1. Board Of Selectmen's Meeting Materials

Documents:

2019-06-24 BOS AGENDA.PDF
2019-06-24 BOS PACKET!.PDF
BOARD OF SELECTMEN’S MEETING AGENDA
6:00/7:00/7:15 PM  MONDAY, JUNE 24, 2019
YORK PUBLIC LIBRARY

6:00 PM: Joint Meeting with Planning Board

7:00 PM: Executive Session – Title 1 MRS §405.6.F (Poverty Abatement)

7:15 PM: Regular Meeting

Call to Order

Pledge of Allegiance

A. Consent Agenda
   1. June 10, 2019 Meeting Minutes
   2. Business License Renewals
   3. Reoccurring Special Event Permits
   4. Pole Location Permit – Agameuticus Road

B. Minutes

C. Chairman’s Report

D. Manager’s Report

E. Awards
   1. Heating Fuel Bid for Town Facilities
   2. Cliff Walk Repairs – Robin Cogger
   3. Nubble Light Restoration Phase III – Robin Cogger
   4. Electric Vehicle Charging Stations – David White
   5. Harbor Study – David Webber

F. Reports
   1. Energy Matters – Lucy Brennan, Rozanna Patane and Gerry Runte
   2. Ring and RAVE – Captain Szeniawski

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

H. Public Hearings

I. Endorsements

J. Old Business
   1. Discussion: Parking Kiosk Issues
   2. Discussion: Revised Timeline for May 2020 Budget Referendum
   3. Discussion: Trails Agreement for Davis Property Development
   4. Action: Draft Ballot Question and Statement of Fact for Davis Property Question
   5. Action: Mountain Road Properties Reconsideration

K. New Business
   1. Discussion: Food Trucks
   2. Action: Clay Hill Subdivision Release of Irrevocable Letter of Credit
   3. Action: Capital Planning Committee Appointments
   4. Action: Use of Selectmen’s Contingency
   5. Action: Board and Committee Reappointments
   6. Action: Poverty Abatements (#FY19-01 and #FY19-02)

L. Future Agendas
   1. On the Radar

M. Executive Session – Title 1 MRS §405.6.C (Real Estate)

N. Action on Real Estate Matters

O. Other Business

P. Citizens’ Forum

Adjourn
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N. **Action on Real Estate Matters**

O. **Other Business**

P. **Citizens’ Forum**

**Adjourn**
AGENDA
York Planning Board/Board of Selectmen Joint Meeting
Monday, July 24, 2019
6-7:00 PM
York Public Library

1. Joint meeting with the Planning Board (6-7:00)
   - Presentation: “Housing for a Well Rounded Community,” by Matt Peters, President of Elysian Enterprises LLC
   - November 2019 Ordinance Amendments
     1. Zoning Definitions
     2. As-built Plan Requirement for Non-conforming Structure Expansions
     3. Cul-de-sac Specifications
     4. Shoreland Overlay District
     5. Workforce Housing
     6. Medical Marijuana
   - Other

All meetings shall be adjourned no later than 10:30 PM, except with agreement of the majority of the Board.
Proposed Ordinance Amendments

to be considered at a

November 2019 General Referendum

Amendment

1. Zoning Definitions
2. As-built Plan Requirement for Non-conforming Structure Expansions
3. Cul-de-sac Specifications
4. Shoreland Overlay District
5. Workforce Housing
6. Medical Marijuana
Amendment #
Zoning Definitions

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

Article X
The Town hereby ordains to amend the Zoning Ordinance, specifically amending the definition of “building appurtenance” and “driveway.”

Statement of Fact: The purpose of these amendments is to clarify the definition of “building appurtenance” and the definition of “driveway” for code interpretation purposes.

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

Amendment: Amend Article 2, Definitions, by amending the following definitions:

APPURTENANCE, BUILDING: Any visible, functional, or ornamental objects accessory to and part of a building such as, but not limited to, heating, ventilation and air conditioning (HVAC) mechanicals, lightning rods, chimneys, cupolas, etc. solar panels, or ornamental objects such as weathervanes or cupolas.

DRIVEWAY: A route that provides vehicular access to a lot(s) or parking area from either a public or private right-of-way. For the purpose of this definition a driveway shall not consist of an access way around a building designed for emergency use, vehicular drive-through(s) as part of a particular development design, or parking area perimeter access ways used for on-site traffic circulation.
Amendment #
As-built Plan Requirement for Non-conforming Structure
Expansions

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

Article X
The Town hereby ordains to amend the Zoning Ordinance by adding a section to Article 17- Non-conforming Situations, which specifies that after an approved non-conforming structure expansion has been constructed that the Code Enforcement Department is provided with an as-built plan to ensure compliance with the permit.

Statement of Fact: The purpose of this amendment is to ensure that an approved expansion of a non-conforming structure is built to the specifications as originally approved by the Code Enforcement Department.

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

Amendment: Amend Article 2, Definitions, by adding the following definition:

As-built plan: A construction or engineering plan prepared after the completion of construction, by a Maine-Licensed Professional Engineer or Land Surveyor, in such a manner as to accurately identify and depict the location of on-site improvements.

Amendment: Amend Article 17- Non-conforming situations, specifically section 17.2- Non-conforming structures by adding “j” to the following:

17.2 Non-Conforming Structures

17.2.1 Repair, Enlargement

17.2.1.1 Maintenance, Repair and Improvement Without Enlargement. A non-conforming structure may be maintained, repaired and improved, provided there is no enlargement of the structure with respect to its footprint and/or its volume. - AMENDED 04/10/1993, 11/07/2006

17.2.1.2 Enlargement. The standards applicable to Enlargement of Non-Conforming structures, as amended by the voters on November 4, 2008, shall retroactively apply to any application accepted by the Planning Board or Code Enforcement Officer on or after June 26, 2008, the date on which the first public hearing was posted for the amendments. The former Enlargement of Non-Conforming Structures provisions shall apply to applications accepted prior to this date. A non-conforming structure may be enlarged only in conformance with the provisions of this Section. A Code Enforcement Officer shall review the application to determine conformance with these standards, and may impose conditions on an approval to
ensure conformance. Criteria for approval include each of the following: - AMENDED
11/04/2008, 11/03/2009

A. The expansion is not within the 100-year floodplain or on a Coastal Dune;

B. Expansion within the Shoreland Overlay District conforms to the requirements of §8.3.11.4;

C. The expansion satisfies all applicable non-dimensional requirements of the zoning district in which the structure is located;

D. The expansion results in neither expansion of other legal non-conformities nor the creation of any new non-conformities;

E. A one-time vertical expansion of a non-conforming principal structure shall be permitted, provided that:

1. the expansion does not exceed the structure height limits specified in this Ordinance and,
2. in no case may the rear and side yard setbacks be less than five feet, and
3. in no case may the front yard setback be less than 15 feet.
4. in no case may the vertical expansion result in a structure height greater than that of the average height of adjacent principal structures. Adjacency shall be considered the facing, rear, and side lots within a radius of 125’ from the lot boundary;

F. A one-time horizontal expansion shall be permitted, provided that:
1. the expansion shall extend no farther into the setback than the existing non-conforming structure, and
2. the area of the non-conforming structure shall not be more double the area of the original non-conforming structure;
3. in no case may the lot exceed maximum lot coverage.

G. Expansion does not cause or worsen any safety problems, such as but not limited to reduction of sight distances from driveways or intersections; and

H. The purpose of the expansion cannot reasonably be accomplished by expansion which is conforming because of reasons such as the configuration of the structure, topography of the lot, and other such factors.

I. An approved plan for expansion of a non-conforming structure shall be recorded by the applicant with the York County Registry of Deeds, within 90 days of approval. The recorded plan must show the existing and proposed footprint of the non-conforming structure, the existing and proposed structure height, the footprint of any other structures on the parcel, the shoreland zone boundary and evidence of approval by the municipal review authority.
J. In order to verify compliance with an approved plan for expansion of a non-conforming structure, an as-built plan shall be provided to the Code Enforcement Department prior to issuance of a final occupancy permit.
Amendment #

Cul-de-sac Specifications

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

Article X
The Town hereby ordains to amend the Zoning Ordinance, specifically amending footnote “e” in section 5.2- Schedule of Dimensional Regulations regarding street frontage exemptions for lots on cul-de-sacs.

Statement of Fact: The purpose of this amendment is to ensure a cul-de-sac is constructed to Town specifications for any lots that seek street frontage exemptions per footnote “e”- Street Frontage Exemptions within the schedule of dimensional regulations.

