXISTING ZONING

This area consists of the following six base zones: Route 1-4, Route 1-5, RES-6, RES-7, GEN-3, YBVC. The zones that constitute the largest portion of land are Route 1-4 and GEN-3, together comprising approximately 2/3 of the land area. The Route One District is designated for small commercial activities and limited outdoor recreation, GEN-3 and YBVC offer extremely large ranges of use possibilities, with the Residential zones being comparatively restrictive. Similarly, the dimensional standards for each zone vary considerably, from 25% to 100% lot coverage, for instance, and associated differences in setbacks and density standards.

In addition to the above base zones, this area is also partially in the Mixed-Use Shoreland Overlay District, the Wetlands Protection Overlay District, and in a floodplain.

ISSUES TO ADDRESS IN LOOKING TO THE FUTURE

This Land Use Area has been identified as a result of a thorough planning process over a two year period, after the Planning Board was given a charge in 2009, through the Board of Selectmen, to develop a vision for the land between Route 1 and the York Beach Fire Station for the maintenance and development of an attractive, economically viable, safe, pedestrian and family-oriented environment, with a vibrant mix of business uses. Towards that goal, the Planning Board identified issues through researching the history of the area, gathering vast data on existing environmental conditions, inviting in various Town Staff to share their perspectives at workshops, as well as meeting with environmental and economic development professionals for input. All of these meetings were open to the public for viewing and participation. Direct public input was solicited on various occasions through multiple public input meetings, a paper and online questionnaire, and in-person interviews conducted by the Planning Board in York Beach over the summer of 2010. In addition, the Planning Board performed a series of site visits. Below is a list of issues identified over the course of the planning process.

As the title Green Enterprise Recreation Overlay District suggests, any development of this land is to be done with the utmost consideration for the amount, type and intensity of development it can support while still meeting the goals of sustainability.
1. **Infrastructure.** This area will require costly water and sewer infrastructure, which will need to be strongly considered when considering any significant development of the property.

2. **Transportation and Parking.** The transportation and parking needs of York Beach should be strongly considered in the course of any improvements; this includes the likelihood of a new road between Route 1 and York Beach, shuttle service from parking areas, or other means of reducing the need of cars to enter downtown York Beach.

3. **Water Quality.** The existing condition of the land, with its large, healthy wetland complex, determines the quality of water entering Short Sands Beach, as well as to the ability of the area to infiltrate water. The goal of sustainability includes not impairing and protecting water quality, and not contributing to the flood risk of an already flood-prone area — critical concerns that need to figure prominently in any discussion of development or change here.

4. **Character of Development.** A goal for this area is ensuring that any commercial development that occurs be varied and vibrant mixed use and of a scale complementary with that of York Beach. Both single family housing and large, monolithic retail box stores were identified as development definitively not desired.

5. **High Value Plant and Animal Habitat.** This property has high plant and animal habitat value, as well as stormwater and flood retention value. This is evident from the research and data collected by the Planning Board on the existing conditions of this land, and reinforced by Maine Department of Inland Fisheries and Wildlife. Beginning with Habitat Maps which identify this land as important by several standards:
   a. Regionally important for its place in a network of rare plant and wildlife communities, and its high wetland functions such as control of runoff and flood flow;
   b. Important for its natural stormwater control, water filtration, and erosion and sedimentation retention;
   c. Important to finish habitat by virtue of the proximity of this undeveloped land to the Atlantic Ocean; its role as an undeveloped habitat block that provides support for plant and animal life has been noted;
   d. And important as the location of rare plants and rare, threatened or endangered wildlife.

   Due to the high habitat values of this property, and its proximity to the ocean and other forms of outdoor activities, much of this land is most appropriate for conservation or low impact recreation and entertainment.

6. **Consistency with Historic, Pedestrian Oriented Character of York Beach.** Any development in the area should be consistent with the historic character of the area, particularly that of the distinct, walkable center of York Beach, born of its history as a seaside destination.

7. **Family Friendly Destination.** It has been repeatedly, and from many quarters, mentioned that it is important that this area remain a family-friendly destination, with food, entertainment, and amenities that continue to cater to family visits and vacations.

8. **Public/Private Partnerships and Funding.** The current ownership of this property — both municipal and private - the infrastructure needs, as well as the suitability of
much of this land for preservation and recreation, lends itself to public/private partnerships and potential support in the form of grants.

9. **Growth to Support Existing Businesses.** Whatever growth may occur in this area, efforts should be made to ensure that it supports existing businesses, rather than detract from them. To this end, efforts need to be made to have growth be contiguous with existing downtown York Beach, to not mimic the sprawling patterns emerging on US Route 1 that so sharply contrast with that of the downtown, and foster connections with York Beach in terms of the physical and architectural character of the area as well as the range of family-friendly businesses and attractions. Thus, ideally development would occur from the York Beach end of the property, outward towards US Route 1, rather than the reverse.

10. **Housing.** If housing is developed in this area, it should be housing that is integral to mixed-use development, as in apartments above ground floor commercial development, and/or of the kind that adds housing stock long identified as needed in York, such as that for seasonal workers or workforce affordable housing. It's imperative that any housing created be consistent with the village scale and character intended for development in this area.

11. **Tourism.** Tourism is integral to York, York Beach, and the existing businesses on Route 1, and any new proposals that deal comprehensively with this area, whether development applications or Zoning amendments, should support tourism as a crucial and sustainable industry of York.

12. **Pedestrian and Non-vehicular Needs.** Comprehensive Planning for this area provides an opportunity to give pedestrian and non-vehicular needs plenty of forethought. This includes prioritizing the ample opportunities for trail development, building pedestrian and bicycle access into any new roadway(s) built in this area, making sure there is connectivity between roads and trails in the area, and pursuing shuttle or trolley service plans that will contribute to a pedestrian-friendly environment and provide alternatives to car-only access to York Beach. This property could and should serve as an excellent connector between the trails and recreational opportunities of Mt. Agamenticus and the Atlantic Ocean, and provide the potential for increased parking for York Beach center.

**PLAN RECOMMENDATIONS**

Specific Recommendations include the following:

1. **A Green Enterprise Recreation overlay district should be created that employs tools that acknowledges the unique attributes of this land.** To that end, the overlay should consist of four subdistricts, outlined below. Each of the recommendations below is made with the assumption that they will take place within the context of a new Green Enterprise Recreation District.

   a. **Route 1 Mixed Use Area.** This area should extend approximately 400 feet back from Route 1. This subdistrict would serve as one of the entrances to this property, and eventually to York Beach. Though it should be zoned for a different scale and range of uses than York Beach, all effort should be placed to ensure that this area does not develop in a single-use strip development pattern, and that it be required to develop a traditional pattern that is an organic extension of the York Beach village area, and its recently adopted Design Standards, rather than an abrupt break from it. This area has great possibility as a transportation
hub, allowing for a dense, viable mix of uses consistent with a downtown development pattern.

b. York Beach Mixed Use Area. East of the Route 1 Mixed Use Area, and south of the Shoreland Zone that is dominates the center of this overlay. This area should be most consistent with the existing York Beach area, in appearance, scale, and range of businesses.

c. Recreation Area. The land east of Route 1 and north of the areas Shoreland zone is best suited for a dedicated recreation area, providing low impact outdoor recreation areas, outdoor education opportunities, some outdoor entertainment, and with some small footprint, accessory commercial structures allowed.

d. Protected Natural Resource Area. The Green Enterprise Recreation District contains wetland, streams, and vernal pools that are protected by local, state and federal regulations. This designation seeks to reinforce this status for wherever these resources are identified, and to refine the standards for development in the immediately adjacent Shoreland Zone. Currently permissive in the range of uses permitted in Shoreland, there is an opportunity to refine the performance standards of impact of those uses as they occur, so as to be compatible with these fragile natural resource areas.

IMMEDIATE PRIORITY – PLANNING BOARD TAKES LEAD ROLE

2. York’s Wild Kingdom is important to the tourism economy of York. This operation meets the much cited goal of keeping York Beach a family-friendly destination, with food, entertainment, and amenities that cater to family visits and vacations. It is located in the Route 1-4 zoning district, which currently allows a range of recreational establishment, making the site currently conforming. York’s Wild Kingdom should continue to be supported by local regulations, with consideration given to its future maintenance and development.

ON-GOING PRIORITY – PLANNING BOARD TAKES LEAD ROLE
3. There should be coordination between the Planning Board, the Board of Selectmen, Department of Public Works, and the York Sewer Department and York Water Department to develop an infrastructure masterplan for this area. The masterplan should prioritize improvements along with estimated costs and schedules for water, sewer, drainage, roadway, sidewalk, path, public space and streetscape projects.

**MID-TERM PRIORITY – PLANNING BOARD TAKES LEAD ROLE**

4. The Town should pursue grants and potential partnerships with organizations such as the York Land Trust, the Nature Conservancy, The Trust for Public Land or state departments such as the State Planning Office, Inland Fisheries and Wildlife, and Maine Bureau of Parks and Lands, wherever possible for the acquisition and management of land deemed most suitable for dedicated recreation and conservation.

**ON-GOING PRIORITY – SELECTMEN & PLANNING BOARD TAKE LEAD ROLE**

5. The Town should support the continuing operation of existing businesses by rezoning areas within the Green Enterprise Recreation Overlay District adjacent to downtown York Beach to ensure they are complementary with existing character. Rezoning should also support the current Zoning goals for York Beach: that the area promote an attractive, inviting, safe, pedestrian-focused, family oriented environment; safeguard the historic flavor, character and diversity; safeguard clean healthy beaches; and help support coordinated improvements to businesses, residences and public places through a predictable and timely process. This goal should be expanded to all developable land in this particular area.

**ONGOING PRIORITY – PLANNING BOARD TAKES LEAD ROLE**

6. Recommendations for rezoning of this land do extend to the residential areas immediately outside of the District, such as those of Main Street, Church Street, Railroad Avenue, and Rogers Road. No changes are proposed to these near or abutting residential neighborhoods, and protecting them from any negative impacts of new commercial development should remain a high priority. It is also important that proper setbacks and buffers be established between any expansion of commercial activity and existing, adjacent residential areas.

**ONGOING PRIORITY – PLANNING BOARD TAKES LEAD ROLE**

7. The Town should pursue transportation and parking solutions that ensure safe pedestrian access and movement, including safe paths and roads for all users, ADA compliant sidewalks, multi-modal transportation options, and new parking programs that ease York Beach’s current parking constraints. The purchase of Town property in a portion of the study area provides the opportunity to create parking for downtown York Beach; ideally the cost of creating and maintaining new parking would be self-sustaining.

**ON-GOING PRIORITY – SELECTMEN TAKE LEAD ROLE**

8. Mechanisms need to be implemented to ensure that new private development supports the necessary infrastructure expansion, whether in the form of off-site improvements, impact fees, or the creation of a new or modified TIF district.

**ON-GOING PRIORITY – SELECTMEN TAKE LEAD ROLE**

9. To the extent possible, Zoning should encourage retail and restaurants geared towards families. Where Zoning cannot specify this in enough detail, it may be appropriate to begin an economic development effort to encourage the particular types of businesses seen to be most appropriate or needed here. A community economic development
corporation is one option worth exploring as a means to consistently court businesses that might be a good fit with this property.

**MID-TERM PRIORITY – SELECTMEN TAKE LEAD ROLE**

10. Expanded development in this area cannot be allowed to negatively impact the health of the beaches. To that end, all development should have Low Impact Development standards in place that ensure that the quantity of additional stormwater runoff is kept to a minimum and that stormwater quality is not impaired.

**ONGOING PRIORITY – PLANNING BOARD TAKES LEAD ROLE**

11. New construction in this area should utilize renewable energy sources and green building technologies.

**ONGOING PRIORITY – PLANNING BOARD TAKES LEAD ROLE**

12. The creation of the Green Enterprise Recreation District provides an opportunity to define and promote green recreation, eco-tourism, and a vision of sustainable tourism based around the natural beauty of York. Promoting green recreation should be prominent in all Zoning changes and land management plans for this area.

**ONGOING PRIORITY – PLANNING BOARD TAKES LEAD ROLE**

13. New development proposals, public and private, should be reviewed keeping in mind the feedback received from the public of the need for more amenities to families vacationing in York Beach, providing seating, shade, bathrooms, and other facilities to make trips to York Beach more convenient and welcoming for visitors.

**ONGOING PRIORITY – PLANNING BOARD & SELECTMEN TAKE LEAD ROLE**

14. The specifics of the Green Enterprise Recreation Overlay District should make clear that new residential development not be stand-alone single family housing, but rather take the form of apartments over businesses, as well as housing that addresses the need for either workforce affordable or seasonal worker housing. The District should be implemented in such a way as to grant the Town oversight as to the site layout, pattern, scale, and design of new residential development so as to be consistent with the existing built environment and optimize the protection of natural resources.

**IMMEDIATE PRIORITY – PLANNING BOARD TAKES LEAD ROLE**

15. A combination of existing site conditions and the many unique goals for this area demand that innovative zoning tools be implemented to produce a combination of conservation, recreation, and sustainable development not possible using conventional zoning. Below are applicable tools recommended for inclusion in the creation of the Green Enterprise Recreation District:

   a) Transfer of Development Rights. TDR encourages transfer of growth from sensitive areas or areas desired for recreational space, to places that have been agreed to as desirable for more intense development or with the capacity to carry more intense development. This can create a mechanism for protection of certain lands, and an incentive for an increase in density or development options in others. Sending areas could be outside the District, while both sending and receiving areas could be within the District. Recommended elsewhere in this document, this could be an excellent opportunity to implement this tool and test its applicability in the District and beyond.
b) Planned Unit Development. Developing a Planned Unit Development option for projects proposed in the District would allow for greater flexibility in pairing of different land uses, comprehensive planning for a large area, and the ability to override dimensional requirements for individual lots in favor of an assessment of the cumulative impact over a large parcel. Current existing overlay districts in York, such as the York Village Hospital Overlay District, and the York Village Affordable Elderly Housing Overlay District, utilize some of these principles now, and provide a good starting point for creating a zone suited to the particular needs of this site.

c) Form Based Code. Implementing a form based code would provide the single most control over the character of new development. Form based code is a regulatory tool that places primary emphasis on the physical form of the built environment – including buildings, types of streets, and public spaces – with the end goal of producing a desired type of place. A form based code would be a new type of regulation in York, but not necessarily a more onerous one than the existing regulations it would supplant. Simple and clear graphic prescriptions for building height, building placement, and building elements (such as location of windows, doors, etc.) are used to ensure development respects the public realm. Highly prescriptive, much uncertainty would be removed for both the applicant and the Planning Board and Code Enforcement in determining not just minimum use and dimensional standards, but exactly what type of development the Town is striving for. Form based codes sometimes include or are paired with Design Standards to address specifics of architectural style preferences for an area, and the inclusion of Design Standards for this site is recommended as well.

This is not intended to be an exhaustive list of alternative planning tools; this land presents a unique opportunity to think outside the box of conventional development patterns and development review, with much environmentally, economically, and culturally depending on sustainable development and conservation. If other methods that allow for approaching this sensitive and pivotal land holistically are presented that further the many objectives listed above, they should also be considered, and the opportunity presented by the creation of the Green Enterprise Recreation District realized to the fullest extent possible.

ON-GOING PRIORITY – PLANNING BOARD TAKES LEAD ROLE
Dear Mr. Smith:

Please accept the attached Letter of Intent, Resume and Sample Town of York Independent Contractor Agreement as proof of my interest in serving as the Town of York’s Economic Development Consultant. Please note that I took some liberties when drafting the independent contractor agreement, such as 10 hours per week and a three-year contract, and in no way am “married” to such parameters. I just provide them as an example of how such an agreement might be structured.

I think you have a wonderful community and the opportunity to assist in York’s economic endeavors would be thoroughly rewarding. Please feel free to contact me at your convenience if you have any questions or input.