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

Amendment: Amend Article 5- Dimensional Regulations, by amending the following definitions:

e. Street Frontage Exemptions - New building lots located at the end of a cul-de-sac may be designed to have less street frontage than is required in the underlying zoning district but shall comply with the following:

   • Have no less than 50 feet of street frontage along the circumference of the cul-de-sac, provided lot width at the location where the principal building is to be constructed is at least equal to the distance normally required for lot frontage in that zoning district;
   • The cul-de-sac is constructed to Town road acceptance standards (See Public Road Acceptance Ordinance for cul-de-sac construction requirements); and
   • All minimum lot line setbacks shall be met.
Amendment #
Shoreland Overlay District

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

Article X
The Town hereby ordains to amend the Zoning Ordinance, specifically amending Article 2 Definitions and Article 8 Shoreland Overlay District.

Statement of Fact: The purpose of this amendment is to continue to ensure compliance with State minimum shoreland overlay district regulation guidelines by defining “Structure Expansion,” include a section regarding allowance of retaining walls within shoreland setbacks in certain circumstances, and amend the section of the shoreland overlay district pertaining to float sizes associated with piers for marinas and commercial fishing uses.

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

Amendment: Amend Article 2, Definitions, by adding the following definitions to be consistent with state shoreland minimum requirements:

Structure, Expansion (not withstanding other sections of the ordinance, this definition pertains to the Shoreland Overlay District only) - an increase in the footprint of a structure, including all extensions such as, but not limited to: attached decks, garages, porches and greenhouses.

Amendment: Amend Article 8, Shoreland Overlay District, by amending section 8.3.6 Piers, Docks, Wharves, Breakwaters, Causeways, Marinas, Bridges, and uses extending over or beyond the Normal High Water Mark of a Waterbody or within a Wetland, and Shoreline Stabilization with the following:

8.3.6.9 A pier may be built only on a tract of land with river frontage on the York River existing as of March 5, 1977; and only on a tract of land with river frontage on the Cape Neddick River or shore frontage on Brave Boat Harbor existing as of May 20, 2017, provided that there is no pier presently on the land and that the following requirements are met:

a. The total area of all floats associated with any single pier shall not exceed 200 square feet, except that floats exceeding 200 square feet in place at a pier before March 6, 1977 shall be allowed to continue, be maintained and repaired. This limitation shall not apply to any pier or wharf with an owner whose use is categorized as “Public, Semi Public, Institutional” per the use tables of Article 4 that is defined as a municipal or commercial marina use. Commercial fishing
uses, as defined in this ordinance, shall be allowed a total float size area not
to exceed 400 square feet with any single pier.

b. Piers shall not be constructed where uplands adjacent to the water body are in
the Resource Protection Subdistrict.

c. Approval pursuant to the Harbor Ordinance shall be required prior to approval of the Code
Enforcement Officer.

**Amendment:** Amend Article 8, Shoreland Overlay District, by amending section 8.3- Structure by
adding the following section pertaining to retaining walls:

**8.3.11.8 Retaining walls.** Retaining walls that are not necessary for erosion control shall meet
the structure setback requirement, except for low retaining walls and associated fill
provided all of the following conditions are met:

a. The site has been previously altered and an effective vegetated buffer does
not exist;

b. The wall(s) is (are) at least 25 feet, horizontal distance, from the normal
high-water line of a water body, tributary stream, or upland edge of a
wetland;

c. The site where the retaining wall will be constructed is legally existing lawn
or is a site eroding from lack of naturally occurring vegetation, and which
cannot be stabilized with vegetative plantings;

d. The total height of the wall(s), in the aggregate, are no more than 24 inches;

e. Retaining walls are located outside of the 100-year floodplain on rivers,
streams, coastal wetlands, and tributary streams, as designated on the
Federal Emergency Management Agency’s (FEMA) Flood Insurance Rate
Maps or Flood Hazard Boundary Maps, or the flood of record, or in the
absence of these, by soil types identified as recent flood plain soils.

f. The area behind the wall is revegetated with grass, shrubs, trees, or a
combination thereof, and no further structural development will occur
within the setback area, including patios and decks; and

g. A vegetated buffer area is established within 25 feet, horizontal distance, of
the normal high-water line of a water body, tributary stream, or upland edge
of a wetland when a natural buffer area does not exist. The buffer area must
meet the following characteristics:

i. The buffer must include shrubs and other woody and herbaceous
vegetation. Where natural ground cover is lacking the area must be
supplemented with leaf or bark mulch;
ii. Vegetation plantings must be in quantities sufficient to retard erosion and provide for effective infiltration of stormwater runoff;

iii. Only native species may be used to establish the buffer area;

iv. A minimum buffer width of 15 feet, horizontal distance, is required, measured perpendicularly to the normal high-water line or upland edge of a wetland;

v. A footpath not to exceed the standards in §8.3.3.2 (a), may traverse the buffer.
Amendment #
Workforce Housing

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

Article X
The Town hereby ordains to amend the Zoning Ordinance, specifically amending the Workforce Affordable Housing Overlay District boundary map and Workforce Affordable Housing Overlay District section of the ordinance and the Open Space Conservation Subdivision Ordinance by adding a section that requires the incorporation of workforce affordable housing in subdivisions of 5 units or greater.

Statement of Fact: The purpose of this amendment is to better achieve minimum guidelines pertaining to Maine municipalities assuring that workforce affordable housing is attainable in a community; that York continues to implement the Town’s Comprehensive Plan sections regarding affordable housing policies (State Goal 4, Town Goal 4.1 and Town Goal 4.2 in the Comprehensive Plan), and that the Town encourages and promotes affordable, decent housing opportunities for all of York’s citizens.

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

Amendment: Amend Article 3, Establishment of Zoning Districts, by amending section 3.16 Workforce Affordable Housing Overlay District with the following:

3.16 Workforce Affordable Housing Overlay District
The Workforce Affordable Housing Overlay District shall be limited to the Town’s Growth Area as defined in the Comprehensive Plan on November 2, 2008. This Growth Area contains most, but not all, of the area bounded by the Maine Turnpike to the west, the Atlantic Ocean to the east, the York River to the south, and the Cape Neddick River to the north.
The Workforce Affordable Housing Overlay District shall include the lots as shown on a map entitled, “York Zoning Ordinance: “Workforce Affordable Housing Overlay District” dated May 6, 2019.

Amendment: Amend Article 7, Special Provisions, by amending section 7.6.4 Development Standards for Open Space Conservation Subdivisions as follows:

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C. Workforce Affordable Housing. A proposed subdivision development that consists of five (5) or more dwelling units shall include at least ten percent (10%) of the total number of dwelling units within the development as workforce affordable housing. All calculations for deciding the number of workforce affordable housing units required in a particular development shall be rounded to up to the nearest whole number.

**Density Bonus:** A density bonus incentive of twenty percent (20%) above that indicated by the yield plan shall be allowed if at least twenty five percent (25%), rounded to the nearest whole number, of the proposed dwelling units within a residential open space conservation subdivision development are defined as “workforce affordable housing” as determined by the Planning Board. The following standards shall also apply:

**Amendment:** Amend Article 10-F, Workforce Affordable Housing Overlay District as follows:

**ARTICLE TEN-F**

**WORKFORCE AFFORDABLE HOUSING OVERLAY DISTRICT**

**10-F.1 Workforce Affordable Housing Overlay District**
The provisions of this Article pertain to the Workforce Affordable Housing Overlay District as described in section 3.16.

**10-F.2 Land Uses**

**10-F.2.1** This Workforce Affordable Housing Overlay District is established to permit residential zoning at higher density than what is presently allowed in the underlying base zoning district. The provisions of the overlay district apply specifically to Workforce Affordable Housing, as defined in this ordinance. Unless otherwise specified, all other uses shall comply with the standards of the underlying zoning district and any applicable overlay districts.

**10-F.2.2** Use of this Workforce Affordable Housing Overlay District shall be limited to housing developed or managed by York Housing or another qualified non-profit housing corporation as defined by 30-A M.R.S.A., Section 5002(13).

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**AMENDED 11/02/2010**

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10-F.2.3 Maximum Number of Units: The maximum number of units allowed for Workforce Affordable Housing is 12 per year. Any unallocated units in any year may be accumulated (banked) for use in future years, provided not more than 36 units are carried forward at the end of any calendar year. All such units are available to eligible builders as defined in §10-F.2.2 on a first-come, first-served basis. Reserved

10-F.2.4 Supplemental Uses. For each 10 units of newly constructed Workforce Affordable Housing in a single project, a portion of the project may be developed for one or more uses which supplement the project. Only supplemental uses which the Planning Board finds will complement the livability of the project for its residents without unduly impacting the surrounding neighborhood shall be allowed. Such use may include, but is not limited to a place of worship, community center, neighborhood convenience store, and coffee shop, provided the use is permitted in the base zoning district in which it is located. The maximum floor area shall be limited to 200 square feet per unit of Workforce Affordable Housing. - AMENDED 11/03/2009

10-F.3 Dimensional Regulations

10-F.3.1 Schedule of Dimensional Regulations for All Newly Constructed Workforce Affordable Housing

Minimum land area (sq. ft.) per site: 3/4 acre or as specified in the underlying zone, regardless of the number of units, whichever is less restrictive.

Minimum street frontage (ft.): As specified in the underlying zone.

Minimum front yard setback (ft.): As specified in the underlying zone.

Minimum side and rear yard setback (ft): Buildings shall be set back a minimum of $30 \text{ feet}. Where this standard conflicts with §5.2 the less restrictive standard shall apply.

Maximum coverage (percent): 50%, or that specified in the underlying base zoning district, whichever is less restrictive. - AMENDED 11/03/2009

Maximum building height: 35 feet

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10-F.3.2 **Schedule of Dimensional Regulations for Conversion of Existing Buildings**
Any existing building(s), whether conforming or non-conforming, may be converted to Workforce Affordable Housing within the footprint of the existing building or buildings.

10-F.3.3 **Floor Area**
Each dwelling unit in Workforce Affordable Housing shall have no less than 500 square feet and no more than 1,500 square feet of living space. Where this standard conflicts with §5.3, the less restrictive standard shall apply.

10-F.3.4 **Density**
A. The minimum land area for each newly constructed Workforce Affordable Housing dwelling unit for purchase, as defined in this Ordinance, shall be:
   1) 8,000 sq. ft. of suitable land, if the land is serviced by both public sewer and public water; or
   2) 20,000 sq. ft. of suitable land if the land is serviced by either public sewer or public water, but not by both; or
   3) 30,000 sq. ft. of suitable land if the land is not serviced by either public sewer or public water. Where this standard conflicts with §5.2 or §5.4, the less restrictive standard shall apply.

B. The minimum land area for each Workforce Affordable Housing dwelling unit for rent shall be 3,000 sq. ft. of suitable land, except that, if a building to be used for such housing is in existence at the time this ordinance is enacted, the minimum land area of 3,000 sq. ft per unit is not applicable and that building may be converted into Workforce Affordable Housing rental units within the footprint of the existing building.

C. In all cases, the maximum density for Workforce Affordable Housing which is not serviced by public sewer shall not exceed the standards of the State Minimum Lot Size Law (Title 12 M.R.S.A. §4807 et seq.).

"Suitable land" is land that does not include: any areas of wetland; land in the Resource Protection Subdistrict of the Shoreland Overlay District; or slopes in excess of 30%. The increased density standards described in this section do not apply to any portions of a proposed Workforce Affordable Housing site that lie in the Shoreland Overlay District. Such portions shall be governed by the density standards of the Shoreland Overlay District.

10-F.4 **Performance Standards**

10-F.4.1 **Sewer and Water Supply**

_Draft Amendment to be voted in November 2019_
All Workforce Affordable Housing dwelling units shall be connected to public sewer when there is a public sewer line capable of servicing the development within 750 feet of the proposed development at its nearest point or to a public water supply if an existing public water system line with adequate supply is within 750 feet of the site, or both.

10-F.4.2 Architectural Appearance

For all new construction of Workforce Affordable Housing, the applicant shall demonstrate compliance with the following standards, and the permit-issuing authority shall not unreasonably withhold its approval based on these issues:

A. Buildings Which Will Front on an Existing Street. For all newly constructed buildings which will front on an existing street adjacent to the property, the following standards shall apply:

1. Rhythm of Building Spacing. The pattern of building facades and adjacent open spaces between buildings shall be compatible with those other structures which are visually related.

2. Relationship of Materials, Textures and Colors. The materials, textures and colors of the building’s exterior shall be compatible with those other structures which are visually related.

3. Roof Shape. The proposed roof shape shall be compatible with the roof shapes of those other structures which are visually related.

4. Size and Massing of Buildings. The size of the proposed building, and its massing in relationship to adjacent open spaces, shall be compatible with these patterns of those other structures which are visually related.

5. Building Design. Buildings shall be developed in a way that encourages diversity in housing type, style and design. Strict uniformity, especially for single family dwelling units, shall be discouraged.

As it pertains to §10-F.4.2.A, structures considered to be visually related to the newly proposed units shall be separately determined for each new building, and shall include only those principal structures visible in winter (minimum foliage) from a point directly in front of the center of the proposed new building at the road centerline and at a height of 5′ above the road surface.

B. For All Other Buildings. For all other newly constructed buildings within the project, the following standards shall apply:
1. **Relationship of Materials, Textures and Colors.** The materials, textures and colors of each building’s exterior shall be compatible with the majority of structures located within 250’ of the perimeter of the property being developed, and internally with each other.

2. **Roof Shape.** The proposed roof shape shall be compatible with the roof shapes of the majority of structures located within 250’ of the perimeter of the property being developed, and internally with each other.

3. **Size and Mass of Buildings.** For any newly proposed building within 100’ of the perimeter property boundary, the size of the proposed building, and its mass in relationship to adjacent open spaces, shall be compatible with these patterns found among existing buildings within 250’ of the proposed building. - ***AMENDED 11/03/2009***

4. **Building Design.** Buildings shall be developed in a way that encourages diversity in housing type, style and design. Strict uniformity, especially for single family dwelling units, shall be discouraged.

10-F.4.3 **Buffers and Landscaping**
Section 10-F.4.3.1 is applicable to all Workforce Affordable Housing and §10-F.4.3.3, §10-F.4.3.4, and §10-F.4.3.5, are applicable to all large projects as defined by §10-F.4.3.2.

10-F.4.3.1 Any Workforce Affordable Housing, regardless of size, shall submit a landscape plan prepared by a Maine-licensed landscape architect for the parking areas that serve the development, with adequate provision for screening the parking areas from adjacent properties.

10-F.4.3.2 In addition, any Workforce Affordable Housing with more than 15 dwelling units that abuts a lot in a residential district, or in residential use shall comply with the standards in §10-F.4.3.3 through §10-F.4.3.5.

10-F.4.3.3 The first 30 feet of the side or rear yard, measured from the property line, shall be retained in its natural vegetated state to the maximum extent possible to provide a visual screen between the abutting lot and the Workforce Affordable Housing site. Any site where a building in excess of twenty-five (25) feet in height is adjacent to abutting property, the minimum required buffer width shall be increased to 45 feet.

10-F.4.3.4 When the natural buffering does not exist, cannot be fully retained as a visual

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screen, or, in the sole judgment of the Permit Authority is not sufficient to achieve an effective visual screen, the first 30 feet of the side or rear yard setback shall be landscaped to create the visual screen (or where a building with a building height in excess of 25' is adjacent to abutting property, the minimum buffer width shall be increased to 45 feet), in accordance with the following procedure and standards:

a. For the purpose of this subsection, a "canopy tree" is a deciduous tree that reaches at least 35 feet in height at maturity and at the time of planting has a minimum 2-inch caliper six inches above the ground and a height of at least 8 feet. An "evergreen tree" reaches 10 to 35 feet in height at maturity and at time of planting has a minimum 1-1/2-inch caliper six inches above the ground and a minimum height of at least 6 feet. A "shrub" reaches 2 to 10 feet in height and at planting shall be at least 18 inches in height.

b. Further, for the purpose of this subsection, one canopy tree shall be equal to 10 "plant units", one evergreen tree shall be equal to 5 "plant units", one under-story tree shall be equal to 5 "plant units", and one shrub shall be equal to 1 "plant unit".

c. In each rear or side yard abutting a lot in a residential district or residential use, the required buffer shall include sufficient trees and shrubs to total a minimum of 120 "plant units" per 100 feet of length of yard area, and at least 60 of these "plant units" shall be achieved with canopy and evergreen trees. Each mature canopy or evergreen tree existing in the required setback prior to the development and retained in good condition shall be awarded double the "plant units" assigned to a newly planted tree. If any such retained tree dies within five years of the date of the building permit issued for the development, it shall be replaced with two canopy or evergreen trees as described in this section. New plantings required by this section that die shall be replaced within one growing season.

d. Because different sites will have different potential impacts on the abutting lots, the applicant shall submit at least two alternative plans for the buffer yards prepared by a landscape architect licensed in the State of Maine. The first plan shall demonstrate the means by which the landscaping will create a dense screen that blocks virtually all visibility between the abutting lot and the applicant's development. The second plan shall arrange the landscaping in clusters of plantings or other suitable arrangement to allow filtered views of the development from the abutting property. The Permit Authority may ask for additional alternatives as it considers appropriate and

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necessary. The decisions as to which plan or which combination of plans is appropriate for the site shall be the Permit Authority’s.