Thank you,

Darren Winham
May 1, 2019

Dylan Smith
York Planning Director
186 York Street
York, ME 03909

Dear Mr. Smith:

The famous Irishman, Oscar Wilde, once wrote that “Success is a science; if you have the conditions, you get the result.” This axiom almost perfectly sums up economic development and I believe it should be the mission of all economic development professionals to do their best to provide such an atmosphere. The Town of York’s business climate, particularly when compared to Maine as a whole, is at least stable and at best, strong. However, the challenges outlined in the Economic Base chapter of York’s Comprehensive Plan are spot-on, particularly the cost and availability of real estate, proximity to the more business-friendly New Hampshire and the Northeast’s aging workforce. This makes it incumbent upon York to succeed in achieving its charge to “implement and create…sustainable development of businesses that help achieve municipal goals and objectives…” Choosing the right Economic Development Consultant is crucial, especially as this is a new initiative for York. I feel I am the right choice.

Sustainable economic development occurs only when public and private interests are aligned. It is therefore important, from the municipal standpoint, that those representing public interests fully understand and are engaged with the private sector. I have eighteen years of successful experience in the economic development field and have held responsible positions with local, regional, state and federal agencies and currently own and operate a private economic development consultancy. I have close contacts with Maine, New Hampshire, Vermont and Massachusetts investors, developers, real estate agents, bankers, brokers, service providers and local, regional and state agencies. I have the drive and the ability to helm the Town of York’s economic development efforts and am confident I would be successful in securing sustainable and suitable development in York’s Green Enterprise Recreation Overlay District.

If afforded the opportunity to interview for this key billet, I hope to highlight the comprehensive and collaborative manner in which I was able to achieve specific economic accomplishments – and how they would be applicable to York’s endeavors – but for this letter of intent, please allow me to focus on the diversity my business attraction efforts has yielded. Please note, however, that business attraction is only one part of a comprehensive and sustainable economic development program; I am equally proud to have retained and expanded many existing businesses, such as Vapotherm (non-invasive medical respirators) and Osram (lighting solutions) in communities in which I served. A smattering of past successful economic development recruitment efforts have included SunCommon (residential solar power systems), Gourmet Gift Baskets (gift-basket and popcorn producer), Waterbury Sports (sporting goods), C3I (manufacturer of software for Naval ship flight decks); Soleil Salt Cave (salt therapy), Sea Dog Brewing Company, Thirsty Moose, Trattoria il Cornicello (restaurants), D-Squared Java (coffee shop), Cascade du Chocolat (chocolate manufacturer/retailer), Vino e Vivo (wine bar), and Unitil (utility company).
I further assert that I am a fine fit for this opportunity because, as a former field employee of the Maine Department of Economic and Community Development (DECD), I possess the practical knowledge of—and have implemented—Maine's unique economic incentives and programs, many of which are applicable to the Town of York’s economic development goals. I strongly believe it takes a team effort and quality, trusted leadership to foster constructive results and I feel my experiences and progressive responsibilities in the economic development field provide me with the tools critical to promote the Town of York’s economic agenda. The climate is ripe and the time is right for developing York’s Green Enterprise Overlay District. I would honor the opportunity to be the catalyst for such positive change in your community.

Thank you for your consideration and please feel free to contact me at your convenience.

Sincerely,

Darren Winham
DARREN S. WINHAM
3 Juniper Ridge Road
Exeter, NH 03833
(603) 773-6122
darrenwinham@gmail.com

OBJECTIVE
Secure position of Economic Development Consultant, Town of York, Maine

VALUE OFFERED
- Proven ability to promote and manage business growth and retention with domestic and international concerns through the use of private, state, federal and local assistance programs
- Responsible for all economic development operations in Barre and Waterbury, VT and Exeter, NH
- Responsible for all economic development and housing operations of Lassen County, CA
- Create and successfully promote business and economic development proposals and applications, including CDBGs, Pine Tree Zones, TIFs and other state and federal programs
- Create and implement Economic Development Strategic Plan
- Possess vast experience in public speaking to varied audiences on diverse subjects including state legislative testimony
- Experience in the acquisition and development of gainful real estate projects
- Promote and develop efforts designed to engage economic, workforce, and education system partners and industry associations in innovative, collaborative responses
- Assessing, creating, and implementing cluster growth strategies
- Experience implementing and assessing WIRED (Workforce Innovations in Regional Economic Development) Initiative
- Identify, develop, and coordinate consortia approaches to workforce training and business development needs
- Economic, workforce and business industry analysis, tracking and reporting
- Manage redevelopment efforts at former Sierra Army Depot property in Herlong, CA
- Develop partnership agreements with/and between regional service providers (workforce, economic development, education, industry, etc.) that result in cohesive and comprehensive responses to industry needs and economic sustainability
- Create a dynamic network of contacts in order to maintain an up-to-date knowledge base regarding available resources including state agencies, federal agencies, federal congressional delegations, educational institutions, regional organizations, bankers, community leaders, industry groups, and other service providers
- Grant writing, acquisition, management, distribution and assessment
- Create national Energy Community of Practice
- Create and maintain budgets
- Create and conduct marketing and public relations campaigns
- Develop and implement Standard Operating Procedures
- Supervision of professional-level employees
RELEVANT WORK EXPERIENCE

2014 – present  Town of Exeter  Exeter, New Hampshire

**Town of Exeter**

**Economic Development Director**

Responsible for all economic development activities in Exeter, New Hampshire, including: craft and promote Economic Development Strategic Plan, cultivate private developer relations; recruit investors for commercial and residential projects; assist businesses with domestic and international development; craft and implement Tax Increment Financing Program; coordinate activities between agencies; grant acquisition and management; serve as point of contact for businesses; maintain comprehensive inventory of all area buildings and sites for economic development purposes; maintain information on utilities, taxes, zoning, transportation, community services, financing tools, etc; identify and implement new business attraction program.

2013 – present  DDS  Exeter, New Hampshire

**DarWin Dynamic Solutions**

**Owner/President**

Responsible for all economic development activities in contracting communities, including: create Local Development Corporation, craft and promote Economic Development Strategic Plan, cultivate private developer relations; recruit investors for strategic high-end hotel and housing projects; assist businesses with domestic and international development; transfer of ownership in public/private land swap; coordinate activities between agencies; grant acquisition and management; serve as point of contact for businesses; maintain comprehensive inventory of all area buildings and sites for economic development purposes; maintain information on utilities, taxes, zoning, transportation, community services, financing tools, etc; identify and implement new business attraction program.

2008 – 2013  BADC  Barre, Vermont

**Barre Area Development, Inc.**

**Executive Director**

Responsible for all economic development activities in Barre City and Town, including: assist businesses with domestic and international development; develop short and long range economic development plans; coordinate activities between agencies; supervise staff; prepare budgets and reports; supervise grant acquisition and management; serve as point of contact for businesses; maintain comprehensive inventory of all area buildings and sites for economic development purposes; maintain information on utilities, taxes, zoning, transportation, community services, financing tools, etc; identify and implement new business attraction program.

2007 – 2008  BRG/ETA/USDOL  Washington DC

**Business Relations Group, Employment and Training Administration, United States Department of Labor (USDOL)**

**Energy Industry Lead**

Liaison to the Departments of Energy (DOE), Housing and Urban Development (HUD), and the Environmental Protection Agency (EPA)

Serve as main contact/liaison for connecting the Energy industry concerns and companies to the Workforce System. Apply innovative approaches to help business and industry better access the services of the state and local workforce investment system and to educate the public and the workforce system about the jobs in demand with career paths. Also, serve as Co-Lead to Coastal Maine Workforce Innovations in Regional Economic Development (WIRED).
North Star Alliance Initiative (NSAI)/Workforce Innovations in Regional Economic Development (WIRED)

**Industry Liaison**

Serve as front line conduit to assist companies/clients in five-county region with NSAI programs (i.e. On the Job Training, Apprenticeship, Lifelong Learning Accounts, Business Training Initiative, et al) and provide pathway for companies to all other appropriate state, local and federal resources. Create, support and implement WIRED initiative model with companies, service providers, educational institutions, individuals and other stakeholders.

2005 – 2006

**Animal Refuge League of Greater Portland (ARL)**

**Director of Development**

Development Director responsible for all development, public relations and marketing for the organization. Development analysis and reporting. Overseer of all grants, donor base and special events. Supervise employees and volunteers.

2004 – 2005

**Lassen County Department of Community Development (LCDCD)**

**Economic Development/Housing Chief**

Divisional Chief responsible for all Economic Development and Housing endeavors for Lassen County. Supervisor of seven professional employees. Overseer, writer/editor, manager of all grants, including a successful application for a $500,000 Community Development Block Grant.

2002 – 2004

**Maine Department of Economic and Community Development (DECD)**

**Business Development Specialist**

Field Business Development Representative for three-county region in coastal Maine. Primary responsibility was to promote business growth and retention through the use of state, federal and local assistance programs.

2001 – 2001

**Maine Department of Economic and Community Development (DECD)**

**Business Development Intern**

Department intern responsible for learning and assisting with ongoing Economic and Community Development projects. Conducted a summer-long analysis comparing the Maine Economic and Community Development delivery system with that of similar states.
EDUCATION
Norwich University
*Master of Arts in Diplomacy – International Commerce (In Progress)*
- Online program – 50% of classes completed

Husson University
*Bachelor of Science – International Business*
- 3.97 GPA – Summa Cum Laude

PROFESSIONAL MEMBERSHIPS (PAST AND PRESENT)
- Federal Interagency Network of Enterprise Assistance Providers (INEAP)
- Chairman, Tax Increment Financing Advisory Board, Exeter, NH
- Economic Development Council of Maine
- Central Vermont Workforce Investment Board
- Portland Regional Chamber of Commerce
- Board member, Central Vermont Workforce Investment Board
- Co-creator, Green Jobs Group
- Board member, North Star Alliance Initiative/WIRED Capitalization Pillar
- Board member, Westbrook Chamber of Commerce
- Upstate California Economic Development Council
- Chairman, Lassen County Tourism Coordinating Committee
- Lassen County Economic Coordinating Committee
- Center for Energy Workforce Development
- Phi Theta Kappa, International Honor Society
- Sigma Beta Delta, School of Business Honor Society
- Professional Association of Diving Instructors

RELEVANT PROFESSIONAL DEVELOPMENT
- Economic Development Academy – UNH Cooperative Extension
- University of Oklahoma, Economic Development Institute – Business Retention/Expansion, Strategic Planning and Entrepreneurship Courses
- Economic Development Council of Maine Certification Course
- New England Economic Development Course
- The Grant Institute Certification Course, Chico State
- Workforce Innovations Beyond Boundaries Conference
- Marketing Plans That Work
- Understanding and Packaging State and Federal Incentive Programs
- Community Development Block Grant Bi-annual Conference
- The World of Grant Writing Has Changed
- 2005 Tri-County Economic Forecast Conference
- Introduction to Redevelopment Seminar
- How to Deal with Difficult Employees
REFERENCES
Available upon Request
13-Nov-18

Dylan L. Smith, Planning Director
Town of York
186 York Street
York, ME 03909

Re: Economic Development Consultant RFQ

Dear Dylan:
Attached is a response to your RFQ for Economic Development Consultant. With over 30 years of construction and real estate experience, your project is ideal with my experience. Currently, I am preparing an Organizational Assessment for the Town of York, which dovetails well with the big picture assessment for the future of the town. I started Ascent Consulting LLC five years ago, leveraging my experience in construction and real estate development. This experience has fostered relationships with developers which the Town of York will benefit.

To promote a collaborative and a transparent process, Smartsheet.com is the web-based project management program that is included as part of our service.

As a former resident of Saco, ME, my experience and approach will ensure that the Town of York and its taxpayers will receive the best value for their money.

I look forward to working with you. If you have any questions, please don’t hesitate to call me at 802.503.7008.

Sincerely,
Ascent Consulting LLC

Matt Young
President
Introduction

Matt Young started Ascent Consulting LLC in August 2014. Ascent Consulting LLC is a limited liability corporation, incorporated and licensed in the State of Vermont. Matt is the president and owner of the consulting firm. Currently there are no employees. Ascent Consulting LLC subcontracts specialists on a needed basis if the required services are not provided in-house. For this project, Ascent Consulting LLC will not require any sub-consultants. All services will be provided in-house.

Office location: Primary Contact- Matt Young
Ascent Consulting LLC
270 Blackmer Blvd.
Stockbridge, VT 05772
Phone: 802-503-7008
myoung@ascentconsultingllc.com

Qualifications & Experience

Matt has over 30 years of experience as a corporate executive, estimator and project manager. His experience as a corporate executive primarily involved construction and real estate development. This included advising clients on land use, cost, development phasing and construction management. Ascent Consulting LLC provides the following services in-house:

A. Visioning Sessions
B. Real Estate Proforma
C. Development & Investment Prospectus
D. Cost Estimating
E. Permitting
F. Project Management
G. Scheduling
H. Developer Outreach
I. Community Outreach
J. Development Agreement
K. Infrastructure, transportation, water & energy planning
L. P3, NMTC, Opportunity Zone, REIT Research
M. Market & Grant Research

Matt’s former and current clients include public and private development projects, samples listed below.

- Belmar Development-Lakewood, CO: 22 city block area, mixed use, $850M
- Marginal Way Development-Portland, ME: InterMed Building and Bayside Village
- CityPlace Burlington-Burlington, VT: $250M, mixed use redevelopment of former Burlington Mall
- Killington Six Peaks Development-Killington, VT: 303-acre village development, plus 1,000-acre PUD
- Balsams Resort-Dixville Notch, NH: 11,000-acre redevelopment of village core and ski hill.
Project Management & Scheduling
Ascent Consulting utilizes web-based Smartsheet.com for its project management and scheduling program. This allows for all stakeholders to have access to real-time documents and schedule. The schedule program is updated weekly with a 4 week look ahead. By using this program, it allows for a collaborative, transparent process with accountability. All documents and correspondence will be held in one central location of Smartsheet.com.
Please see attached resume for Matt Young.
Matt Young  
myoung@ascentconsultingllc.com  
Text or Call 802.503.7008  
270 Blackmer Blvd.  
Stockbridge, VT 05772

Objective  
To provide wisdom for clients and leadership for teams to work collaboratively.

Skills
• 33 Years Experience  
• Conceptual Estimating  
• Preconstruction Services  
• Business Development  
• Marketing & Branding  
• Project Management  
• Leadership  
• Design-build, IPD  
• BIM Implementation  
• Contract Negotiation  
• Real Estate Development  
• Entitlement, Zoning  
• Presentation Skills  
• Public Speaking

Education & Affiliations
• ASHE Certified, GBI-Green Globes  
• N.E. DBIA Vice Chairman 2009-2010  
• Adjunct Professor, Norwich University  
• AGC Vermont Board 2014  
• Edgewood College, Cardinal Stritch 1988-1990  
• John Brown University 1985-1986

Experience

2014-Present  
Owner, Principal  
Ascent Consulting LLC-Stockbridge, VT  
• Cost estimating, value management, constructability reviews  
• Preconstruction services, project management, owner representation  
• Consultant to real estate developers, owners, businesses, municipalities  
• Organizational assessment, business brokerage, strategic planning  
• Marketing & branding

2010-2014  
V.P. Preconstruction & Business Development (BD)  
Senior Management Team  
DEW|MACMILLIN CONSTRUCTION-Williston, VT & Keene, NH  
• Grew company from $90M/year in 2009 to $150M/year in 2013  
• Led corporate BD/marketing and branding in VT, NH, MA, NY, RI markets  
• Led corporate BIM services and technology use  
• Created corporate preconstruction and BD best practices  
• Led BD strategy and RFQ/RFP responses  
• Led preconstruction and value management process  
• Primary market: healthcare, higher-ed, energy, mixed-use, student housing, K-12, resorts

2005-2010  
Director of Preconstruction Preconstruction Manager Business Development (BD)  
PC CONSTRUCTION-Portland, ME & Burlington, VT  
• Grew Portland office from $28M/year to $120M/year  
• Created and led corporate preconstruction best practices  
• Led corporate BIM services and technology use  
• Led BD strategy and RFQ/RFP responses  
• Primary market: healthcare, research, higher-ed, mixed use, student housing, resorts

2003-2005  
Senior Project Manager Estimator Business Development (BD)  
SHAW CONSTRUCTION, LLC-Grand Junction, CO  
• Statewide builder, $190M/year  
• Led Aspen construction market  
• Precon services for Aspen/Vail/Avon/Telluride/Jackson Hole markets  
• Primary market: resort, multi-family, mixed use, luxury homes

1999-2002  
Preconstruction Manager Sr. Estimator/PM Business Development (BD)  
DPR CONSTRUCTION-Denver, CO  
• National builder, $2.4B/year  
• Led preconstruction and BD locally  
• Managed local projects  
• Primary market: healthcare, technology, corporate, mixed-use

1995-1997  
PM/Estimator  
SCHLUMBERGER CONSTRUCTION, INC-Aspen, CO  
• Local luxury home builder, single projects $2M to $20M  
• Primary market: luxury homes and estates

1991-1992  
Owner, President  
YOUNG GROUP CONSTRUCTION, INC-Madison, WI  
• Specialty subcontractor, division 8 & 10 items, MBE certified  
• Commercial construction projects

1986-1991  
PM/Estimator  
J.H. FINDORFF & SON, INC-Madison, WI  
• Regional builder, $324M/year, started in 1890  
• Self-performed concrete, masonry, drywall, steel erection  
• Led Small Projects Group  
• Primary market: healthcare, higher-ed, WWTP, corrections, K-12
PROPOSAL
Green Enterprise Recreation Overlay District Consultant
Submitted by Fourth Economy + The Collaboratory

Prepared for:
Town of York, Maine

Date
04/29/2019
Dylan Smith  
York Planning Director  
186 York Street  
York, Maine 03909

Dear Mr. Smith,

I am pleased to present you with a proposal to support the Town of York in developing its Green Enterprise Recreation Overlay District.