10-F.4.3.5 In addition to the landscaping of side and rear yards required to serve as buffers between the development and abutting lots in residential districts or a residential use, the applicant shall submit a landscape plan, prepared by a landscape architect licensed in the State of Maine, for other yard areas, parking areas, public areas and site entrances, in accordance with §7.17 of the Town of York Site Plan and Subdivision Regulations.

10-F.4.4 **Energy Efficiency**
Controlling the ongoing utility costs for home occupants is an important component of maintaining affordability. All newly constructed Workforce Affordable Housing units shall be required to obtain an Energy Star certification prior to issuance of an occupancy permit. This certification must be obtained from a Certified Rater who is a member of RESNET (Residential Energy Services Network), or as required under the Energy Star Program as specified in the application requirements at www.energystar.gov.

For additional information, see the following web pages:
Energy Star: www.energystar.gov

10-F.4.5 **Village Green Design.**
For a new application for 10 or more units of single-family detached and/or duplex units, but not counting multi-family units, of Workforce Affordable Housing, a village green design shall be the preferred option. The village green design shall be required for these units, provided the Planning Board determines such design is feasible given the configuration of the property. The Board may also permit conventional patterns of housing along existing street frontage. A village green design means each of the units shall front on a central, shared common space. Each building shall face this common space, shall have pedestrian access through this space, and shall have shared rights to use this space. The central, shared common space shall be comprised of at least 10% of the required land area for the units, and shall be designated for active use of the residents. It may include a central lawn or green, garden plots, walkways, a playground, and other such active uses. It shall not be used for parking, roads, or driveways, but may have septic leach beds located underneath provided the septic design and proposed use above are compatible with each other. Vehicular access shall be via one or more shared driveways located to the back side of the homes. If one or more garages will be incorporated into the principal structure, the garage doors shall face away from the central, shared common space, and the design of the garage doors shall be such that the architectural treatment makes the doors aesthetically compatible with the building designs. - AMENDED 11/03/2009
10-F.5 **Permit Authority**
Authority to review and decide on an application for Workforce Affordable Housing shall rest with the Code Enforcement Officer, except the Planning Board shall have such authority if the number of units being created constitutes a subdivision.

10-F.6 **Governance**
Regardless of the entity that builds Workforce Affordable Housing Units under this ordinance, a qualified non-profit housing corporation shall qualify all applicants for Work Force Affordable Housing as to the income, employment, and residence preferences as prescribed herein, and will adhere to established legal covenants for occupancy and resale, each of which shall be set forth as covenants in all deeds to buyers and to run with the properties in perpetuity, as stated below:

A. Residents of Workforce Affordable Housing will not be required to leave their residences even if their income(s) rise or their employment changes, provided that this residence remains their primary year-round residence;

B. A qualified non-profit housing corporation shall follow the Resale Price Calculation and procedures to allow homeowners to possibly accrue limited equity, while preserving the long-term affordability of units within the established Workforce Affordable Housing income limits;

C. When owners of Workforce Affordable Housing units choose to sell their homes, the qualified non-profit housing corporation that developed the units shall be given the first option to repurchase the homes. In the event the qualified non-profit housing corporation declines its option to purchase a unit, the owner may sell it to a household that meets the income limits and fits one of the location preferences set forth in this ordinance, as determined by the qualified non-profit housing corporation. All sales shall be subject to the Resale Price Calculation.

D. Resale Price Calculation. Any unit of Workforce Affordable Housing that is offered for sale shall be limited in its maximum resale price. The total resale price must not exceed the percentage of the property’s fair market value (as determined by an independent real estate appraiser) that the seller paid for the property at the time of his or her purchase. For example, if the seller paid $200,000.00 for a Workforce Affordable Home whose fair market value was determined to be

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$250,000.00 (that is, 80% of the fair market value), then the maximum resale price of the property, if appraised at $300,000.00, would be 80% of that value, or $240,000.00. Notwithstanding the above calculation, the resale price must not exceed an amount that is affordable for households of moderate income as defined herein. - AMENDED 11/04/2008, 11/02/2010

10-F.7 Selection Priorities
Preferences will be granted in the following order to income-qualified applicants for Workforce Affordable Housing:

1) At least one member of a qualifying household living and working full-time (as defined by the person’s employer) in York;
2) At least one member of a qualifying household working full-time in York but living elsewhere; and
3) At least one member of a qualifying household living in York but working within a 10-mile radius of the boundaries of York; and
4) Families employed and working with structured services, as defined by the office of General Assistance and the Town of York.

Veterans’ preferences shall be consistent with H.U.D. Handbook 4350.3, Rev. 1, Change 2, and all applicable Fair Housing regulations as defined under U.S.C. 101(2).
Amendment #
Medical Marijuana

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

Article X
The Town hereby ordains to amend the Zoning Ordinance, specifically amending Article 2 Definitions, Article 4 Use Regulations, Article 8 Shoreland Overlay District, and Article 7 Special Provisions by incorporating new use definitions and requirements regarding Medical Marijuana.

Statement of Fact: The purpose of this amendment is to integrate new use definitions and standards in the zoning ordinance regarding medical marijuana only that was incorporated as part of the Maine Medical Use of Marijuana Act, which was recently amended in the Maine legislature.

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

Amendment: Amend Article 2, Definitions, by amending the following definitions regarding Medical Marijuana:

MARIJUANA: As defined in State Administrative Rules (10-144 CMR Chapter 122), §1.17, “Marijuana.”

MARIJUANA CONCENTRATE: The resin extracted from any part of a marijuana plant and every compound, manufacture, salt, derivative, mixture or preparation from such resin, including, but not limited to, hashish.

MARIJUANA EXTRACTION: The process of extracting marijuana concentrate from marijuana using water, lipids, gases, solvents or other chemicals or chemical processes.

MEDICAL MARIJUANA PRODUCT: Marijuana that is acquired, possessed, cultivated, manufactured, used, delivered, transferred or transported to treat or alleviate a qualifying patient’s debilitating medical condition or symptoms associated with the qualifying patient’s debilitating medical condition. A product composed of harvested marijuana and other ingredients that is intended for medical use. "Marijuana product" includes, but is not limited to, an edible marijuana product, a marijuana ointment and a marijuana tincture. Medical Marijuana Product” does not include Marijuana Concentrate.

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MEDICAL MARIJUANA CAREGIVER: A person, licensed hospice provider or licensed nursing facility that is designated by a qualifying patient to assist the qualifying patient with the medical use of marijuana in accordance with state law. A person who is a medical marijuana caregiver must be at least 21 years of age and may not have been convicted of a disqualifying drug offense. A person or an assistant of that person that provides care for a qualifying patient in accordance with Title 22, Chapter 558-C: Maine Medical Use of Marijuana Act, section 2423-A, subsection 2.

MEDICAL MARIJUANA LAND USES: Any of 3-5 types of land uses, defined below, that cover the full range of options for lawful cultivating, processing, storing and distributing medical marijuana. - AMENDED 11/04/2014

- **MEDICAL MARIJUANA HOME PRODUCTION:** Cultivating, processing and/or storing of medical marijuana by a qualifying patient at their own residence or a medical marijuana caregiver at their own primary year-round residence for use by a qualifying patient. This use shall be considered an accessory use.

- **MEDICAL MARIJUANA PRODUCTION MANUFACTURING FACILITY:** A facility used for cultivating, processing and/or storing medical marijuana by a medical marijuana caregiver(s) at a location which is not the medical marijuana caregiver’s primary year-round residence or their patient’s primary year-round residence; the facility can also be used for the production, blending, infusing, compounding or other preparation of marijuana concentrate and marijuana products, including, but not limited to, marijuana extraction or preparation by means of chemical synthesis. A Medical Marijuana Manufacturing Facility shall be either a registered tier 1 or tier 2 manufacturing facility that may contain a person(s) authorized to engage in marijuana extraction as specified under section 2423-F of Title 22, Chapter 558-C: Maine Medical Use of Marijuana Act. This shall be considered a commercial use.

- **MEDICAL MARIJUANA REGISTERED CAREGIVER RETAIL STORE:** A retail store operating pursuant to MRS Title 22, Chapter 558-C: Maine Medical Use of Marijuana Act section 2423-A, subsection 2, paragraph P.

- **MEDICAL MARIJUANA REGISTERED DISPENSARY:** A not-for-profit entity registered pursuant to state law that acquires, possesses, cultivates, manufactures, delivers, transfers, transports, sells, supplies or dispenses marijuana, paraphernalia or related supplies and educational materials to qualifying patients and the primary caregivers of those patients. Note that a dispensary may be either a single facility, or it may be divided into two separate but related facilities where growing is done at only one of the facilities. This shall be considered a commercial use.
use. An entity registered under MRS Title 22, Chapter 558-C: Maine Medical Use of Marijuana Act section 2425-A that acquires, possesses, cultivates, manufactures, delivers, transfers, transports, sells, supplies or dispenses marijuana or related supplies and educational materials to qualifying patients and the caregivers of those patients.

- **MEDICAL MARIJUANA TESTING FACILITY:** A public or private laboratory that:
  
  A. Is authorized in accordance with section 2423-A, subsection 10 to analyze contaminants in and the potency and cannabinoid profile of samples; and
  
  B. Is accredited pursuant to standard ISO/IEC 17025 of the International Organization for Standardization by a 3rd-party accrediting body or is certified, registered or accredited by an organization approved by the department.

**Amendment:** In Article 4, Use Regulations, amend the Commercial Use Category for the Route 1-3 (RT 1-3) zoning district by amending the permitted use term “Medical Marijuana Production Facility” to “Medical Marijuana Manufacturing Facility” as follows:

**Commercial Use Category (RT 1-3)**

- **Service Businesses** –Route One Use Permit from Planning Board required.
- **Store for Retail Sale of Merchandise** – With Less than 20,000 square feet of floor space. Store with less than 5,000 square feet of floor space may also produce goods on site, provided such are sold on site and the production area is smaller in size than the retail area. Route One Use Permit from Planning Board required.
- **Shopping Center** – Provided no single store for retail sale of merchandise exceeds size limitations of zoning district. Route One Use Permit from Planning Board required.
- **Banks, With or Without Drive-Through Windows** – Route One Use Permit from Planning Board required.
- **Grocery Store** – Route One Use Permit from Planning Board required.
- **Laundries and Dry Cleaning Facilities (on Public Sewer)** – Serviced by Public Sewer. Route One Use Permit from Planning Board required.
- **Store for Retail Sale of Merchandise such as but not limited to Lumber Yards and Building Supply Yards where merchandise is stored in the open, provided that all merchandise so stored is screened from ground level view from any abutting residential property** – Route One Use Permit from Planning Board required.
- **Plumbing, Electrical or Carpentry Shop or Other Similar Service or Repair Establishment** – Route One Use Permit from Planning Board required.
- **Medical Marijuana Production Manufacturing Facility**
- Medical Marijuana Registered Dispensary
- Motels/Hotels – Route One Use Permit from Planning Board required.
- Small Lodging and Tourist Homes/Inns – Route One Use Permit from Planning Board required.
- Restaurants – Route One Use Permit from Planning Board required.
- Ice Cream Stands – Route One Use Permit from Planning Board required.
- Garden Centers – Route One Use Permit from Planning Board required.
- Animal Boarding (Commercial) – Permitted only as an accessory use to an approved veterinarian use. Route One Use Permit from Planning Board required.
- Animal Grooming – Route One Use Permit from Planning Board required.
- Animal Hospitals/Veterinarians – Route One Use Permit from Planning Board required.
- Animal Retail Sales – Route One Use Permit from Planning Board required.
- Commercial Schools – With Less than 5,000 square feet of floor space. Boarding of students is prohibited. Route One Use Permit from Planning Board required.
- Day Care Center – As an accessory use to a permitted use only. Route One Use Permit from Planning Board required.
- Fruit and Vegetable Produce Stores – Route One Use Permit from Planning Board required.
- Parking Lot Owned or Managed by a Non-Public Entity for Commercial Purposes. Provided there is No Parking Garage – Route One Use Permit from Planning Board required.
- Artisanal Food and/or Beverage Facility – Retail Sales of Merchandise as part of this use shall not supersede 2,500 square feet of gross floor area. Route One Use Permit from the Planning Board is required.
- EXPRESSLY PROHIBITED: Fast Food Restaurants, whether the use is a principal use or an accessory use; Formula Restaurants, whether the use is a principal use or an accessory use (except that a grocery store or a retail store which sells food shall be permitted to make and serve prepared food or other such products prepared primarily with foods which it sells in the store, that are prepared on-site, for consumption off-site); Truck Stops; Marinas

Amendment: In Article 4, Use Regulations, amend the Commercial Use Category for all zoning districts by adding “Medical Marijuana Registered Caregiver Retail Stores” and “Medical Marijuana Testing Facilities” to the existing list of “expressly prohibited” uses; and amend the use term “Medical Marijuana Production Facility” to “Medical Marijuana Manufacturing Facility” as follows:

RES 1-A and RES 1-B

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• EXPRESSLY PROHIBITED: Service Businesses Serving Local Needs; Small (under 2,500 square feet) Store for Retail Sale of Merchandise; Large Store or Mall (Group of Stores Under Single Roof) With Total Floor Space Over 2,500 Square Feet for Retail Sale of Merchandise; Banks; Antique Shops; Laundries and Dry Cleaning Facilities; Store for Retail Sale of Merchandise such as but not limited to Lumber Yards and Building Supply Yards; Plumbing, Electrical or Carpentry Shop or Other Similar Service or Repair Establishment; Fast Food Restaurants, whether the use is a principal use or an accessory use; Formula Restaurants, whether the use is a principal use or an accessory use; Ice Cream Stands; Truck Stops; Florists; Garden Centers; Pet Shops; Commercial Schools; Day Care Facilities; Fruit and Vegetable Produce Stores; Medical Marijuana Registered Caregiver Retail Stores; Medical Marijuana Production Manufacturing Facility; Medical Marijuana Registered Dispensary; Medical Marijuana Testing Facilities; Artisanal Food and/or Beverage Facility.

RES-2

• EXPRESSLY PROHIBITED: Service Businesses Serving Local Needs; Small (under 2,500 square feet) Store for Retail Sale of Merchandise; Large Store or Mall (Group of Stores Under Single Roof) With Total Floor Space Over 2,500 Square Feet for Retail Sale of Merchandise; Banks; Antique Shops; Laundries and Dry Cleaning Facilities; Store for Retail Sale of Merchandise such as but not limited to Lumber Yards and Building Supply Yards; Plumbing, Electrical or Carpentry Shop or Other Similar Service or Repair Establishment; Fast Food Restaurants, whether the use is a principal use or an accessory use; Formula Restaurants, whether the use is a principal use or an accessory use; Ice Cream Stands; Truck Stops; Marinas; Florists; Garden Centers; Pet Shops; Commercial Schools; Day Care Facilities; Fruit and Vegetable Produce Stores; Medical Marijuana Registered Caregiver Retail Stores; Medical Marijuana Production Manufacturing Facility; Medical Marijuana Registered Dispensary; Medical Marijuana Testing Facilities; Artisanal Food and/or Beverage Facility.

RES-3

• EXPRESSLY PROHIBITED: Service Businesses Serving Local Needs; Small (under 2,500 square feet) Store for Retail Sale of Merchandise; Large Store or Mall (Group of Stores Under Single Roof) With Total Floor Space Over 2,500 Square Feet for Retail Sale of Merchandise; Banks; Antique Shops; Laundries and Dry Cleaning Facilities; Store for Retail Sale of Merchandise such as but not limited to Lumber Yards and Building Supply Yards; Plumbing, Electrical or Carpentry Shop or Other Similar Service or Repair Establishment; Motels/Hotels; Lodging and Tourist Homes/Inns; Restaurants; Fast Food Restaurants, whether the use is a principal use or an accessory use; Formula Restaurants, whether the use is a principal use or an accessory use; Ice Cream Stands; Truck Stops; Marinas; Florists; Garden Centers;

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Pet Shops; Commercial Schools; Day Care Facilities; Fruit and Vegetable Produce Stores; *Medical Marijuana Registered Caregiver Retail Stores*; Medical Marijuana Production Manufacturing Facility; Medical Marijuana Registered Dispensary; *Medical Marijuana Testing Facilities*; Artisanal Food and/or Beverage Facility.