Given the long journey ahead of York in developing the District, Fourth Economy is proposing a Phase One scope of work, the development of an Economic Development Strategic Plan, which will set the Town up for successful execution. This approach is informed by our ongoing work in Greater Newport, RI where Fourth Economy worked with leaders to develop a strong strategic plan, and then hire a dedicated Fourth Economy staff to execute on that plan. While Fourth Economy may not ultimately support York in implementing its plan, our experience in that role helps us to create implementable strategic plans.

The Fourth Economy team includes experts in data analysis, stakeholder engagement, strategic planning, and marketing, as well as subject matter experts in such areas as incremental development, entrepreneurship and innovation, community development, sustainability and resilience. Complementing Fourth Economy’s expertise, we have partnered with Janet Hammer, of The Collaboratory. Janet brings a unique blend of process and content expertise that is valuable for generating innovative, pragmatic, and impactful solutions. The team we have assembled for this initiative offers unparalleled expertise and capacity.

Fourth Economy is dedicated to promoting sustainable approaches to economic development. Our Fourth Economy Community Index (www.fourtheconomyindex.com) was created to encourage economic development practitioners to consider metrics other than jobs and investment, and we have assisted communities of all sizes to do so. Similarly, Janet Hammer has led numerous initiatives to help communities and developers put triple bottom line concepts into practice. York’s vision for the Green Enterprise Recreation Overlay District is what drew us to this opportunity. It is rare to encounter communities that recognize that preserving their natural assets, and avoiding big box and strip mall-style development are integral parts of modern economic development. We would be honored for the opportunity to work with you to achieve your vision.

Please feel free to contact me at rovemoyer@fourtheconomy.com or 412-325-2457 with any questions.

Sincerest thanks for your time and consideration,

[Signature]

Rich Overmoyer, CEO  
Fourth Economy Consulting
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About Our Firm

Fourth Economy is a mission-driven consulting group that seeks to equip change agents with the tools they need to build better communities and stronger economies.

Our experience in working on hundreds of projects informs our approach and guides us on where to begin with each client engagement. We recognize that each engagement requires a tailored and often iterative process. We strive to become partners with our clients and understand their needs and aspirations.

We blend both quantitative and qualitative inputs at every point in the consulting process, developing realistic recommendations that can be easily understood and readily implemented.

What Sets Us Apart?

Fourth Economy has assembled a team of experts who have worked in economic development agencies, industry, non-profit organizations, and tier-one research institutions.

We work at the intersection of diverse systems, from community development to economic development, from transportation to real estate development, and from legacy industry to entrepreneurial ecosystems. We use our experience in economic development to frame environmental, social, and cultural issues in a context that resonates with investors and public policy leaders. This is demonstrated both through our work with 100 Resilient Cities and our award-winning approach to helping communities leverage their quality of place assets to change their economic and demographic paths.

Our team serves as connectors in the fourth economy, bringing together the creative energy of individuals to make new ideas and plans happen, creating lasting results for our clients.
Project Team

The team assembled for this engagement brings a great mix of skills in analysis, engagement, development, entrepreneurship, innovation, sustainability, and resilience. Two members are based in New England. Profiles for each team member follow.

**FOURTH economy**

Project Manager

Emily Brown  
Director of Economic Strategy

Monica Hershberger  
Design & Marketing Manager

Mickey McGlasson  
Consulting Analyst

Andrew Butcher  
Pioneer, Maine

Ashley Medeiros  
Business Consultant

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Pittsburgh Based Team

New England Based Team

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The COLLABORATORY

Janet Hammer  
Founder & Principal, The Collaboratory
EMILY J. BROWN
DIRECTOR OF ECONOMIC STRATEGY

Emily sees economic development as a way to create a more equitable world. She excels at finding consensus and developing actionable plans. Few things give her more satisfaction than working with communities to develop and achieve metrics for measurable change. She is resourceful, practical, and a believer in elegant and just solutions.

EDUCATION
Georgia Institute of Technology
Atlanta, GA
Masters of City & Regional Planning
Allegheny College
Meadville, PA
Bachelor of Arts, English Writing

Prior Experience
International Economic Development Council
Washington, D.C.
Incremental Development Alliance
Treasurer
1776
Monthly Columnist
City of Snellville
Project Manager, Economic Development
Snellville, GA

Round Table Development
Marketing and Property Manager
Morgantown, WV

Main Street Morgantown
AmeriCorps VISTA
Morgantown, WV

Areas of Expertise
- Economic Development
- Organizational Frameworks
- Strategy Facilitation
- Economic Resilience
- Place-based Strategies
- Workforce Development

Fourth Economy Project Examples

Workforce Solutions for North Central PA
Manufacturing, Education & Employment Advancement (MEEA)
In North Central Pennsylvania, a group of manufacturers teamed with their local Workforce Investment Board to develop a plan for talent attraction and retention. Emily served as the Project Manager, and lead community engagement, including a survey that was taken by nearly 2,000 people, as well as a facilitated workshop in which 100 community members came together to discuss twelve Priority Issues. The resulting plan provided an organizational framework for moving forward on issues ranging from housing to economic diversification.

Borough of Ford City Comprehensive Plan
Emily has lead the year-long creation of a Comprehensive Plan for Ford City, Pennsylvania, a borough of 3,000 on the Allegheny River. This process has included community engagement, a developer tour, and facilitated brainstorming around five priority areas. The plan is scheduled to be approved in March 2019, and the community is already undertaking a recommendation to establish a riverfront park.

Johnstown Area Regional Industries
Johnstown, PA

Johnstown Area Regional Industries, or JARI, is a regional economic development organization representing Cambria and Somerset counties in Pennsylvania. To build on the area’s strong manufacturing base, Fourth Economy completed a review and revision of marketing materials, created higher quality of life messaging, and identified targeted industries and companies. Emily led this project, including building relationships with foreign investors and creating targeted marketing plans for specific industries.
ANDREW BUTCHER
PIONEER

Working at the frontier of social innovation, community development and environmental health Andrew serves as Pioneer for Fourth Economy's efforts to scale its unique approach to community resilience throughout the North East. Fusing his experience and expertise with smart infrastructure, community resilience, environmental health and multi-organizational collaboration Andrew helps align resources, partnerships, community need to ensure tangible and incremental actions beget more action - and ultimately impact. He applies an entrepreneurial ethos with evidence based policy orientation to maximize the impact of systems change.

PRIOR EXPERIENCE

HEINZ COLLEGE + METRO 21: SMART CITIES INSTITUTE
PITTSBURGH, PA

Supported strategy, curriculum and research at intersection of community development, social innovation and smart infrastructure. Focused research on identifying where and how to adapt USPS facilities to increase community resilience.

GTech Strategies

Founded and ran social enterprise for first 10 years securing over $13M to support community driven efforts to turn environmental liabilities into community assets.

BTUCHER CONSULTING

Supported projects for multiple national non-profits including: The Center for Community Progress and Clean Production Action.

FELLOWSHIPS

- Echoing Green: NY, NY
- Hitachi Foundation: Washington, D.C.
- Coro: St. Louis, MO

EDUCATION

Carnegie Mellon University
Pittsburgh, PA
MSPPM, Public Policy - Sustainable Community Development

American University
Washington, D.C.
Bachelor of Arts, Political Science & Philosophy

Massachusetts Institute of Technology - Sloan School of Management
Boston, MA
Executive Certificate, Entrepreneurship Development Program

PRIOR EXPERIENCE

Carnegie Mellon University
Executive Fellow - Heinz College / Metro 21 Smart Cities Institute

Butcher Consulting
Principal

Grounded Strategies (Formerly GTech)
Founder & CEO

AREAS OF EXPERTISE

- Smart and Connected Development
- Community Resilience and Regeneration
- Social Innovation
- Non Profit Management
- Performance driving policy
- Multi-Organizational Collaboration
- Strategic Planning & Social Entrepreneurial Burrito Making
MONICA HERSHBERGER
DESIGN & MARKETING MANAGER

Monica is a creative problem solver, has a knack for aesthetics, and thrives in mission based work. Hailing from the nonprofit sector, she has worn many hats in the realms of communications, marketing, and development. As the Design & Marketing Manager at Fourth Economy, she works with clients and staff to create communications and marketing strategies along with their deliverables. Monica serves on the board of Nine Mile Run Watershed Association.

EDUCATION
Malone University
Canton, OH
B.A. Communications & Art

PRIOR EXPERIENCE
Fragasso Financial Advisors
Marketing Specialist
Pittsburgh, PA

Children's Institute of Pittsburgh
Manager of Leadership Gifts & Planned Giving
Pittsburgh, PA

Homeless Children’s Education Fund
Manager of Development & Communications
Pittsburgh, PA

AREAS OF EXPERTISE
• Graphic Design
• Branding
• Marketing & Communications Strategy
• Website Planning & Creation
• Fundraising
• Grant Writing

PROJECT EXAMPLES

CONNECT GREATER NEWPORT

Fourth Economy created Connect Greater Newport as an economic development arm of the Newport County Chamber. Monica created a communications and branding strategy along with a website for Connect Greater Newport to attract businesses to the Greater Newport Region in Rhode Island.

www.connectgreaternewport.com

ONE STOP SHOP OPERATOR

PARTNER4WORK, PITTSBURGH, PA

Fourth Economy currently serves as the One-Stop Operator for the PA CareerLink of Pittsburgh and Allegheny County. As the marketing & communications resource for Fourth Economy’s role, Monica created a new website, social media strategy, and organizational communications strategy for CareerLink Pittsburgh.

www.careerlinkpittsburgh.com

ALLEGHENY TOGETHER

Allegheny Together is a five year program designed to attract and retain new business to the county, by invigorating traditional “Main Street” business districts via community visioning, strategic technical assistance, and focused commercial revitalization projects. Monica manages all communications, website creation (in process), and marketing strategy for the overall project of Allegheny Together.
MICKEY McGLASSON
CONSULTING ANALYST

Mickey believes in the potential of community. Through his work at Fourth Economy, he helps people come together to solve problems worth solving. Mickey specializes in complex data analysis, design and visualization, and strategy development. He has experience working in a variety of areas, including: land use planning, energy and environmental systems, architectural design, and social/public policy.

EDUCATION
Carnegie Mellon University
H. John Heinz III College of Information Systems and Public Policy
Pittsburgh, PA
M.S., Public Policy and Management

Ball State University
Muncie, IN
B.S., Architecture

PRIOR EXPERIENCE
Pittsburgh Community Services, Inc.
Strategic Planning Associate
Pittsburgh, PA

Bennington County Regional Commission
Regional Planner
Bennington, Vermont

AREAS OF EXPERTISE
• Architecture and the Built Environment
• Data Analysis and Visualization
• Design
• Economic Analysis
• Planning and Community Development
• Public Policy
• Statistics

PROJECT EXAMPLES

STRATEGIC PLAN TO GROW THE WV AGRICULTURAL ECONOMY
WEST VIRGINIA

Mickey supported the Fourth Economy team in developing a strategic plan to lead the efforts of WV's agriculture-serving agencies and institutions over the next five years to grow and diversify the sector. Mickey identified key issues and opportunities by designing a survey and analyzing results from over 500 stakeholders; collecting and analyzing industry data from a wide variety of sources; and researching best practice examples from across the country.

MARKET ANALYSIS
HERMITAGE, PA

Fourth Economy supported Mackin Engineering Company in developing a comprehensive plan for Hermitage, Pa—a small city in northwest Pennsylvania. Working with other members of the project team, Mickey analyzed regional economic conditions and land use patterns, engaged stakeholders, and presented key graphics, data analysis, and planning recommendations to members of the community.

ECONOMIC IMPACT OF BRADDOCK COMMUNITY LIBRARY
BRADDOCK, PA

Mickey led the development of an economic impact study to support the Braddock Community Library in their capital campaign to renovate and expand the facilities. While IMPLAN was used to model the economic impact of the proposed renovations and of the Library's spending, the true impact of the Library is its role as a community and cultural hub. Mickey pulled together interviews, program data, and other sources to craft a compelling story of the Library's impact and the value of the proposed renovation.
ASHLEY MEDEIROS
BUSINESS CONSULTANT

Ashley is a creative thinker whose greatest strength is her ability to look past a problem and create a strategy for change. She is innovative and loves to be challenged. Coming from the nonprofit sector, she is passionate about helping others to see their own potential in order to create better communities. As the Business Consultant for Fourth Economy and Connect Greater Newport, she works with the community to build capacity through advocacy, outreach, engagement, and partnerships.

EDUCATION

Mercyhurst University
Erie, PA
M.S. Administration of Justice

John Carroll University
Cleveland, OH
B.A. Sociology

Salve Regina University
Newport, RI
Continuing Education, Business Administration and Management

PROJECT EXAMPLES

CONNECT GREATER NEWPORT

Ashley runs Connect Greater Newport, the regional economic development initiative launched in 2018 by the Newport County Chamber of Commerce to serve the region’s business community. Connect Greater Newport’s mission is to support the growth of Greater Newport’s existing businesses and serve as a resource to attract new companies to the region.

CONNECTING MEP CENTERS TO MANUFACTURING USA INSTITUTES

POLARIS MEP, PROVIDENCE, RI

After working with Polaris MEP in 2016 on business innovation, the Fourth Economy team was asked to assist in securing funding for a Rhode Island Innovation Campus. Ashley was part of the team that assisted Polaris MEP in developing a case for support for private funding.

AREAS OF EXPERTISE

- Community Engagement
- Program Development
- Fundraising
- Grant Writing
- Nonprofit Management
- Board Development

APPLICATION AND PROGRAM SERVICES

Ashley worked with the national nonprofit Boy’s Town for over 10 years, providing leadership and program management to improve the lives of at-risk children, families and communities. In addition to her program support, she later established partnerships with stakeholders, community leaders, foundations, and corporations to create and execute a fund development plan as the Development Director.
Janet is a leader in the field of sustainable economic development -- an approach that recognizes the integral links between people, place, and prosperity. She has helped organizations and communities address the triple bottom line in strategic plans, programs, incentive reviews, and performance metrics. Janet's perspective is informed by a unique multi-disciplinary background and more than two decades of experience working in private, public, and non-profit sectors across rural, suburban, and urban settings. She has successfully engaged hundreds of stakeholders from a diverse range of backgrounds including developers, entrepreneurs, senior officials, investors, community-based organizations, and culturally specific organizations. Janet is a skilled researcher who creates accessible and actionable insights, and a pragmatic systems thinker with a talent for bridging issues and stakeholders to generate innovative and high impact solutions.