RES-4

- EXPRESSLY PROHIBITED: Service Businesses Serving Local Needs; Small (under 2,500 square feet) Store for Retail Sale of Merchandise; Large Store or Mall (Group of Stores Under Single Roof) With Total Floor Space Over 2,500 Square Feet for Retail Sale of Merchandise; Banks; Antique Shops; Laundries and Dry Cleaning Facilities; Store for Retail Sale of Merchandise such as but not limited to Lumber Yards and Building Supply Yards; Plumbing, Electrical or Carpentry Shop or Other Similar Service or Repair Establishment; Motels/Hotels; Lodging and Tourist Homes/Inns; Restaurants; Fast Food Restaurants, whether the use is a principal use or an accessory use; Formula Restaurants, whether the use is a principal use or an accessory use; Ice Cream Stands; Truck Stops; Marinas; Florists; Garden Centers; Pet Shops; Commercial Schools; Day Care Facilities; Fruit and Vegetable Produce Stores; *Medical Marijuana Registered Caregiver Retail Stores*; Medical Marijuana Production Manufacturing Facility; Medical Marijuana Registered Dispensary; *Medical Marijuana Testing Facilities*; Artisanal Food and/or Beverage Facility.

RES-5

- EXPRESSLY PROHIBITED: Service Businesses Serving Local Needs; Small (under 2,500 square feet) Store for Retail Sale of Merchandise; Large Store or Mall (Group of Stores Under Single Roof) With Total Floor Space Over 2,500 Square Feet for Retail Sale of Merchandise; Banks; Antique Shops; Laundries and Dry Cleaning Facilities; Store for Retail Sale of Merchandise such as but not limited to Lumber Yards and Building Supply Yards; Plumbing, Electrical or Carpentry Shop or Other Similar Service or Repair Establishment; Fast Food Restaurants, whether the use is a principal use or an accessory use; Formula Restaurants, whether the use is a principal use or an accessory use; Truck Stops; Marinas; Florists; Garden Centers; Pet Shops; Commercial Schools; Day Care Facilities; Fruit and Vegetable Produce Stores; *Medical Marijuana Registered Caregiver Retail Stores*; Medical Marijuana Production Manufacturing Facility; Medical Marijuana Registered Dispensary; *Medical Marijuana Testing Facilities*; Artisanal Food and/or Beverage Facility.

RES-6

- EXPRESSLY PROHIBITED: Service Businesses Serving Local Needs; Small (under 2,500 square feet) Store for Retail Sale of Merchandise; Large Store or Mall (Group of Stores Under Single Roof) With Total Floor Space Over 2,500 Square Feet for Retail Sale of Merchandise; Banks; Antique Shops; Laundries and Dry Cleaning Facilities; Store for Retail Sale of Merchandise such as but not limited to Lumber
Yards and Building Supply Yards; Plumbing, Electrical or Carpentry Shop or Other Similar Service or Repair Establishment; Motels/Hotels; Lodging and Tourist Homes/Inns; Restaurants; Fast Food Restaurants, whether the use is a principal use or an accessory use; Formula Restaurants, whether the use is a principal use or an accessory use; Ice Cream Stands; Truck Stops; Florists; Garden Centers; Pet Shops; Commercial Schools; Day Care Facilities; Fruit and Vegetable Produce Stores; Medical Marijuana Registered Caregiver Retail Stores; Medical Marijuana Production Manufacturing Facility; Medical Marijuana Registered Dispensary; Medical Marijuana Testing Facilities; Artisanal Food and/or Beverage Facility.

RES-7

- EXPRESSLY PROHIBITED: Service Businesses Serving Local Needs; Small (under 2,500 square feet) Store for Retail Sale of Merchandise; Large Store or Mall (Group of Stores Under Single Roof) With Total Floor Space Over 2,500 Square Feet for Retail Sale of Merchandise; Banks; Antique Shops; Laundries and Dry Cleaning Facilities; Store for Retail Sale of Merchandise such as but not limited to Lumber Yards and Building Supply Yards; Plumbing, Electrical or Carpentry Shop or Other Similar Service or Repair Establishment; Fast Food Restaurants, whether the use is a principal use or an accessory use; Formula Restaurants, whether the use is a principal use or an accessory use; Truck Stops; Marinas; Florists; Garden Centers; Pet Shops; Commercial Schools; Day Care Facilities; Fruit and Vegetable Produce Stores; Medical Marijuana Registered Caregiver Retail Stores; Medical Marijuana Production Manufacturing Facility; Medical Marijuana Registered Dispensary; Medical Marijuana Testing Facilities; Artisanal Food and/or Beverage Facility.

BUS-1

- EXPRESSLY PROHIBITED: Store for retail sale of merchandise with more than 2,500 square feet of gross floor area; Motels/Hotels; Lodging and Tourist Homes/Inns; Fast Food Restaurants, whether the use is a principal use or an accessory use; Formula Restaurants, whether the use is a principal use or an accessory use; Ice Cream Stands; Truck Stops; Marinas; Garden Centers; Medical Marijuana Registered Caregiver Retail Stores; Medical Marijuana Production Manufacturing Facility; Medical Marijuana Registered Dispensary; Medical Marijuana Testing Facilities; Artisanal Food and/or Beverage Facility.

BUS-2

- EXPRESSLY PROHIBITED: Store for retail sale of merchandise with more than 2,500 square feet of gross floor area; Fast Food Restaurants, whether the use is a principal use or an accessory use; Formula Restaurants, whether the use is a principal use or an accessory use; Truck Stops; Marinas; Garden Centers; Medical Marijuana Registered Caregiver Retail Stores; Medical Marijuana Production Manufacturing Facility; Medical Marijuana Registered Dispensary; Medical Marijuana Testing Facilities; Artisanal Food and/or Beverage Facility.
YBVC

- EXPRESSLY PROHIBITED: Store for Retail Sale of Merchandise such as but not limited to Lumber Yards and Building Supply Yards; Plumbing, Electrical or Carpentry Shop or Other Similar Service or Repair Establishment; Fast Food Restaurants, whether the use is a principal use or an accessory use; Formula Restaurants, whether the use is a principal use or an accessory use; Truck Stops; Marinas; Garden Centers; Commercial Schools; Medical Marijuana Registered Caregiver Retail Stores; Medical Marijuana Production Manufacturing Facility; Medical Marijuana Registered Dispensary; Medical Marijuana Testing Facilities.

YVC-1 and YVC-2

- EXPRESSLY PROHIBITED Motel/Hotel; Fast Food Restaurant, whether the use is a principal use or an accessory use; Formula Restaurant, whether the use is a principal use or an accessory use; Truck Stop; Marina; Medical Marijuana Registered Caregiver Retail Stores; Medical Marijuana Production Manufacturing Facility; Medical Marijuana Registered Dispensary; Medical Marijuana Testing Facilities; Dry Cleaning Facility.

GEN-1

- EXPRESSLY PROHIBITED: Large Store or Mall (Group of Stores Under Single Roof) With Total Floor Space Over 2,500 Square Feet for Retail Sale of Merchandise; Banks; Laundries and Dry Cleaning Facilities; Motels/Hotels; Fast Food Restaurants, whether the use is a principal use or an accessory use; Formula Restaurants, whether the use is a principal use or an accessory use; Truck Stops; Marinas; Medical Marijuana Registered Caregiver Retail Stores; Medical Marijuana Production Manufacturing Facility; Medical Marijuana Registered Dispensary; Medical Marijuana Testing Facilities; Artisanal Food and/or Beverage Facility.

GEN-2

- EXPRESSLY PROHIBITED: Large Store or Mall (Group of Stores Under Single Roof) With Total Floor Space Over 2,500 Square Feet for Retail Sale of Merchandise; Banks; Laundries and Dry Cleaning Facilities; Motels/Hotels; Fast Food Restaurants, whether the use is a principal use or an accessory use; Formula Restaurants, whether the use is a principal use or an accessory use; Truck Stops; Marinas; Medical Marijuana Registered Caregiver Retail Stores; Medical Marijuana Production Manufacturing Facility; Medical Marijuana Registered Dispensary; Medical Marijuana Testing Facilities; Artisanal Food and/or Beverage Facility.

GEN-3

- EXPRESSLY PROHIBITED: Large Store or Mall (Group of Stores Under Single Roof) With Total Floor Space Over 2,500 Square Feet for Retail Sale of Merchandise; Store for Retail Sale of Merchandise such as but not limited to Lumber
Yards and Building Supply Yards wherein merchandise is stored in the open; Motels/Hotels; Fast Food Restaurants, whether the use is a principal use or an accessory use; Formula Restaurants, whether the use is a principal use or an accessory use; Truck Stops; Marinas; Medical Marijuana Registered Caregiver Retail Stores; Medical Marijuana Production Manufacturing Facility; Medical Marijuana Registered Dispensary; Medical Marijuana Testing Facilities.