PROJECT EXAMPLES

ECONOMIC DEVELOPMENT STRATEGY
CITY OF BEAVERTON, OREGON
Janet led the creation of the City of Beaverton's Economic Development Strategic Plan. The assessment process included stakeholder interviews, a survey of businesses, document analysis, and a key leader Summit. The final product included priority strategies, implementation actions, and metrics for tracking progress. The plan included a focus on sustainability, livability, inclusion, and resilience.

RURAL ENTREPRENEURIAL ECOSYSTEMS
BUSINESS OREGON (OREGON BUSINESS DEVELOPMENT DEPARTMENT), SALEM, OR
Janet was responsible for research and stakeholder engagement to inform a new state initiative to foster entrepreneurial ecosystems in rural communities. Janet's report and recommendations were based on a review of literature and best practice in the areas of community capacity and entrepreneurial ecosystems as well as interviews with thought leaders representing community, entrepreneur, technical assistance, and investment perspectives.

INCENTIVE REVIEW

Janet provided guidance on the application of triple bottom line metrics for incentive evaluation. Her report, subcontracted by the Council of Development Finance Agencies and Smart Incentives, included a review of metric alignment with existing city policies and a list of potential metrics addressing people, place, and prosperity goals.

TRIPLE BOTTOM LINE ASSESSMENT

Commissioned by US Economic Development Administration to develop a community-responsive tool that helps align investment with sustainability goals. Janet assembled and led a nationally distributed team and was responsible for all aspects of the project including metrics, case studies, research and publications, outreach, and trainings. Stakeholder engagement included surveys and focus groups reaching more than 400 economic development professionals representing urban, suburban, and rural communities across the US.
Project Profile

Connect Greater Newport
Greater Newport Chamber of Commerce, Rhode Island

Greater Newport is comprised of nine communities within Newport County, as well as neighboring Bristol. However, despite their close proximity and interdependent economies, these communities have not had a history of collaboration. Furthermore, aside from limited capacity at the City of Newport, none of these communities had dedicated economic development staff. Lucky for Greater Newport, a group of leaders came together, recognizing the need for a shared vision and collaboration to support the growth of their economy. The Greater Newport Chamber of Commerce retained Fourth Economy to create a five-year strategic plan for this new initiative, as well as to staff it.

After several months of data analysis, research, interviews, and work with the Steering Committee, Fourth Economy developed a strategic plan focused on: adding capacity for local economic development, marketing the region’s business opportunities, retaining and attracting talent, and supporting and leveraging existing industries. Though the process began with an assumption that a traditional business calling program would be the highest priority (and in fact, we have implemented that already visiting over 70 businesses), workforce housing has emerged as a key barrier to their economic success. Addressing this is entailing the creation of new partnerships and creative strategies. Other initiatives that Fourth Economy has implemented thus far include the creation of the Connect Greater Newport website and promoting opportunities in the region to 30,000 visitors at the Newport Folk Fest. However, perhaps most noteworthy has been our ability to secure the buy-in and support of the region’s municipalities and business leaders, who have renewed their investment in the initiative.

Visit www.connectgreaternewport.com for more information.

Reference:
Elizabeth R. Lynn
Executive Director, van Beuren Charitable Foundation
eleynn@vbcfoundation.org
401.619.5910
Ford City Comprehensive Plan
Borough of Ford City, PA

Ford City, Pennsylvania is a small town of 3,000 on the banks of the Allegheny River, about one hour drive northeast of Pittsburgh. With assistance from the state, Ford City hired Fourth Economy Consulting to develop a new comprehensive plan, along with Codametrics to update the zoning code. We worked with the Steering Committee, comprised of members of the Planning Commission and the President and Vice President of the Borough Council.

THE CHALLENGE
Ford City, Pennsylvania was once the site of the largest Pittsburgh Plate Glass (PPG) manufacturing facility in the world. However, when this site closed in the 1970's the borough suffered from a downturn in the economy and morale. With declining property values, vacant housing, and vacant lots to repurpose, Fourth Economy was hired to address the various community needs and position them for new investments.

OUR APPROACH
Given these challenges, our approach focused on incrementally building property values through addressing housing issues and quality of life with the goal of attracting more investment and thereby creating a place that was attractive to everyone from young families to retirement aged citizens. We gathered data and community input through data analysis, surveys, and facilitating build sessions to guide community discussion on crucial topics.

Building on our focus of attracting investment, we held an Opportunity Tour, inviting developers to view the parcels available in Ford City, and provide feedback for ways that we could improve the borough's value proposition.

THE RESULTS
From these efforts, Fourth Economy developed a comprehensive plan to shape Ford City into a destination of choice for investment and homeowners. The plan extends from 2020 to 2030 and is split into manageable tasks in three year increments. This includes recommendations on community led topics, identification of five catalytic projects, and a proposed organizational structure for implementation.

The comprehensive plan provided the framework for the zoning plan, and spurred the transformation of a small parcel of riverfront land owned by the Borough into a park with a boat launch.


Reference: Tyson Klukan
Vice President, Ford City Council
tklukan@fordcityborough.org
724-869-4974
EdTech Cluster Study
Highlander Institute

The Highlander Institute and their partners in the Rhode Island education innovation cluster, EduvateRI, are a national model for supporting educators and schools in using blended learning techniques to support personalized learning.

THE CHALLENGE

Given the growth of the edtech sector globally, the state economic development agency, Commerce RI, wondered if there was an opportunity to grow and attract edtech companies based on this strength.

OUR APPROACH & RESULTS

To explore the feasibility of growing RI’s edtech sector, and provide EduvateRI with a strategy for doing so, Fourth Economy interviewed 30 local and national stakeholders (including edtech companies), researched other edtech strategies and education innovation cluster efforts, and conducted research to determine the size of the market opportunity. Based on that, Fourth Economy developed 18 strategies, each with detailed information on how to implement them, that EduvateRI and their partners could undertake to grow the edtech economy in Rhode Island.


Reference: Dana Borrelli-Murray, Executive Director
Highlander Institute
dborrelli@highlanderinstitute.org
401.831.7323 ext. 305
Approach

Phase One of this initiative will generate a strategic plan for the Green Enterprise Recreation Overlay District that supports community priorities, builds on community assets, and is informed by leading edge practice in sustainable economic development. The strategic planning process combines research and stakeholder engagement to identify key issues and opportunities and to cultivate partnerships and buy-in necessary for successful implementation.

The strategic planning process focuses on three key questions:
- Market - What is appropriate and realistic for this location?
- Best Practice - What cases and lessons learned can inform this setting?
- Community Capacity - How does community capacity and entrepreneurship culture inform potential options?

Addressing these questions, we will be able to create a clear strategy that includes priority actions, budget parameters, and performance measures. The process will also allow the Town and our team to assess the merits of various scenarios for utilizing a permanent staff person, consultant, or other entity to implement the plan.

Our approach emphasizes meaningful and productive engagement with stakeholders, because the process used to create an economic development strategy shapes both the quality of its content and the likelihood of successful implementation. Thoughtful engagement will facilitate alignment with existing plans, validate information, clarify priorities, and build or strengthen commitments to implementation. We anticipate creating a Steering Committee to guide the strategic planning process. The committee will include approximately ten individuals representing key stakeholder groups such as Town officials, existing land owners and businesses, and other economic and community development organizations stakeholders.

We believe our approach of research and engagement will yield a strong and achievable strategy that aligns with community priorities and establishes a solid foundation for Phase Two Implementation.

Economic Development Strategic Plan

Fourth Economy will bring robust quantitative analysis together with best practice research and stakeholder engagement to support the Town and community in developing an Economic Development Strategic Plan (EDSP) for the Green Enterprise Recreation Overlay District. The following section defines the six key elements of the Economic Development Strategic Plan and the associated scope of work for each.

Market Opportunity

This element of the plan will identify the appropriate types of businesses for the District. Activities associated with this element include:
- Analyze data to understand regional and national trends in relevant industries. This research will help us identify viable industries and key variables that impact why those industries may be growing in certain places, but not elsewhere.
- Engage with key stakeholders to refine market opportunities (e.g., share market research findings and further define opportunities to start or grow businesses – particularly related to green recreation, eco-tourism, sustainable tourism, and related industries). Engagement may utilize surveys, social media, focus groups, work sessions, or other techniques to identify existing
local/regional businesses and understand interest, issues, and opportunities to have a presence in the District.

- Engage entrepreneurial ecosystem stakeholders (e.g., Maine SBDC, York County Community College, capital providers) to identify opportunities to support the creation of new businesses and expansion of existing businesses within the target industries.

- Research and interview stakeholders in other communities that have successfully grown or attracted similar industries and create a profile of the qualities/characteristics of businesses that should be targets for attraction (e.g., stage, ownership structure, current location, number of locations, etc.).

**Incentive Strategy**

This element of the plan will identify what incentives are available, what additional incentives should be developed, and how to structure those incentives to ensure outcomes that promote community and environmental goals. Activities associated with this element include:

- Review existing policies in order to catalogue details on relevant local, county, and state incentives (e.g., criteria, type of business, value, etc.) and engage key stakeholders to learn about perceptions and efficacy of existing incentive policies.

- Identify potential new/amended incentive programs based on interviews and profiles of other communities.

- Identify mechanisms to ensure environmental stewardship and community benefit associated with incentives as well as strategies for shared cost of infrastructure, including off-site improvements, impact fees, and TIF district. Each method will be catalogued, with details on how/when it can be used and what the Town would have to do in order to utilize it.

- Provide recommendations, informed by key stakeholder engagement, on how to structure an incentive strategy.

**Business-Friendly Process Improvements**

This element of the strategy will help ensure that the Town provides a business-friendly environment. Activities associated with this element include:

- Meet with Town Planning Board, Selectmen, and other entities that influence the planning and development process to create a process map for starting, operating, or expanding a business.

- Engage existing business owners and local developers to understand their experience with the Town’s policies and processes, including barriers, challenges and suggestions. While “too much regulation” is a regular refrain among the business community, it will be important to identify specific bottlenecks, costs, or opportunities for efficiencies and enhanced user experience. Engagement may include surveys, interviews, or focus groups.

- Provide recommendations on how the Town could amend processes and policies, while ensuring protections for the environment and community.

**Marketing and Promotion Priorities**

This element of the strategy will identify marketing and promotion priorities. Activities associated with this element include:

- Identify target audiences and promotional partners through national research and key stakeholder engagement.

- Develop project messaging strategy to align all communications.

- Create strategy for digital and print communications tailored to identified target audiences and media outlets.
Potential Businesses and Developers
This element of the strategy will provide a list of businesses and developers that may be appropriate for implementation. Activities associated with this element include:
• Provide contact information for businesses and developers who engaged in the strategic planning process and identified interest in next steps.
• Conduct research on regional and national exemplars and provide contact information for potential partners.

Implementation Resources and Capacity
This element of the strategy identifies the resources and capacity necessary to execute the strategic plan. Activities associated with this element include:
• Develop cost estimates associated with the plan to include staffing and hard costs associated with marketing, programs, and development activity
• Identify potential funding sources to support implementation.
• Identify and assess several possible staffing scenarios. This could include developing a job description for a full time, permanent Town employee, examining the feasibility of creating a CDC, or developing a scope to extend Fourth Economy’s contract. Potential scenarios will be determined in coordination with the Town and key stakeholders.

The final strategic plan will provide the analysis and detailed recommendations that will position York for success in developing its Green Enterprise Recreation Overlay District.

Website Development (Optional)
Having a strong web presence can be important for effectively sharing information, building brand, and generating momentum. Fourth Economy is prepared to add to this scope of work the development of a website for the District. The website can be phased in and may include:
• An overview of the Town and District
• An overview of incentives available
• An overview of the process of starting a business in the District
• Links to other relevant organizations and resources
• Project update information accompanied by ways to get involved
• Event calendar for community engagement opportunities

All infographics, imagery, and graphics created for the website can be adapted for social media outlets and print.
Budget & Timeline

The following timeline and budget are provided as a point of departure for further conversation. As with any process, the level of detail and intensity can be scaled up or down to fit the budget. Our team is eager to support the Town of York in its efforts, and will be more than happy to tailor the budget to fit your needs.

Also note that Andrew Butcher is based in Portland, ME, and Ashley Mederos is based in Newport, RI, and both of them will be available for more regular on-site meetings than the four meetings proposed in the budget provided.

<table>
<thead>
<tr>
<th>Project Management</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>Hours</th>
<th>Cost</th>
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<td>Finalize scope, roles, and responsibilities</td>
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REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: June 7, 2019

DATE ACTION REQUESTED: June 10, 2019

☐ ACTION
☐ DISCUSSION ONLY

SUBJECT: Conditions on sale of Mountain Road properties

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: When the Board sold the properties at 294, 298 and 302 Mountain Road, the final section of the purchase and sale agreement required a perpetual indemnification of the Town for purposes of environmental liability (copy attached – see Section “e” of Addendum #1). The purchaser has since been informed that such a provision will likely hamper re-sale of the lots both now and on into the indefinite future, and they are asking to have this requirement removed. I offered to the buyer that I wouldn’t bring this back to the Board without a full environmental assessment of the lot to demonstrate the lot is clean and the risk of environmental liability is minimal. In removing the provision, as requested, the Town would be giving up avoidance of future claims of environmental liability.

SRW Environmental Consulting, LLC, who has done similar work for the Town on other properties, has evaluated the property and prepared the attached report. Cutting to the chase, any potential contamination sources have been removed and the one minor area of impact was properly cleaned. The threat of further environmental contamination is minimal. Amber Harrison from Code Enforcement also told me that she is satisfied with the site clean-up.

The Board has two options:
1. Remove the final stipulation about a perpetual waiver of environmental liability; or
2. Leave that stipulation in tact.

Challenges on this lot go back more than two decades and I believe it would be appropriate to go with the first option, removing the stipulation. There will always be a degree of risk when the Town sells a lot. This buyer has demonstrated a positive approach to properly and thoroughly clean up the property and I appreciate this very much.

RECOMMENDATION: I recommend the Board remove the environmental liability stipulation, Section “e” in Addendum #1, from the Purchase and Sale Agreement.
PROPOSED MOTION: I move to remove Section “e” from Addendum #1 in the Purchase and Sale Agreement with Parallax Properties, LLC, Western Equity Partners, Inc.

Prepared by Stephen H. Burns, Town Manager:
PURCHASE AND SALE AGREEMENT - LAND ONLY
("days" means business days unless otherwise noted, see paragraph 20)

Offer Date: January 11, 2019
Effective Date: [Redacted]

1. PARTIES: This Agreement is made between Parallax Properties, LLC, Western Equity Partners, Inc. ("Buyer") and ("Seller").

2. DESCRIPTION: Subject to the terms and conditions hereinafter set forth, Seller agrees to sell and Buyer agrees to buy all part of (if "part of" see para. 22 for explanation) the property situated in municipality of York, State of Maine, located at 294, 298 and 302 Mountain Road and described in deed(s) recorded at County's Registry of Deeds Book(s) **item 26**, Page(s) **item 26**.

3. PURCHASE PRICE/EARNEST MONEY: For such Deed and conveyance Buyer agrees to pay the total purchase price of $350,000.00. Buyer has delivered; or will deliver to the Agency within ___ days of the Effective Date, a deposit of earnest money in the amount $1,000.00. Buyer agrees that an additional deposit of earnest money in the amount of $____/n/a will be delivered ___/n/a. If Buyer fails to deliver the initial or additional deposit in compliance with the above terms Seller may terminate this Agreement. This right to terminate ends once Buyer has delivered said deposit (s). The remainder of the purchase price shall be paid by wire, certified, cashier's or trust account check upon delivery of the Deed.

This Purchase and Sale Agreement is subject to the following conditions:

4. ESCROW/AGENT/ACCEPTANCE: Century 21 Atlantic Realty ("Agency") shall hold said earnest money and act as escrow agent until closing; this offer shall be valid until January 15, 2019 (date) 4:00 PM; and, in the event of non-acceptance, this earnest money shall be returned promptly to Buyer.

5. TITLE AND CLOSING: A deed, conveying good and merchantable title in accordance with the Standards of Title adopted by the Maine Bar Association shall be delivered to Buyer and this transaction shall be closed and Buyer shall pay the balance due and execute all necessary papers on March 15, 2019 (closing date) or before, if agreed in writing by both parties. If Seller is unable to convey in accordance with the provisions of this paragraph, then Seller shall have a reasonable time period, not to exceed 30 calendar days, from the time Seller is notified of the defect, unless otherwise agreed to in writing by both Buyer and Seller, to remedy the title. Seller hereby agrees to make a good-faith effort to cure any title defect during such period. If, at the later of the closing date set forth above or the expiration of such reasonable time period, Seller is unable to remedy the title, Buyer may close and accept the deed with the title defect or may terminate this Agreement in which case the parties shall be relieved of any further obligations hereunder and any earnest money shall be returned to the Buyer.

6. DEED: The property shall be conveyed by a Quit Claim deed, and shall be free and clear of all encumbrances except covenants, conditions, easements and restrictions of record which do not materially and adversely affect the continued current use of the property.

7. POSSESSION: Possession of premises shall be given to Buyer immediately at closing unless otherwise agreed in writing.

8. RISK OF LOSS: Until the closing, the risk of loss or damage to said premises by fire or otherwise, is assumed by Seller. Buyer shall have the right to view the property within 24 hours prior to closing for the purpose of determining that the premises are in substantially the same condition as on the date of this Agreement.

9. PRORATIONS: The following items, where applicable, shall be prorated as of the date of closing: rent, association fees, (other) . Real estate taxes shall be prorated as of the date of closing (based on municipality's fiscal year). Seller is responsible for any unpaid taxes for prior years. If the amount of said taxes is not known at the time of closing, they shall be apportioned on the basis of the taxes assessed for the preceding year with a reappropriation as soon as the new tax rate and valuation can be ascertained, which latter provision shall survive closing. Buyer and Seller will each pay their transfer tax as required by State of Maine.

10. DUE DILIGENCE: Buyer is encouraged to seek information from professionals regarding any specific issue or concern. Neither Seller nor Licensee makes any warranties regarding the condition, permitted use or value of Sellers' real property. This Agreement is subject to the following contingencies, with results being satisfactory to Buyer:

Revised 2018

Page 1 of 4 - P&S-LO

Buyer(s) Initials: [Signature]

Seller(s) Initials: [Signature]
<table>
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<tr>
<th>CONTINGENCY</th>
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<th>TO BE PAID FOR BY</th>
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<td>Buyer</td>
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<td>Purpose:</td>
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* If the land is enrolled in the Maine Tree Growth Tax program, Seller agrees to provide Buyer with the current Forest Management and Harvest Plan within ___ days. [ ] Yes [X] No

Further specifications regarding any of the above: n/a

Unless otherwise specified above, all of the above will be obtained and paid for by Buyer. Seller agrees to cooperate with Buyer and shall give Buyer and Buyer's agents and consultants reasonable access to the property in order to undertake the above investigations. If the result of any investigation or other condition specified herein is unsatisfactory to Buyer, Buyer will declare the Agreement null and void by notifying Seller in writing within the specified number of days, and any earnest money shall be returned to Buyer. If the result of any investigation or other condition specified herein is unsatisfactory to Buyer, and Buyer wishes to pursue remedies other than voiding the Agreement, Buyer must do so to full resolution within the time period set forth above; otherwise this contingency is waived. If Buyer does not notify Seller that an investigation is unsatisfactory within the time period set forth above, this contingency is waived by Buyer. In the absence of inspection(s) mentioned above, Buyer is relying completely upon Buyer's own opinion as to the condition of the property.
11. FINANCING: Buyer's obligation to close:

K is not subject to a financing contingency. Buyer has provided Seller with acceptable proof of the funds.

☐ is not subject to a financing contingency. Buyer shall provide proof of the funds acceptable to Seller within _______ days. If such proof is unacceptable to Seller, Seller may terminate this Agreement no later than _______ days from receipt. If proof of funds is not provided within such time period, Seller may terminate this Agreement which right shall end once such proof is received, however Seller retains the agreed upon time period to terminate if such proof is unacceptable. If Seller terminates in either case, the earnest money shall be returned to Buyer.

☐ is subject to financing as follows:

a: Buyer's obligation to close is subject to Buyer obtaining a ______________ loan of __________ % of the purchase price at an interest rate not to exceed __________ % and amortized over a period of _________ years. Buyer is under a good faith obligation to seek and obtain financing on these terms. If such financing is not acceptable to Buyer or is not received by the closing date, Buyer is not obligated to close and may terminate this Agreement in which case the earnest money shall be returned to Buyer.

b: Buyer shall provide Seller with a letter from lender showing that Buyer has made application for loan specified in (a) and, subject to verification of information, is qualified for the loan requested within _______ days from the Effective Date of the Agreement. If Buyer fails to provide Seller with such letter within said time period, Seller may terminate this Agreement and the earnest money shall be returned to Buyer. This right to terminate ends once Buyer's letter is received.

c: Buyer hereby authorizes, instructs and directs its lender to communicate the status of the Buyer's loan application to Seller, Seller's agent and Buyer's agent.

d: After (b) is met, if the lender notifies Buyer that it is unable or unwilling to provide said financing, Buyer is obligated to provide Seller with written documentation of the loan denial within two days of receipt. After notifying Seller, Buyer shall have _______ days to provide Seller with a letter from another lender showing that Buyer has made application for loan specified in (a) and, subject to verification of information, is qualified for the loan requested. If Buyer fails to provide Seller with such letter within said time period, Seller may terminate this Agreement and the earnest money shall be returned to Buyer. This right to terminate ends once Buyer's letter is received.

e: Buyer agrees to pay no more than ______ points. Seller agrees to pay up to _______ toward Buyer's actual prepaid points and or closing costs, but no more than allowable by Buyer's lender.

f: Buyer's ability to obtain financing is __________ is not subject to the sale of another property. For addendum: Yes __ No __

g: Buyer may choose to pay cash instead of obtaining financing. If so, Buyer shall notify Seller in writing including providing proof of funds and the Agreement shall no longer be subject to financing, and Seller's right to terminate pursuant to the provisions of this paragraph shall be void.

12. BROKERAGE DISCLOSURE: Buyer and Seller acknowledge they have been advised of the following relationships:

<table>
<thead>
<tr>
<th>Seller Name</th>
<th>License ID</th>
<th>MLS ID</th>
<th>Agency Name</th>
<th>MLS ID</th>
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<td>MSL ID</td>
<td>Century21 Atlantic Realty</td>
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<td>Roz Anton</td>
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<td>RE/MAX Realty One</td>
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</table>

is a ☐ Seller Agent ☑ Buyer Agent ☐ Disc Dual Agent ☐ Transaction Broker

If this transaction involves Disclosed Dual Agency, the Buyer and Seller acknowledge the limited fiduciary duties of the agents and hereby consent to this arrangement. In addition, the Buyer and Seller acknowledge prior receipt and signing of a Disclosed Dual Agency Consent Agreement.

13. PROPERTY DISCLOSURE FORM: Buyer acknowledges receipt of Property Disclosure Form.

14. DEFAULT/RETURN OF EARNEST MONEY: Buyer's failure to fulfill any of Buyer's obligations hereunder shall constitute a default and Seller may employ all legal and equitable remedies, including without limitation, termination of this Agreement and forfeiture by Buyer of the earnest money. Seller's failure to fulfill any of Seller's obligations hereunder shall constitute a default and Buyer may employ all legal and equitable remedies, including without limitation, termination of this Agreement and return to Buyer of the earnest money. Agency acting as escrow agent has the option to require written releases from both parties prior to disbursing the earnest money to either Buyer or Seller. In the event that the Agency is made a party to any lawsuit by virtue of acting as escrow agent, Agency shall be entitled to recover reasonable attorney's fees and costs which shall be assessed as court costs in favor of the prevailing party.

15. MEDIATION: Earnest money or other disputes within the jurisdictional limits of small claims court will be handled in that forum. All other disputes or claims arising out of or relating to this Agreement or the property addressed in this Agreement (other than requests for injunctive relief) shall be submitted to mediation in accordance with generally accepted mediation practices. Buyer and Seller are bound to mediate in good faith and to each pay half of the mediation fees. If a party fails to submit a dispute or claim to mediation prior to initiating litigation (other than requests for injunctive relief), then that party will be liable for both parties' legal fees in any subsequent litigation regarding that same matter in which the party who failed to first submit the dispute or claim to mediation loses in that subsequent litigation. This clause shall survive the closing of the transaction.

16. PRIOR STATEMENTS: Any representations, statements and agreements are not valid unless contained herein. This Agreement completely expresses the obligations of the parties and may only be amended in writing, signed by both parties.

17. HEIRS/ASSIGNS: This Agreement shall extend to and be obligatory upon heirs, personal representatives, successors, and assigns of the Seller and the assigns of the Buyer.

18. COUNTERPARTS: This Agreement may be signed on any number of identical counterparts, such as a faxed copy, with the same binding effect as if the signatures were on one instrument. Original, faxed or other electronically transmitted signatures are binding.

19. NOTICE: Any notice, communication or document delivery requirements hereunder may be satisfied by providing the required notice, communication or documentation to or from the parties or their Licencce. Only withdrawals of offers and counteroffers will be effective upon communication, verbally or in writing.

20. EFFECTIVE DATE/BUSINESS DAYS: This Agreement is a binding contract when the last party signing has caused a paper or electronic copy of the fully executed agreement to be delivered to the other party which shall be the Effective Date. Licensee is authorized to fill in the Effective Date on Page 1 hereof. Except as expressly set forth to the contrary, the use of the term "days" in this

Revised 2018
Page 3 of 4  P&S-LO
Buyer(s) Initials ☑ Seller(s) Initials ☑

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Agreement, including all addenda made a part hereof, shall mean business days defined as excluding Saturdays, Sundays and any observed Maine State/Federal holidays. Deadlines in this Agreement, including all addenda, expressed as "within x days" shall be counted from the Effective Date, unless another starting date is expressly set forth, beginning immediately after the first day after the Effective Date, or such other established starting date, and ending at 5:00 p.m. Eastern Time on the last day counted. Unless expressly stated to the contrary, deadlines in this Agreement, including all addenda, expressed as a specific date shall end at 5:00 p.m. Eastern Time on such date.

21. CONFIDENTIALITY: Buyer and Seller authorize the disclosure of the information herein to the real estate licensees, attorneys, lenders, appraisers, inspectors, investigators, and others involved in the transaction necessary for the purpose of closing this transaction. Buyer and Seller authorize the lender and/or closing agent preparing the entire closing disclosure and/or settlement statement to release a copy of the closing disclosure and/or settlement statement to the parties and their licensees prior to, at, and after the closing.

22. OTHER CONDITIONS: Parcel to be conveyed consists of Tax Map 96 Lots 49A, 49D and 49 E. References being York County Registry of Deeds: Book 5423 Page 0100, Book 7641 Page 0246 and Book 9194 Page 0692.

23. GENERAL PROVISIONS:
   a. A copy of this Agreement is to be received by all parties and, by signature, receipt of a copy is hereby acknowledged. If not fully understood, contact an attorney. This is a Maine contract and shall be construed according to the laws of Maine.
   b. Seller acknowledges that State of Maine law requires buyers of property owned by non-resident sellers to withhold a prepayment of capital gains tax unless a waiver has been obtained by Seller from the State of Maine Revenue Services.
   c. Buyer and Seller acknowledge that under Maine law payment of property taxes is the legal responsibility of the person who owns the property on April 1, even if the property is sold before payment is due. If any part of the taxes are not paid when due, the lien will be filed in the name of the owner as of April 1 which could have a negative impact on their credit rating. Buyer and Seller shall agree at closing on their respective obligations regarding actual payment of taxes after closing. Buyer and Seller should make sure they understand their obligations agreed to at closing and what may happen if taxes are not paid as agreed.
   d. Buyer acknowledges that Maine law requires continuing interest in the property and any back up offers to be communicated by the listing agent to the Seller.
   e. Whenever this Agreement provides for earnest money to be returned or released, agency acting as escrow agent must comply with Maine Real Estate Commission rules which may require written notices or obtaining written releases from both parties.

24. ADDENDA: [X] Yes [X] No (Addendum 1)

25. ELECTRONIC SIGNATURES: Pursuant to the Maine Uniform Electronic Transactions Act and Digital Signature Act, the parties authorize and agree to the use of electronic signatures as a method of signing/initiating this Agreement, including all addenda. The parties hereby agree that either party may sign electronically by utilizing an electronic signature service.

Buyer’s Mailing address is 4 Seamar St, #19-303, Saco, ME 04072

1/11/2019

Parshall Properties, LLC

1/11/2019

Western Equity Partners, Inc.

Seller accepts the offer and agrees to deliver the above-described property at the price and upon the terms and conditions set forth and agrees to pay agency a commission for services as specified in the listing agreement.

Seller’s Mailing address is 186 York Street, York, ME 03909

Seller agrees to sell on the terms and conditions as detailed herein with the following changes and/or conditions:

The parties acknowledge that until signed by Buyer, Seller’s signature constitutes only an offer to sell on the above terms and the offer will expire unless accepted by Buyer’s signature with communication of such signature to Seller by (date) (time) _______ AM _______ PM.

SIGNED BY SIGNED BY

BUYER: Rosiland Anton

DATE: 1/11/2019

BUYER: John Plocher

DATE: 1/11/2019

COUNTER-OFFER

The Buyer hereby accepts the counter offer set forth above.

BUYER

DATE

BUYER

DATE

EXTENSION:

The time for the performance of this Agreement is extended until

SIGNED BY SIGNED BY

SELLER: Town of York

DATE: 1/18/19

SELLER

DATE

BUYER

DATE

BUYER

DATE

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ADDENDUM #1 TO AGREEMENT

Addendum to contract dated January 11, 2019 between Town of York (hereinafter "Seller") and Parallax Properties, LLC and Western Equity Partners, Inc.

Property 294, 298, 302 Mountain Road - York, Me

a. Prior to closing, Buyer shall, at their expense, remove from the Premises any and all junk, trash, buildings, trailers, vehicles, debris, and scrap metal to the satisfaction of the Town. Town is not obligated to sell the Premises to Buyer until the Town is satisfied that the Premises have been cleaned and all materials have been properly disposed of.

b. Prior to closing, Buyer has right, at its expense, to enter on the Premises at reasonable times in order to (i) inspect the same, (ii) conduct engineering studies, percolation tests, geotechnical exams, environmental assessments, and other such studies, test, exams, and assessments, and (iii) do such other things as Buyer determines, it is sole discretion to be required to determine the suitability of the Premises for Buyer’s intended use (collectively, the “Inspections”). The Town acknowledges that such inspections may include the digging of test pits, which the Town hereby approves.

c. Buyer shall exercise the access and inspection rights granted hereunder at its sole risk and expense, and Buyer hereby releases the Town from, and agrees to indemnify, defend and hold the Town harmless against, any and all losses, costs, claims, expenses and liabilities (including without limitation reasonable attorney fees and costs) (collectively, “Damages”) suffered by the Town on account of any injury to person or damage to property arising out of the exercise by Buyer of its rights hereunder, except to the extent that such Damages result from the act or omission of the Town.

d. Buyer acknowledges that Buyer has had an opportunity to inspect the Premises, and to hire professionals to do so, and that Premises will be sold “as is, where is” and “with all faults”. Town and its agents, make no representations or warranties with respect to the accuracy of any statement as to boundaries or acreage, or as to any other matters contained in any description of the Premises, or as to the fitness of the Premises for a particular purpose, or as to development rights, merchantability, or as to any other matter, including without limitation, land use, zoning and subdivision issues or the environmental, mechanical, or structural condition of the Premises. Acceptance by Buyer of the Deed at closing and payment of the purchase price shall be deemed to be full performance and discharge by the Town of every agreement and obligation contained herein.

[Signatures]
e. Buyer covenants and agrees to indemnify, defend, and hold the Town harmless from and against any and all claims, damages, losses, liabilities, obligations, settlement payments, penalties, assessments, citations, directives, claims, litigation, demands, defenses, judgments, costs, or expenses of any kind, including, without limitation, reasonable attorneys', consultants', and experts' fees incurred in investigating, defending, settling, or prosecuting any claim, litigation or proceeding, that may at any time be imposed upon, incurred by or asserted or awarded against Buyer or the Town and relating directly or indirectly to the violation of or compliance with any federal, state, or local environmental laws, rules, or regulations governing the release, handling or storage of hazardous wastes or hazardous materials and affecting all or any portion of the Premises. This duty to indemnify, defend, and hold harmless shall be included in a covenant in the deed and shall run with the land conveyed and be binding upon Buyer's successors, assigns, and transferees.

f. "Buyer is responsible, at his/her discretion, for evicting any persons occupying the Premises."