RT 1-1

- EXPRESSLY PROHIBITED: Service Businesses; Store for Retail Sale of Merchandise; Shopping Center; Banks; Grocery Store; Laundries and Dry Cleaning Facilities; Store for Retail Sale of Merchandise such as but not limited to Lumber Yards and Building Supply Yards; Plumbing, Electrical or Carpentry Shop or Other Similar Service or Repair Establishment; Motels/Hotels; Small Lodging and Tourist Homes/Inns; Restaurants; Fast Food Restaurants, whether the use is a principal use or an accessory use (except that a grocery store or a retail store which sells food shall be permitted to make and serve prepared food or other such products prepared primarily with foods which it sells in the store, that are prepared on-site, for consumption off-site); Ice Cream Stands; Truck Stops; Marinas; Garden Centers; Animal Boarding (Commercial); Animal Grooming; Animal Hospitals/Veterinarians; Animal Retail Sales; Commercial Schools; Fruit and Vegetable Produce Stores; Parking Lot Owned or Managed by a Non-Public Entity for Commercial Purposes, Provided there is No Parking Garage; Medical Marijuana Registered Caregiver Retail Stores; Medical Marijuana Production Manufacturing Facility; Medical Marijuana Registered Dispensary; Medical Marijuana Testing Facilities; Artisanal Food and/or Beverage Facility.

RT 1-2

- EXPRESSLY PROHIBITED: Store for Retail Sale of Merchandise such as but not limited to Lumber Yards and Building Supply Yards; Motels/Hotels; Fast Food Restaurants, whether the use is a principal use or an accessory use; Formula Restaurants, whether the use is a principal use or an accessory use (except that a grocery store or a retail store which sells food shall be permitted to make and serve prepared food or other such products prepared primarily with foods which it sells in the store, that are prepared on-site, for consumption off-site); Truck Stops; Marinas; Parking Lot Owned or Managed by a Non-Public Entity for Commercial Purposes, Provided there is No Parking Garage; Medical Marijuana Registered Caregiver Retail Stores; Medical Marijuana Production Manufacturing Facility; Medical Marijuana Registered Dispensary; Medical Marijuana Testing Facilities.

RT 1-3

- EXPRESSLY PROHIBITED: Fast Food Restaurants, whether the use is a principal use or an accessory use; Formula Restaurants, whether the use is a principal use or
an accessory use (except that a grocery store or a retail store which sells food shall be permitted to make and serve prepared food or other such products prepared primarily with foods which it sells in the store, that are prepared on-site, for consumption off-site); Truck Stops; Marinas; Medical Marijuana Registered Caregiver Retail Stores; Medical Marijuana Testing Facilities.

RT 1-4
- EXPRESSLY PROHIBITED: Grocery Store; Laundries and Dry Cleaning Facilities; Store for Retail Sale of Merchandise such as but not limited to Lumber Yards and Building Supply Yards; Plumbing, Electrical or Carpentry Shop or Other Similar Service or Repair Establishment; Fast Food Restaurants, whether the use is a principal use or an accessory use; Formula Restaurants, whether the use is a principal use or an accessory use (except that a grocery store or a retail store which sells food shall be permitted to make and serve prepared food or other such products prepared primarily with foods which it sells in the store, that are prepared on-site, for consumption off-site); Truck Stops; Marinas; Garden Centers; Animal Grooming; Animal Hospitals/Veterinarians; Animal Retail Sales; Medical Marijuana Registered Caregiver Retail Stores; Medical Marijuana Production Manufacturing Facility; Medical Marijuana Registered Dispensary; Medical Marijuana Testing Facilities.

RT 1-5
- EXPRESSLY PROHIBITED: Laundries and Dry Cleaning Facilities; Store for Retail Sale of Merchandise such as but not limited to Lumber Yards and Building Supply Yards; Motels/Hotels; Fast Food Restaurants, whether the use is a principal use or an accessory use; Formula Restaurants, whether the use is a principal use or an accessory use (except that a grocery store or a retail store which sells food shall be permitted to make and serve prepared food or other such products prepared primarily with foods which it sells in the store, that are prepared on-site, for consumption off-site); Truck Stops; Marinas; Animal Boarding (Commercial); Parking Lot Owned or Managed by a Non-Public Entity for Commercial Purposes, Provided there is No Parking Garage; Medical Marijuana Registered Caregiver Retail Stores; Medical Marijuana Production Manufacturing Facility; Medical Marijuana Registered Dispensary; Medical Marijuana Testing Facilities.

RT1-6
- EXPRESSLY PROHIBITED: Service Businesses; Shopping Center; Banks; Laundries and Dry Cleaning Facilities; Store for Retail Sale of Merchandise such as but not limited to Lumber Yards and Building Supply Yards; Plumbing, Electrical or Carpentry Shop or Other Similar Service or Repair Establishment; Restaurants; Fast
Food Restaurants, whether the use is a principal use or an accessory use; Formula Restaurants, whether the use is a principal use or an accessory use (except that a grocery store or a retail store which sells food shall be permitted to make and serve prepared food or other such products prepared primarily with foods which it sells in the store, that are prepared on-site, for consumption off-site); Ice Cream Stands; Truck Stops; Marinas; Fruit and Vegetable Produce Stores; Parking Lot Owned or Managed by a Non-Public Entity for Commercial Purposes, Provided there is No Parking Garage; Medical Marijuana Registered Caregiver Retail Stores; Medical Marijuana Production Manufacturing Facility; Medical Marijuana Registered Dispensary; Medical Marijuana Testing Facilities; Artisanal Food and/or Beverage Facility.

Amendment: In Article 8, Shoreland Overlay District, amend the Mixed Use Subdistrict by amending the Commercial Use permitted use term “Medical Marijuana Production Facility” to “Medical Marijuana Manufacturing Facility” as follows:

Commercial Use Category (Mixed Use Shoreland)

- Service Businesses Serving Local Needs such as, but not limited to, barber shops, shoe repair, self-service laundry or dry-cleaning pick-up agency, tailoring, printing shop, caterer or other similar uses – Shoreland Permit from the CEO is required.
- Small (under 2,500 square feet) Store for Retail Sale of Merchandise provided all display, storage and sale of materials are conducted within a building and provided there is no manufacturing or assembly on premises – Shoreland Permit from the CEO is required.
- Large Store, or Mall (group of stores under single roof) with total floor space over 2,500 square feet for Retail Sale of Merchandise provided all display, storage, and sales of materials are conducted within a building and provided there is no manufacturing or assembly on the premises – Shoreland Permit from the CEO is required.
- Banks (with or without drive-through window) – Shoreland Permit from the CEO is required.
- Antique Shops – Shoreland Permit from the CEO is required.
- Laundries and Dry Cleaning Facilities (on public sewer) – Shoreland Permit from the CEO is required.
- Store for Retail Sale of Merchandise such as but not limited to Lumber Yards and Building Supply Yards wherein merchandise is stored in the open, provided that all merchandise so stored is screened from ground level view from any abutting residential property – Shoreland Permit from the CEO is required.
- Plumbing, Electrical or Carpentry Shop or Other Similar Service or Repair Establishment – Shoreland Permit from the CEO is required.
- Medical Marijuana Production Manufacturing Facility

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• Medical Marijuana Registered Dispensary
• Motels/Hotels – A transient rental accommodation with cooking facilities in a hotel/motel shall not be rented or leased to the same person or persons for more than 90 days in any 120 consecutive day period. This length of stay shall be considered as a rental or lease of any accommodation with cooking facilities in the same hotel/motel and not only the rental of the same accommodation to the same person or persons. Also, Shoreland Permit from the CEO is required.
• Lodging and Tourist Homes/Inns – Shoreland Permit from the CEO is required.
• Restaurants – Shoreland Permit from the CEO is required.
• Ice Cream Stands – Shoreland Permit from the CEO is required.
• Marinas – Shoreland Permit from the CEO is required.
• Florists – Shoreland Permit from the CEO is required.
• Garden Centers – Shoreland Permit from the CEO is required.
• Pet Shops – Shoreland Permit from the CEO is required.
• Commercial Schools – Shoreland Permit from the CEO is required.
• Day Care Facilities – Shoreland Permit from the CEO is required.
• Fruit and Vegetable Produce Stores – Shoreland Permit from the CEO is required.
• Artisanal Food and/or Beverage Facility (Not to exceed 5,000 square feet). Retail Sales of Merchandise as part of this use shall not supersede 2,500 square feet of gross floor area.
• EXPRESSLY PROHIBITED: Fast Food Restaurants, whether the use is a principal use or an accessory use; Formula Restaurants, whether the use is a principal use or an accessory use; Truck Stops.