Parties acknowledge Agency's advice to seek legal, tax and other professional advice as necessary in connection with sale/purchase of property.

[Signatures and dates]
Addendum 2 – Map of Property to be Conveyed.
INVESTIGATION CONTINGENCY AMENDMENT

Amendment to Agreement dated January 10, 2019, between Parallax Properties, LLC, Western Equity Partners, Inc., Buyer, and Town of York, Seller, concerning the property located at 294, 298 and 302 Mountain Road, York, ME 03909

I. Extension

Buyer/Seller hereby requests additional time to research the following Wetland Delineations and Local Permits as set forth in paragraph 10, sub (if any) 1,4,9,10, and, by signature below, the parties hereby extend the deadline in the Agreement to notify Seller of an unsatisfactory investigation to April 30, 2019.

Signed by:

[Signature]

Buyer Parallax Properties, LLC Date

[Signature]

Seller Town of York Date

[Signature]

Buyer Western Equity Partners, Inc. Date

[Signature]

Seller Date

[Signature]

Buyer Date

[Signature]

Seller Date

II. Modification of Agreement

Without waiving the right to proceed under the original terms of the Agreement or to declare the Agreement null and void by reason of an unsatisfactory investigation (unless the Modification/Termination section from below is signed by Buyer), Buyer hereby requests the following modifications to the Agreement:

All parties agree that the Item 5: RE: Title & Closing is extended to May 15, 2019.

All parties agree that Addendum 1: Section E is no longer part of this agreement. See Attached Legal Opinion Hull Law Office, LLC.

All parties agree that upon signing this Amendment that Section 10: Items 2,3,11 and 17 are considered satisfied and no longer contingencies of this agreement.

If the above modifications are agreed to by Seller, Buyer agrees that the Agreement will no longer be conditioned on paragraph _, sub (if any) _; By signing below, Seller hereby agrees to the above modifications to the Agreement, all other terms and conditions to remain in full force and effect.

Signed by:

[Signature]

Buyer Parallax Properties, LLC Date

[Signature]

Seller Town of York Date

[Signature]

Buyer Western Equity Partners, Inc. Date

[Signature]

Seller Date

[Signature]

Buyer Date

[Signature]

Seller Date

Page 1 of 2
III. Extension/Modification/Termination

If either the Extension or the modifications to the Agreement requested above are not agreed to by Seller by the deadline set forth in paragraph Section 10 (if any) Buyer hereby declares the Agreement null and void. The earnest money shall be returned to Buyer, pursuant to this Purchase and Sale Agreement.

[Signature]
2/25/2019

Buyer Parallax Properties, LLC
Date

[Signature]
2/25/2019

Buyer Western Equity Partners
Date

IV. Termination of Agreement

Due to unsatisfactory investigation as set forth in paragraph (if any) Buyer hereby declares the Agreement null and void. The earnest money shall be returned to Buyer, pursuant to this Purchase and Sale Agreement.

[Signature]
Date

[Signature]
Date

[Signature]
Date

[Signature]
Date
Ms. Roz Anton  
Parallax Properties LLC  
6 Shannon Lane  
Saco, ME 04072

Re: 294 Mountain Road, York, Maine

Dear Ms. Anton:

SRW Environmental Consulting, LLC has been retained to assess environmental conditions at the above-referenced property for the purposes of determining the potential environmental impact resulting from the former improper disposal of debris and regulated substances.

The subject property is a residential parcel of land located at 294 Mountain Road in York, Maine, and is identified on York Tax Map 96 as Lot 49A. The property location is shown in Figure #1, USGS Map, and Figure #2, York Tax Map, both attached. Additionally, Figure #3 is a recent satellite image which shows the type of debris disposal practices at the site. Figure #4 through Figure #7 show the property going back in time from 2009 to 1940 and show that the major debris disposal occurred at some time between 1990 and 2009. Additional aerial photographs and satellite images are available, but the image scales and lack of clarity makes it difficult to pinpoint the timeframe of the disposal activities more closely.

The Town of York acquired the property via tax lien in April 1996, though the owner at the time was not evicted and it had been inhabited by the former owner until early 2019. The property has suffered from poor housekeeping practices for many years, eventually culminating in the public health hazard that it had become. In 2019, eviction of the occupant commenced so that site could be offered for sale and so that cleanup could begin. Mr. Kevin Bachi is the developer who oversaw cleanup activities and will be redeveloping the site.

Prior to the site visit, SRW performed a limited review of records on file at the Maine Department of Environmental Protection, US Environmental Protection Agency and the Town of York to determine if any known spill events or regulated uses have existed at the site. Based on this cursory review, it does not appear that any documented spill events have occurred at the site, and no regulated or high-risk site uses are known to have be located at the site.

SRW inspected the subject property on several occasions, including on March 27, April 4, April 19, and May 16, 2019. During the initial site inspection, the site occupants had not been evicted, and site cleanup efforts had just begun. Several areas of the site were identified by SRW as areas...
of improper disposal activity which included disposal areas containing building debris (including shingles), metal, drums, aboveground storage tanks (ASTs), containers and pails of regulated substances, several dilapidated buildings, a mobile home, a recreational vehicle, automobile tires, etc. Small areas of stained soil were observed in scattered locations at the site, none of which appeared to pose more than a de minimis threat of impact to the environment, except in an area where the regulated containers were more concentrated near the eastern property boundary. Near this area of stained soils several containers ranging from 1 gallon containers, 5 gallon pails (some open and exposed) to 55 gallon drums existed (see photos 3, 4 and 5). SRW directed the site contractor to move the regulated substance containers onto a 6 mil plastic sheet and cover with plastic to prevent exposure to the elements. At the same time the area of stained soil should be cleared to allow for excavation, stockpiling and sampling.

On April 4, 2019, SRW returned to the site to oversee the excavation of stained soil and to observe the staging of regulated liquid substances. The base of the excavation was continually screened for volatile organic compounds (VOCs) using a Tiger LT photoionization detector (PID). Excavation continued until PID readings were less than 1.0 part per million (ppm) and no visual or olfactory evidence of contamination was evident. The resulting excavation was approximately 2’ x 4’ x 1’ deep in size. Once stockpiled, a soil sample was collected from the stockpile to help determine the compounds present in the soils and ultimately the disposal options. The composite sample was collected from combining 4 samples from around the pile in appropriate containers for the selected analysis. Sample containers were placed in an ice filled cooler and delivered to a Nelson Analytical satellite office in Biddeford, Maine, and ultimately analyzed in the main laboratory in Manchester, New Hampshire. Samples were analyzed for VOCs, total petroleum hydrocarbons (TPH) and dissolved RCRA 8 metals. Sample analysis results indicated no detectable levels of VOCs, only trace levels of dissolved RCRA 8 metals and 17,700 ppm of TPH. Based on this analysis the contamination appeared likely to be due from weathered petroleum.

Impacted soils and regulated liquid substances were characterized, consolidated and shipped off site for disposal by NRC and Enpro Services, on May 15, 2019. A copy of the non-hazardous waste manifest generated during this process is attached with this report.

On May 16, 2019, SRW returned to the site to check the progress of waste disposal activities. The drums and stockpiled soil had been removed as was almost all of the debris and all structures identified early in the project. A small stockpile of tires remained as did a small area of building debris located near the wetland. Also, during this site visit SRW located a sheen near the wetland that had been observed by others and confirmed the belief that the sheen was naturally occurring.

Based on our assessment of the property before, during and after completion of most cleanup activities, it appears that the materials which had posed the highest risk of environmental impact have been removed from the site and have not caused an actual environmental impact. Residual debris, the tire stockpile and a small area of building debris remained as of our latest site
inspection on May 16, 2019. While these items require removal, and removal is planned (if it has not already been completed by the date of this report), none of the remaining items pose a risk of significant environmental impact. SRW recommends no additional assessment at this time.

Please let me know if you have any questions.

Sincerely,

SRW Environmental Consulting, LLC

[Signature]

Todd Scheffer, P.G.
Principal
294 MOUNTAIN ROAD

Location 294 MOUNTAIN ROAD
Mblu 0096/0049/A/

Acct# 002655
Owner YORK TOWN OF

Assessment $217,300
Appraisal $217,300

PID 100722
Building Count 2

Current Value

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<th>Improvements</th>
<th>Land</th>
<th>Total</th>
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<td>2018</td>
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<td>$152,100</td>
<td>$217,300</td>
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<th>Land</th>
<th>Total</th>
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<tr>
<td>2018</td>
<td>$65,200</td>
<td>$152,100</td>
<td>$217,300</td>
</tr>
</tbody>
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Owner of Record

Owner YORK TOWN OF
Co-Owner
Address 186 YORK STREET
         YORK, ME 03909

Sale Price $0
Certificate
Book & Page 0001/0001
Sale Date 04/01/1996
Instrument 1L

Ownership History

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Building Information

Building 1: Section 1

Year Built: 1988
Living Area: 924
Replacement Cost: $53,533
Building Percent: 40
Good:
Replacement Cost
Less Depreciation: $21,400

Building Attributes
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<tr>
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<tr>
<td>Roof Cover:</td>
<td>Asph/F Gls/Cmp</td>
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<td>Plywood Panel</td>
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<td>Usrfld 102</td>
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<td>Driveway</td>
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**Building 2: Section 1**

| Year Built:   | 2002 |
| Living Area:  | 524  |
| Replacement Cost: | $48,793 |
Building Attributes: Bldg 2 of 2

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<td>Usrfl 102</td>
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Building Sub-Areas (sq ft)

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Building Layout

(Images of building attributes and layout are included.)
## Extra Features

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## Land

### Land Use

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## Outbuildings

### Outbuildings

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<th>Sub Code</th>
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## Valuation History

### Appraisal

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<th>Land</th>
<th>Total</th>
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<td>2017</td>
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<tr>
<td>2016</td>
<td>$81,900</td>
<td>$119,500</td>
<td>$201,400</td>
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### Assessment

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<tr>
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<td>$238,500</td>
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<td>2016</td>
<td>$81,900</td>
<td>$119,500</td>
<td>$201,400</td>
</tr>
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</table>

(c) 2016 Vision Government Solutions, Inc. All rights reserved.
1. The subject property on March 27, 2019.

2. The subject property on March 27, 2019.


7. One of several heating oil/kerosene ASTs at the site in March 2019.

8. Solid waste materials in an old boat hull.
9. Debris scattered at the property.

10. Building debris including shingles at the property in March 2019.
11. Partially buried debris at the site in March 2019.

12. Shingles and other debris at the site in March 2019.
13. Four empty drums at the site in March 2019.

14. Excavation of stained soils. Post-excavation soil screening results were acceptable.
15. Excavated soil and containers of regulated substances.

17. The site on April 19, 2019 after considerable cleanup efforts.

18. The site on April 19, 2019 after considerable cleanup efforts.
19. The site on May 16, 2019 after considerable cleanup efforts.

20. The site on May 16, 2019 after considerable cleanup efforts.
21. One of the few remaining piles of debris and the well casing and well point.

22. Edge of the small pile of tires awaiting disposal.
Client: SRW Environmental Consulting, LLC: 143 Rochester Hill Road Rochester NH, 03867: 19 April 2019

Enclosed are the results of analytical testing performed on the following samples:

<table>
<thead>
<tr>
<th>Laboratory ID</th>
<th>Client Sample ID</th>
<th>Sample Location</th>
<th>Sample matrix</th>
<th>Date sampled</th>
<th>Date received</th>
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<td>Solid</td>
<td>04-Apr-19 11:00</td>
<td>05-Apr-19 08:30</td>
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</tbody>
</table>

The results in this report relate only to the submitted samples. If you have any questions concerning this report, please feel free to contact us at (603)622-0200.

Approved By:

Andrew Nelson  Laboratory Director
### % Solids

<table>
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<th>Result</th>
<th>Reporting Limit</th>
<th>Units</th>
<th>Analyzed</th>
<th>Method</th>
<th>Analyst</th>
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### Volatile Organics Analysis

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# REPORT OF ANALYSIS

**119040587.01**

294 Mountain Road, York, ME

**Soil Pile**

## Volatile Organics Analysis

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<th>Analyte</th>
<th>Result</th>
<th>Reporting Limit</th>
<th>Units</th>
<th>Analyzed</th>
<th>Method</th>
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<td>mg/Kg</td>
<td>04/13/2019 05:11</td>
<td>SW-846 8260B</td>
<td>RC</td>
</tr>
<tr>
<td>1,1,1-Trichloroethane</td>
<td>ND</td>
<td>0.7</td>
<td>mg/Kg</td>
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<tr>
<td>1,1,2-Trichloroethane</td>
<td>ND</td>
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<td>mg/Kg</td>
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<tr>
<td>Trichloroethylene</td>
<td>ND</td>
<td>0.6</td>
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<tr>
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<td>ND</td>
<td>2.0</td>
<td>mg/Kg</td>
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<tr>
<td>1,2,3-Trichloropropane</td>
<td>ND</td>
<td>1.0</td>
<td>mg/Kg</td>
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<tr>
<td>1,2,4-Trichlorobenzene</td>
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<tr>
<td>Vinyl Chloride</td>
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<td>mg/Kg</td>
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<td>RC</td>
</tr>
<tr>
<td>m- &amp; p-Xylenes</td>
<td>ND</td>
<td>2.0</td>
<td>mg/Kg</td>
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<td>RC</td>
</tr>
<tr>
<td>o-Xylene</td>
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<tr>
<td>xylenes (total)</td>
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<td>RC</td>
</tr>
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<td>2,2-Dichloropropane</td>
<td>ND</td>
<td>1.0</td>
<td>mg/Kg</td>
<td>04/13/2019 05:11</td>
<td>SW-846 8260B</td>
<td>RC</td>
</tr>
<tr>
<td>1,3,5-Trichlorobenzene</td>
<td>ND</td>
<td>0.5</td>
<td>mg/Kg</td>
<td>04/13/2019 05:11</td>
<td>SW-846 8260B</td>
<td>RC</td>
</tr>
<tr>
<td>1,1,2-Trichloro-1,2,2-trifluoroethane</td>
<td>ND</td>
<td>2.0</td>
<td>mg/Kg</td>
<td>04/13/2019 05:11</td>
<td>SW-846 8260B</td>
<td>RC</td>
</tr>
</tbody>
</table>

*Note: The report was generated by Nelson Analytical, LLC using the New Hampshire Environmental Lab Accreditation Program, the Vermont Laboratory Accreditation Program, and the Maine Laboratory Certification Program.*
# REPORT OF ANALYSIS

**119040587.01**  
294 Mountain Road, York, ME  
Soil Pile

<table>
<thead>
<tr>
<th>Analyte</th>
<th>Result</th>
<th>Reporting Limit</th>
<th>Units</th>
<th>Analyzed</th>
<th>Method</th>
<th>Analyst</th>
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</thead>
<tbody>
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<td>Arsenic(TCLP)</td>
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<td>0.01</td>
<td>mg/L</td>
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<td>Lead(TCLP)</td>
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<tr>
<td>Mercury(TCLP)</td>
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<td>mg/L</td>
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<tr>
<td>Selenium(TCLP)</td>
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<td>0.1</td>
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<tr>
<td>Silver(TCLP)</td>
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<td>mg/L</td>
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<td>RT</td>
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</table>

## Total Petroleum Hydrocarbons

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<tr>
<th>Analyte</th>
<th>Result</th>
<th>Reporting Limit</th>
<th>Units</th>
<th>Analyzed</th>
<th>Method</th>
<th>Analyst</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Petroleum Hydrocarbons- Fuel Oil</td>
<td>17700</td>
<td>397</td>
<td>mg/Kg</td>
<td>04/09/2019 02:32</td>
<td>EPA 8100/8015M</td>
<td>BR</td>
</tr>
</tbody>
</table>
## Non-Hazardous Waste Manifest

### 1. Generator's US EPA ID No.:

### 2. Page

### 3. Generator's Name and Mailing Address:

**Residential Property - Kevin Bach**
204 Mountain Rd
York, ME 03562

### 4. Generator's Phone:

207-450-3230

### 5. Transporter 1 Company Name:

IRC East Environmental Services, Inc

### 6. US EPA ID Number:

### 7. Transporter 2 Company Name:

### 8. US EPA ID Number:

### 9. Designated Facility Name and Site Address:

ENPRO SERVICES OF MAINE, INC
161 MAIN STREET
SOUTH PORTLAND, ME 04106

### 10. US EPA ID Number:

### 11. US DOT Description (Including Proper Shipping Name, Hazard Class, and ID Number):

#### a. Non DOT, NON RCRA REGULATED MATERIAL

<table>
<thead>
<tr>
<th>No.</th>
<th>Total Quantity</th>
<th>Waste No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>002</td>
<td>2030 P</td>
<td>State</td>
</tr>
</tbody>
</table>

### 12. Additional Descriptions for Materials Listed Above

- KBYrck-001 Non HAZARDOUS (2x4 package)
- KBYrck-003 Oil and Lubricants (2x550 gal)
- KBYrck-002 Oil and Lubricants (2x550 gal)
- KBYrck-003 empty drums (1x55 gal)

### 13. Handling Codes for Wastes Listed Above

- Interim
- Final

Point of Departure:
ENPRO JOB# 138496

### 14. GENERATOR'S CERTIFICATION:

I hereby declare that the contents of this consignment are fully and accurately described above by proper shipping name and are classified, packed, marked, and labeled, and are in all respects in proper condition for transport by highway according to applicable international and national government regulations, and all applicable state laws and regulations.

Printed/Typed Name: Brian Howe
Signature: Brian Howe

17. Transporter 1 Acknowledgement of Receipt of Materials

Printed/Typed Name: Brian Howe
Signature: Brian Howe

18. Transporter 2 Acknowledgement of Receipt of Materials

Printed/Typed Name: Brian Howe
Signature: Brian Howe

19. Discrepancy Indication Space

20. Facility Owner/Operator Certification of receipt of waste material covered by this manifest except as noted in item 19.

Printed/Typed Name: Mark Brown
Signature: Mark Brown

**Date:** 12/5/19
INSTRUCTIONS

IMPORTANT: READ ALL INSTRUCTIONS BEFORE COMPLETING THIS FORM ALL 5 COPIES MUST BE TOTALLY LEGIBLE

COPY DISTRIBUTION
COPY 1: DESTINATION STATE COMPLETED COPY: Mailed by HWP. This original stays with the shipment from generator to completion by the HWP. When the manifest is completed the HWP must mail this copy to the state where his facility is located.
COPY 2: GENERATOR STATE COMPLETED COPY: Mailed by HWP. When the HWP has completed his section of the manifest, he mails this copy to the state where the waste was generated.
COPY 3: GENERATOR COMPLETED COPY: Mailed by HWP. When the HWP has completed his section of the manifest, he mails this copy back to the Generator of the waste, who must retain it on site for his records.
COPY 4: HWP COPY: Retained by HWP. When the HWP has completed his portion of the manifest, he keeps this copy for his records.
COPY 5: TRANSPORTER COPY: Retained by the transporter. When the transporter has completed his section of the manifest, and transfers the waste to the HWP, he keeps this copy for his records.

GENERATOR SECTION

Item 1: GENERATOR US EPA ID NO. MANIFEST DOCUMENT NO. — Enter the US EPA 12 digit identification number. Then enter a UNIQUE 5 digit number you assign to this manifest. Use of serially-increasing numbers (eg, 00001, 00002 etc.) is recommended.
Item 2: Page 1 of... — Enter the total number of pages used to complete this manifest, i.e., the first form plus the number of Continuation Sheets, if any.
Item A: MANIFEST DOCUMENT NUMBER — Preprinted number.
Item 3: GENERATOR’S NAME AND MAILING ADDRESS — Enter the name (as notified to EPA) & mailing address of the Generator.
Item 4: GENERATOR’S PHONE NUMBER — Enter a telephone number with the area code where an authorized agent of the Generator can be reached in an emergency.
Item B: STATE GENERATOR’S ID (S.G.I.) — The State Generator’s ID is the STREET ADDRESS of the Generator’s pick-up location. If the mailing address and the street address are the same, enter “same” in this block.
Item 5: TRANSPORTER 1 COMPANY NAME — Enter the company name (as notified by EPA) of the first transporter who will transport the waste.
Item 6: US EPA ID NUMBER — Enter the U.S. EPA ID 12 digit identification number of the first transporter identified in item 5.
Item C: TRANSPORTER’S ID (S.T.I.) — Enter the State of registration & the license plate number of the waste-carrying portion of the vehicle being used to transport the waste.
Item D: TRANSPORTER’S PHONE — Enter a telephone number with area code where an authorized agent of the transporter can be contacted.
Item 7: TRANSPORTER 2 COMPANY NAME — If applicable, enter the company name (as notified to EPA) of the 2nd transporter who will transport the waste. If more than 2 transporters will be used, use a Multiple Manifest Continuation Sheet & list the transporters in the order they will be transporting the waste.
Item 8: US EPA ID NUMBER — If applicable, the U.S. EPA 12 digit identification number of the 2nd transporter identified in item 7.
Item E: STATE TRAN ID (S.T.I.) — If applicable, enter the 3rd transporter’s State of registration & license plate number for the waste-carrying portion of the vehicle being used to make the pick-up.
Item F: TRANSPORTER’S PHONE — If applicable, enter the 2nd transporter’s telephone number with area code where an authorized agent of the transporter can be contacted.
Item G: DESIGNATED FACILITY NAME & SITE ADDRESS — Enter the company name (as notified to EPA) of the HWP designated to receive the waste listed on this manifest. The address must be a valid address, which may differ from the mailing address.
Item 10: US EPA ID NUMBER — Enter the U.S. EPA 12 digit identification number of the designated HWP identified in item 8.
Item 11: STATE FACILITY’S ID — Enter mailing address different from site address.
Item H: TRANSPORTER — Enter a telephone number with area code for the HWP designated to receive the waste listed on the manifest.
Item 11: US DOT DESCRIPTION — All of the following information must be entered: The correct US DOT (Dept. of Transportation) name for the waste as identified in 49 CFR Parts 173-177 (usually found in Column 2 of Section 172.101), the assigned DOT Hazard Class (usually in Column 3) & the 4 digit UNNA ID Number (Column 2A) (Example: Waste Acetone, flammable 3 UN 3165) (Use only if hazardous).
Item 12: CONTAINERS (NO & TYPE) — Enter the number of containers for each type and the appropriate abbreviations from Table 1 (below) for the type of container used.

<table>
<thead>
<tr>
<th>TABLE 1 — CONTAINER TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM = Metal drums, barrels, tanks</td>
</tr>
<tr>
<td>DW = Wooden drums, barrels, tanks</td>
</tr>
<tr>
<td>DF = Fiberboard or plastic drums, barrels, tanks</td>
</tr>
<tr>
<td>CY = Cylinders</td>
</tr>
<tr>
<td>TP = Tanks, portable</td>
</tr>
<tr>
<td>TT = Cargo Tanks (tank trucks)</td>
</tr>
<tr>
<td>TC = Tank Cars</td>
</tr>
<tr>
<td>DT = Damp Tanks (trucks)</td>
</tr>
<tr>
<td>CM = Metal boxes, cartons, cases (end. roll-offs)</td>
</tr>
<tr>
<td>CW = Wooden boxes, cartons, cases</td>
</tr>
<tr>
<td>CF = Fiber or plastic boxes, cartons, cases</td>
</tr>
<tr>
<td>BA = Burlap cloth, paper/paperboard bags</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TABLE 2 — UNITS OF MEASURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>G = Gallons (liquids only)</td>
</tr>
<tr>
<td>P = Pounds</td>
</tr>
<tr>
<td>K = Kilograms</td>
</tr>
<tr>
<td>L = Liter (liquids only)</td>
</tr>
<tr>
<td>T = Tons</td>
</tr>
<tr>
<td>M = Metric Tons (1,000 kg)</td>
</tr>
<tr>
<td>Y = Cubic Yards</td>
</tr>
<tr>
<td>N = Cubic Meters</td>
</tr>
</tbody>
</table>

Item 1: NO. — Enter the 4 digit State waste code. If both the Destination and Generator States have assigned codes, use the Destination State code; if there is no EPA/State code, enter "NONE" - Do NOT enter "N/A".

Item 2: MATERIALS LISTED ABOVE — Enter description (chemical names, constituent percentages, etc.) for any waste which has a US DOT shipping name ending in N.O.S. If you entered a STATE-DESIGNATED WASTE CODE in Item 1, provide description or note any EPA Hazard Codes: Ignitable (I), Corrosive (C), Reactive (R), EXPLOSIVE (S), Acute Hazardous (H), Toxic (T), Enter specific gravity if other than 1.0 and physical state of waste. Any additional desired waste description may be entered here.

Item 15: SPECIFIED HANDLING INSTRUCTIONS & ADDITIONAL INFORMATION — Use this space to indicate special transportation: treatment, storage or disposal or Bill of Lading information. If an alternate facility is designated, note it here. For INTERNATIONAL SHIPMENTS, the Generator must enter here the point of departure from the U.S. through which the waste must travel before entering a foreign country (i.e. Canada or Spain). This space may also be used for emergency response numbers, and other information the Generator wishes to include about the shipment.

Item K: HANDLING CODES — HWP completes this section — see “Designated Facility Section” (below) for details.

ITEM 16: GENERATORS CERTIFICATION — The Generator must sign (by hand) & date the certification (with date of transfer to transporter). If a mode other than high is used, the word "highway" should be lined out & the appropriate mode (rail, water or air) inserted in the space below. If another mode in addition to the highway mode is used, enter the appropriate mode (e.g. "and rail") in the space below.

TRANSPORTER SECTION

Item 17: TRANSPORTER 1 ACKNOWLEDGEMENT — Print or type the name of the person accepting the waste on behalf of the 1st transporter. That person must acknowledge acceptance of the waste described on the manifest by signing & entering the date of receipt.

Item 18: TRANSPORTER 2 ACKNOWLEDGEMENT — If applicable, follow instructions for Item 17 for Transporter 2.

DESIGNATED FACILITY (HWP) SECTION

Item K: HANDLING CODES (HWP COMPLETES) — Enter the final Handling Code as described in 49 CFR 404 Appendix I, Table 2 for each waste listed in Item 11. For example: 2910-Landfill or T70-Rotary Kiln incinerator.

Item 19: DESCRIPTION INDICATION SPACE — The authorized representative of the designated facility’s owner or operator must note in this space any significant discrepancies between the waste described on the manifest & the waste actually received at the facility. Any rejected materials should be listed here, along with an indication of the disposition of the rejected materials.

Item 20: FACILITY OWNER OR OPERATOR CERTIFICATION: Print or type the name of the person accepting the waste on behalf of the owner or operator of the designated HWP. That person must acknowledge acceptance of the waste described on the manifest by signing (by hand) & entering the date of receipt. The signature of the authorized HWP agent indicates acceptance (except for items specified in Item 14.4) with the statement on this manifest.

NOTE: FOR INTERSTATE SHIPMENTS (between different states) YOU MAY BE REQUIRED TO COMPLY WITH THE MANIFESTING REQUIREMENTS OF BOTH THE DESTINATION & GENERATOR STATES REGARDING THE COMPLETION OF SPECIFIC INFORMATION INCLUDED IN LETTERED ITEMS A-L. You may wish to contact State agencies for more information on this subject.

REMININDER: ALL 5 COPIES OF THIS FORM MUST BE TOTALLY LEGIBLE
**REQUEST FOR ACTION BY BOARD OF SELECTMEN**

| DATE SUBMITTED: | June 6, 2019 | ACTION | DISCUSSION ONLY |
| DATE ACTION REQUESTED: | June 10, 2019 | | |
| SUBJECT: | Municipal Electricity Purchase | | |

**DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD**: At the Board’s meeting of February 11, 2019, Lucy Brennan provided us information documenting the amount of greenhouse gas (GHG) emissions generated annually by the Town, Schools, Water District, Sewer District and Library. The Town generates about 800 metric tons annually, and about 25% of this comes from our consumption of electricity. (Please see attached graph from Lucy’s presentation.) The goal, we have been told, is to get our GHG emissions down to zero.

The Town has been a participant in Maine Power Options (MPO), an energy-purchasing consortium in Maine that serves local governments and non-profits. This entity handles the bidding and administrative functions of procuring electricity for its members. (Please see attached printout about MPO.) The Town’s current contract with MPO will expire in November and they have contacted me about renewal. The plan we have now focuses on low cost, and has proven to be very stable and affordable. We could continue with that plan, but I asked to see our current plan side by side with a zero GHG option. Turns out that wind power is the most affordable green option at this time. For about $500 more per year, the Town can utilize zero GHG electricity for all its needs, including streetlights when we get to that point. The cost differential is minimal. If we go this route I believe there will be one or more additional contracts to sign (with the energy providers).

**RECOMMENDATION**: I am asking the Board to authorize me to renew our contract with MPO to purchase electricity, and to obtain green energy to help the Town meet its goal of reducing greenhouse gas emissions.

**PROPOSED MOTION**: I move to authorize the Town Manager to enter into a new multi-year agreement with Maine Power Options to facilitate the purchase of Green E-certified electricity for all Town users, and to execute all subsidiary contract relating to such.
| FISCAL IMPACT: minimal, to be absorbed by each Department which pays for electricity. |
| DEPARTMENT LINE ITEM ACCOUNT: |
| BALANCE IN LINE ITEM IF APPROVED: |

Prepared by Stephen H. Burns, Town Manager: ______________________
FY17 GHG Emissions by Sector and End-User

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

Legend:
- Electricity
- Heating Fuel
- Vehicles

Metric Tons CO₂e
 Maine PowerOptions

Who Is Maine PowerOptions?

Maine PowerOptions is an energy-purchasing consortium that serves as an aggregator for Maine's local governmental and non-profit organizations. Our group-purchasing programs are designed to increase the buying power of eligible participant organizations for the purchase of fuel oil and electricity. The result is greater benefits for Maine's non-profit organizations, higher education institutions, health care organizations, water, sewer, and school districts, and municipalities. Maine PowerOptions is a program co-sponsored by the Maine Health and Higher Educational Facilities Authority and the Maine Municipal Bond Bank.

What Does Maine PowerOptions Do?

The purpose of Maine PowerOptions is to bring together or 'pool' local governmental and non-profit organizations, analyze their combined energy needs, and negotiate pricing with suppliers to achieve the best value for our member organizations. By joining the Maine PowerOptions aggregation your organization's buying power will be greatly enhanced with all future electricity and fuel oil purchases. The organization is currently comprised of over 800 member organizations throughout the state. On behalf of our members, we assume all administrative responsibilities associated with energy bids and contract negotiation process with potential suppliers. Competitive pricing offers are then presented to members for consideration and voluntary participation.

Maine PowerOptions will benefit your organization by:

- Providing informational and competitive opportunities for energy procurement.
- Determining the needs of your organization and working with suppliers to meet those needs.
- Serving as your advocate in negotiations with utilities, suppliers and regulatory agencies.
- Monitoring the quality of the supplier service and product.
- Continuously assessing the needs for new programs such as natural gas, energy management, demand response and carbon offsets.
Steve,

Seeing some good reductions in price today and wanted to share these with you, also an error detected in my estimates on delivery costs.

Delivery costs without street light accounts are roughly $19,878, I had failed to include service charges for any of the accounts which adds about $5032 to expense. This would move rate for all delivery except street lights to about $0.077/kwh on delivery.
Supply costs for all accounts except street lights are about $15,396- total expense for all accounts except street lights would be about $35,274- that is for usage of 257,461 kwh. Approximate overall rate for these accounts would be $0.137/kwh

Street Light usage is 385,075 kwh annually and supply costs at $0.0598/kwh keep the annual supply expense at about $23,027.

In below the ‘brown’ or conventional energy choice is on the left, today we can lower your expense from $38,424 to $38,103.
On the right is the Green E certified choice from Wind (have not been able to obtain solar REC options yet).
The increase in expense in an annual term to be ‘Green” is about $257 more

<table>
<thead>
<tr>
<th>York ME Town of</th>
<th>York ME Town of</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 Accounts</td>
<td></td>
</tr>
<tr>
<td>Annual Usage: 642,549 kwh</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Fixed Pricing, utility billed</th>
<th>Fixed Price, utility billed, 100% Green</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov19 – Nov20: $0.0609</td>
<td>Nov19 – Nov20: $0.0617</td>
</tr>
<tr>
<td>Nov19 – Nov21: $0.0602</td>
<td>Nov19 – Nov21: $0.0611</td>
</tr>
<tr>
<td>Nov19 – Nov22: $0.0595</td>
<td>Nov19 – Nov22: $0.0604</td>
</tr>
<tr>
<td><strong>Nov19 – Nov23: $0.0593</strong></td>
<td><strong>Nov19 – Nov23: $0.0602</strong></td>
</tr>
</tbody>
</table>

Let me know if you have questions, good opportunities

Best

Jon

Jonathan R. Youde
REQUEST FOR ACTION BY BOARD OF SELECTMEN

<table>
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<tr>
<th>DATE SUBMITTED:</th>
<th>June 6, 2019</th>
<th>ACTION</th>
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<tbody>
<tr>
<td>DATE ACTION REQUESTED</td>
<td>June 10, 2019</td>
<td>DISCUSSION ONLY</td>
<td></td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>Parks and Recreation Board and Village Revitalization Steering Committee Resignations</td>
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DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: We received the following resignations: Frank Wright from the Parks and Recreation Board and Bill Lord from the Village Revitalization Steering Committee.

RECOMMENDATION:

PROPOSED MOTION:
- I move to accept the resignation of Frank Wright from the Parks and Recreation Board.
- I move to accept the resignation of Bill Lord from the Village Revitalization Steering Committee.

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

REVIEWED BY: [Signature]
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: June 6, 2019

DATE ACTION REQUESTED: June 10, 2019

☐ ACTION
□ DISCUSSION ONLY

SUBJECT: Board/Committee Appointments

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: The Board conducted interviews with the following: William Olsen Sr. for the Planning Board and Scott Doughty for the Parks and Recreation Board. The membership for both Boards are as follows:

Parks and Recreation Board
R Brenda Knapp 2021
R Skip Hartwell 2021
R Ron McAllister 2019
R Michael Modern 2019
R Skip Hartwell 2021
R VACANT

Planning Board
R Peter Smith 2020
R Kathleen Kluger 2022
R Al Cotton 2019
R Lewis Stowe 2019
R Wayne Boardman 2021
A Kenneth Churchill 2022
A

The below motion for the Parks and Recreation is to fill the vacant Regular Member position for a full three-year term.
The motion for the Planning Board is to fill the vacant Alternate Member position for a full three-year term – There will also be a vacant Regular member position to fill Lew Stowe’s position after June 30, 2019 if the Selectmen would prefer Mr. Olsen to have a Regular member position.

RECOMMENDATION:
PROPOSED MOTION:
I move to appoint Scott Doughty as a Regular member to the Parks and Recreation Board, with a term expiring June 30, 2022.

I move to appoint William Olsen, Sr. as an Alternate member to the Planning Board, with a term expiring June 30, 2022.

PREPARED BY: ______________________  REVIEWED BY: ______________________
Melissa M. Avery, Assistant to the Town Manager
Planning Board

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Year</th>
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</thead>
<tbody>
<tr>
<td>R</td>
<td>Peter Smith</td>
<td>2020</td>
</tr>
<tr>
<td>R</td>
<td>Kathleen Kluger</td>
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<td>R</td>
<td>Al Cotton</td>
<td>2019</td>
</tr>
<tr>
<td>R</td>
<td>Lewis Stowe</td>
<td>2019</td>
</tr>
<tr>
<td>R</td>
<td>Wayne Boardman</td>
<td>2021</td>
</tr>
<tr>
<td>A</td>
<td>Kenneth Churchill</td>
<td>2022</td>
</tr>
</tbody>
</table>

Interviews Tonight:
- William Olsen, Sr. - Planning Board
- Scott Doughty - Parks and Recreation Board
- Tim Greer - Harbor Board (Re-Appointment)
- Dave Gittins - Harbor Board (Re-Appointment)

Applicants still left to Interview:
- Michael Sinclair - Harbor Board (Re-Appointment)
- Kevin McKinney - Harbor Board
- John Lund - Harbor Board
- Jeremy Reynolds - Harbor Board
- Jeff White - Harbor Board
- Amanda Bouchard - Harbor Board
- Greg Brown - Harbor Board
- Ed Mancini - Harbor Board
- Jody Merrill - Village Revitalization Steering Committee

Parks and Recreation Board

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Year</th>
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<tbody>
<tr>
<td>R</td>
<td>Brenda Knapp</td>
<td>2021</td>
</tr>
<tr>
<td>R</td>
<td>Skip Hartwell</td>
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</tr>
<tr>
<td>R</td>
<td>Ron McAllister</td>
<td>2019</td>
</tr>
<tr>
<td>R</td>
<td>Michael Modern</td>
<td>2019</td>
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</table>

Harbor Board

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>R</td>
<td>Timothy Greer</td>
<td>2019</td>
</tr>
<tr>
<td>R</td>
<td>David Gittins</td>
<td>2019</td>
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<tr>
<td>R</td>
<td>David Webber</td>
<td>2021</td>
</tr>
<tr>
<td>R</td>
<td>Matthew Donnell</td>
<td>2020</td>
</tr>
<tr>
<td>R</td>
<td>Michael Sinclair</td>
<td>2019</td>
</tr>
<tr>
<td>A</td>
<td>Nicholas Strater</td>
<td>2020</td>
</tr>
<tr>
<td>A</td>
<td>John Graning</td>
<td>2021</td>
</tr>
</tbody>
</table>
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: June 5, 2019
DATE ACTION REQUESTED: June 10, 2019
SUBJECT: Timeline for Special Budget Referenda in November 2019

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: There must be a Special Budget Referendum in November 2019 if the Town voters are to decide whether to purchase the Davis property. The goal is to have the Special Budget Referendum coincide with the General Referendum to maximize voter participation, and to minimize the cost. The General Referendum will be held on Tuesday, November 5th.

A proposed timeline is attached. It will require two special meetings of the Board of Selectmen, and one by the Budget Committee.

I am copying Budget Committee Chair Nan Graves because her Board must also be in agreement with this schedule.

RECOMMENDATION: Provide feedback and I'll adjust as necessary. No formal action required.

PROPOSED MOTION: n.a.

Prepared by Stephen H. Burns, Town Manager:
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Day</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>November General Referendum</td>
<td>November 5, 2019</td>
<td>Tuesday</td>
<td></td>
</tr>
<tr>
<td>Required submittal to Town Clerk</td>
<td>September 6, 2019</td>
<td>Friday</td>
<td>60 days prior to referendum</td>
</tr>
<tr>
<td>Board of Selectmen - preference votes</td>
<td>August 30, 2019</td>
<td>Friday</td>
<td>(alternatively, Sept. 4)</td>
</tr>
<tr>
<td>Ideal Budget Committee PH/Action</td>
<td>August 29, 2019</td>
<td>Thursday</td>
<td>between 60 to 70 days prior to referendum</td>
</tr>
<tr>
<td>Earliest possible Bud. Com. PH date</td>
<td>August 27, 2019</td>
<td>Tuesday</td>
<td>70 days prior to referendum</td>
</tr>
<tr>
<td>Board of Selectmen refer to Bud. Com.</td>
<td>August 19, 2019</td>
<td>Monday</td>
<td>not more than 10 days prior to Bud Com PH</td>
</tr>
<tr>
<td>Meeting packet available for BOS mtg.</td>
<td>August 15, 2019</td>
<td>Thursday</td>
<td>This is the date by which negotiations must be complete</td>
</tr>
</tbody>
</table>

special meeting
REQUEST FOR ACTION BY BOARD OF SELECTMEN

<table>
<thead>
<tr>
<th>DATE SUBMITTED: June 5, 2019</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE ACTION REQUESTED: June 10, 2019</td>
<td>DISCUSSION ONLY</td>
</tr>
<tr>
<td>SUBJECT: Timeline for May 2020 Budget Referendum</td>
<td></td>
</tr>
</tbody>
</table>

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: A draft timeline is attached for your information and discussion. There are still a few blanks. I welcome any feedback.

RECOMMENDATION: n.a.

PROPOSED MOTION: n.a.

Prepared by Stephen H. Burns, Town Manager:
**CHECKLIST: May 16, 2020 Budget Referendum**

**DRAFT version: 5/2/2019**

**NOTE:** Town Budget (per Charter Article II §12.A) includes both the Municipal and School operating budgets.

<table>
<thead>
<tr>
<th>Responsible Party</th>
<th>Charter Reference</th>
<th>General Timeframe</th>
<th>Absolute Calendar Deadline Dates</th>
<th>Target Date</th>
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<tbody>
<tr>
<td>BOS</td>
<td>Article II §6 A</td>
<td>Late Summer</td>
<td>September 5, 2019</td>
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<tr>
<td>Director of BOS</td>
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<tr>
<td>Discussion of BOS</td>
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<tr>
<td>Manager</td>
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</tr>
<tr>
<td>BOS</td>
<td>Article II §6 A</td>
<td>January</td>
<td>January 13, 2020</td>
<td></td>
</tr>
<tr>
<td>Pers. Policy</td>
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<td>Manager</td>
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<tr>
<td>WPL</td>
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<td>Manager</td>
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<tr>
<td>BOS</td>
<td>Article II §6 A</td>
<td>January</td>
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<tr>
<td>Manager</td>
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</tbody>
</table>

**Public Hearing #1** (same meeting as 5-9-20) - operating & capital

- prepare public notice
  - Finance Director: Thursday prior to publication
  - Finance Director: January 9, 2020
- e-mail public notice to newspaper for publication
  - Finance Director: January 10, 2020
- prepare budget materials for posting/public consideration
  - Bus. Mgr./Fin.Dir.: prior to publication
  - Finance Director: January 14, 2020
- post-public notice in TM and around Town
  - Finance Director: prior to publication
  - Finance Director: January 14, 2020
- post materials and public notice on website (BOS, TC, School)
  - Bus. Mgr./Fin.Dir.: prior to publication
  - Finance Director: January 14, 2020
- provide materials and public notice to Town Clerk
  - Finance Director: prior to publication
  - Finance Director: January 14, 2020
- e-mail public notice to newspaper for publication
  - Finance Director: February 12, 2020
- prepare budget materials for posting/public consideration
  - Finance Director: February 13, 2020
- post-public notice in TM and around Town
  - Finance Director: February 13, 2020
- post materials and public notice on website (BOS, TC, School)
  - Bus. Mgr./Fin.Dir.: prior to publication
  - Finance Director: February 13, 2020
- provide materials and public notice to Town Clerk
  - Finance Director: prior to publication
  - Finance Director: February 13, 2020
- public notice published in York Weekly
  - Finance Director: Wednesday prior to Pri
  - Finance Director: February 13, 2020

**Conduct the Public Hearing**

- BOS: February 25, 2020

**Prepare draft ballot questions and distribute for review**

- BOS: February 26, 2020

**Review/revise budget task’s questions and make final adjustments**

- BOS: February 26, 2020

**Public Hearing #2** (same meeting as preference votes)

- prepare public notice
  - Finance Director: Thursday prior to publication
  - Finance Director: March 9, 2020
- e-mail public notice to newspaper for publication
  - Finance Director: March 9, 2020
- prepare budget materials for posting/public consideration
  - Finance Director: March 9, 2020
- post-public notice in TM and around Town
  - Finance Director: March 9, 2020
- post materials and public notice on website (BOS, TC, School)
  - Bus. Mgr./Fin.Dir.: prior to publication
  - Finance Director: March 9, 2020
- provide materials and public notice to Town Clerk
  - Finance Director: prior to publication
  - Finance Director: March 9, 2020
- public notice published in York Weekly
  - Finance Director: Wednesday prior to Pri
  - Finance Director: March 9, 2020

**Conduct the Public Hearing**

- BOS: March 9, 2020

**Preferense votes for Town and Capital budgets**

- BOS: March 10, 2020

**Return Town and Capital budgets to the Town Manager**

- BOS: Article II §11.0
- 50-days prior to Bud. Ref.
- March 27, 2020

**Preparation of budget referendum warrant**

- Finance Director: March 3, 2020

**Return Town and Capital budgets to BOS and School Committee**

- BOS: March 8, 2020

**Review Draft Budget Referendum warrant**

- Town Clerk: March 8, 2020

**Public Hearing on third budget referendum warrant**

- prepare budget materials for public consideration
  - Manager: Thursday prior to publication
  - Manager: February 27, 2020
- prepare public notice
  - Manager: Thursday prior to publication
  - Manager: February 27, 2020
- e-mail public notice to newspaper for publication
  - Manager: Friday prior to publication
  - Manager: February 28, 2020
- prepare budget materials for posting/public consideration
  - Manager: Friday prior to publication
  - Manager: February 28, 2020
- post-public notice in TM and around Town
  - Manager: Friday prior to publication
  - Manager: February 28, 2020
- post materials and public notice on website (BOS, TC, School)
  - Bus. Mgr./Fin.Dir.: Friday prior to publication
  - Finance Director: February 28, 2020
- provide materials and public notice to Town Clerk
  - Finance Director: Friday prior to publication
  - Finance Director: February 28, 2020
- e-mail public notice to newspaper for publication
  - Finance Director: Wednesday prior to Pri
  - Finance Director: March 8, 2020

**Conduct the Public Hearing**

- BOS: March 9, 2020

**Set polling hours for the Budget Referendum**

- BOS: March 9, 2020

**Appoint Election Clerks for the Budget Referendum**

- BOS: March 9, 2020

**Prepare preference votes for Municipal and Capital budgets**

- BOS: March 9, 2020

**Preferense votes for School and Capital budgets**

- School Committee: March 10, 2020

**Transmit approved warrant to Town Clerk**

- BOS: Article II §11.0
- 60-days prior to Bud. Ref.
- March 17, 2020

**Public Notice of Budget Referendum**

- Prepare notice
  - Town Clerk: Thursday prior to publication
  - Town Clerk: April 9, 2020
- e-mail notice to newspaper for publication
  - Town Clerk: Friday prior to publication
  - Town Clerk: April 10, 2020
- Print of Notice
  - Town Clerk: Article II §13.C
  - 30 days prior to Ref.
  - April 10, 2020
- Chapter 2
  - Finance Director: 20 days prior to Ref.
  - Finance Director: April 28, 2020
  - Finance Director: April 27, 2020
- Voter Guide
  - Finance Director: April 27, 2020
- Prepare
  - Finance Director: April 27, 2020
- Review
  - Finance Director: April 27, 2020
- Print and distribute
  - Finance Director: Article II §13.A
  - 14 days prior to Ref.
  - May 2, 2020

**Budget Referendum**

- Town Clerk: May 16, 2020

**Certification of the closing results**

- Town Clerk: Article II §16.6
- 3 to 5 days of the Ref.
- May 19, 2020

**Adopt Town Budget**

- BOS: Article II §16.6A
- prior to new FY
- June 30, 2020

**Calculate the FY2020-2021 Town Budget for the Assessment**

- Finance Director: July 2020
- Tax Assessor: July 2020
- Review Possible Overlevy & Tax Rates with the Town Manager
- Tax Assessor: July 2020
- Set Overlevy
- Tax Assessor: July 2020
- Administrative Review of Tax Rate Calculation
  - Finance Director & BOS Chair
  - July 2020
  - July 24, 2020
  - July 25, 2020
  - July 26, 2020
- Set Tax Rate
  - Tax Assessor: July 2020
  - Tax Assessor: July 26, 2020
- Submit MUN Tax Rate Calculation Form to Maine Revenue Service
  - Tax Assessor: early September?
  - Tax Assessor: July 31, 2020
- Prepare and Distribute Tax Bills
  - Tax Collector: mid-August 2020
  - Tax Collector: August 9, 2020