Amendment: In Article 8, Shoreland Overlay District, amend the Commercial Use Category for all shoreland subdistricts by adding “Medical Marijuana Registered Caregiver Retail Stores” and “Medical Marijuana Testing Facilities,” and amend the term “Medical Marijuana Production Facility” to “Medical Marijuana Manufacturing Facility” within the existing list of expressly prohibited uses as follows:

8.2.1.A Mixed Use Subdistrict
• EXPRESSLY PROHIBITED: Fast Food Restaurants, whether the use is a principal use or an accessory use; Formula Restaurants, whether the use is a principal use or an accessory use; Truck Stops; Medical Marijuana Registered Caregiver Retail Stores; Medical Marijuana Testing Facilities.

8.2.1.B Limited Residential Subdistrict
• EXPRESSLY PROHIBITED: Service Businesses Serving Local Needs; Small (under 2,500 square feet) Store for Retail Sale of Merchandise; Large Store or Mall (Group of Stores Under Single Roof) With Total Floor Space Over 2,500 Square Feet for Retail Sale of Merchandise; Banks; Launderies and Dry Cleaning Facilities; Store
for Retail Sale of Merchandise such as but not limited to Lumber Yards and Building Supply Yards; Plumbing, Electrical or Carpentry Shop or Other Similar Service or Repair Establishment; Lodging and Tourist Homes/Inns; Fast Food Restaurants, whether the use is a principal use or an accessory use; Formula Restaurants, whether the use is a principal use or an accessory use; Truck Stops; Marinas; Florists; Garden Centers; Pet Shops; Commercial Schools; Day Care Facilities; Fruit and Vegetable Produce Stores; Medical Marijuana Registered Caregiver Retail Stores; Medical Marijuana Production Manufacturing Facility; Medical Marijuana Registered Dispensary; Medical Marijuana Testing Facilities; Artisanal Food and/or Beverage Facility.

8.2.1.C Resource Protection Subdistrict

- EXPRESSLY PROHIBITED: Service Businesses Serving Local Needs; Small (under 2,500 square feet) Store for Retail Sale of Merchandise; Large Store or Mall (Group of Stores Under Single Roof) With Total Floor Space Over 2,500 Square Feet for Retail Sale of Merchandise; Banks; Antique Shops; Laundries and Dry Cleaning Facilities; Store for Retail Sale of Merchandise such as but not limited to Lumber Yards and Building Supply Yards; Plumbing, Electrical or Carpentry Shop or Other Similar Service or Repair Establishment; Motels/Hotels; Lodging and Tourist Homes/Inns; Restaurants; Fast Food Restaurants, whether the use is a principal use or an accessory use; Formula Restaurants, whether the use is a principal use or an accessory use; Ice Cream Stands; Truck Stops; Marinas; Florists; Garden Centers; Pet Shops; Commercial Schools; Day Care Facilities; Fruit and Vegetable Produce Stores; Medical Marijuana Registered Caregiver Retail Stores; Medical Marijuana Production Manufacturing Facility; Medical Marijuana Registered Dispensary; Medical Marijuana Testing Facilities; Artisanal Food and/or Beverage Facility.

Amendment: Amend Article 7, Special Provisions, by amending section 7.18 Medical Marijuana with the following:

7.18 Medical Marijuana

7.18.1 Purpose: The purpose of this Section and related provisions of this Ordinance is to control the cultivation, processing, storage and distribution of medical marijuana by controlling land uses consistent with State law and in a manner that prevents unintended consequences that could adversely impact the Town and its residents.

7.18.2 Exemptions: As an accessory use, Medical Marijuana Home Production shall be allowed in any qualifying patient’s residence or any medical marijuana caregiver’s primary year-round residence in every base zone and overlay zone, without any requirement for land use permitting. As part of a Medical Marijuana Home Production accessory use, qualifying patients or medical marijuana caregivers may be authorized to extract marijuana using inherently hazardous substances per

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Title 22, Chapter 558-C: Maine Medical Use of Marijuana Act, section 2423-F, subsection 3.

7.18.3 Approval Process: Any proposal to establish a new or alter an existing Medical Marijuana Registered Dispensary or Medical Marijuana Production Manufacturing Facility shall require approval of the Planning Board, even if the Planning Board was not required to grant the original local approval. The Planning Board shall follow the application procedures established in Article 18-A. In addition to other public notification requirements, the Town shall notify the York Police Department and the Maine Department of Health and Human Services, Division of Licensing and Regulatory Services prior to the public hearing on any application.

7.18.4 Performance Standards: In addition to other requirements of this and other codes, including but not limited to Article 6, the following shall apply to any application for a new or altered Medical Marijuana Registered Dispensary or a Medical Marijuana production Manufacturing Facility:

A. Limit. There shall be no more than one Medical Marijuana Registered Dispensary in the Town of York.

B. Proximity Limit. Only one Medical Marijuana Registered Dispensary or Medical Marijuana Production Manufacturing Facility shall be permitted per lot. Additionally, no Medical Marijuana Production Manufacturing Facility shall be located on a lot that is within 250 feet of another lot on which a Medical Marijuana Production Manufacturing Facility is located. This separation requirement will prevent a concentration of these facilities and helps to ensure compliance with the State prohibition against collectives.

C. Safe Zones. No Medical Marijuana Registered Dispensary or Medical Marijuana Production Manufacturing Facility shall be permitted within any Safe Zones established by the Board of Selectmen. (Initially designated by the Board of Selectmen on April 9, 2007, and as amended.)

D. Security. Before granting an approval, the Planning Board shall ensure the applicant has reviewed their property and building security plans with the York Police Department and the Police Department finds the security measures are consistent with State requirements.

E. Business License. As a condition of use, the operator of a Medical Marijuana Registered Dispensary or a Medical Marijuana Production Manufacturing Facility shall obtain and retain all required business licenses pursuant to the Town’s Business Licensing Ordinance. The land use approval shall be considered abandoned if no license-holder occupies the Facility for a period of 2 years of more.

F. A Medical Marijuana Manufacturing Facility may contain within the facility, as an accessory use, a Medical Marijuana Testing Facility.

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Board of Selectmen’s Consent Agenda

June 24, 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. June 10, 2019 Meeting Minutes
2. Business License Renewals
3. Reoccurring Special Event Permits
4. Pole Location Permit – Agamenticus Road

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

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


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

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

6:45 PM – Committee Interviews

7:00 PM – Regular Meeting

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

Call to Order

Chairman Todd A. Frederick called the meeting to order at 7:30 PM.

Pledge of Allegiance

A. Consent Agenda

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

Moved by Ms. Blanchard, seconded by Mr. Estes to approve the Consent Agenda. Vote 5-0, motion passes.
B. Minutes

"Listed in Consent Agenda"

C. Chairman's Report

D. Manager's Report

E. Awards

1. Electric Vehicle Charging Stations – Energy Steering Committee

This item will be continued to the next regular meeting.

F. Reports

1. Staffing Study – Ascent Consulting

2. Police Chief – Kathryn Lagasse, Director of Human Resources

Director of Human Resources Kathryn Lagasse announced that Captain Charles Szeniawski will be the next Police Chief for York.

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.

Public Comment: David Chase
                 Janet Drew
                 Michelle Marie

H. Public Hearings

I. Endorsements

1. Business Licenses: Isabel Pletcher with Southwestern Advantage (Transient Seller)

Moved by Mr. Palmer, seconded by Ms. Blanchard to approve the following license: Isabel Pletcher with Southwestern Advantage (Transient Seller). Vote 4-1, Mr. Estes against, motion passes.
J. Old Business

1. Action: Economic Development Consultant

Moved by Ms. McLoughlin, seconded by Mr. Estes to authorize the Town Manager to enter into contact negotiations with Darren Winham to be the Economic Development Consultant for the Green Enterprise Recreation Overlay District with the Board of Selectmen having final authorization to approve the contract. Vote 5-0, motion passes.

2. Action: Mountain Road Deeds

Moved by Mr. Estes, seconded by Ms. Blanchard to remove Section E from Addendum #1 in the Purchase and Sale Agreement with Parallax Properties, LLC, Western Equity Partners, Inc. Vote 1-0, Mr. Palmer, Ms. McLoughlin, Ms. Blanchard and Mr. Frederick against, motion fails.

K. New Business

1. Action: Municipal Electricity Purchase

Moved by Mr. Palmer, seconded by Ms. Blanchard 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. Vote 5-0, motion passes.

2. Action: Parks and Recreation Board and Village Revitalization Steering Committee Resignations

Moved by Ms. Blanchard, seconded by Ms. McLoughlin to accept the resignation of Frank Wright from the Parks and Recreation Board and Bill Lord from the Village Revitalization Steering Committee with regret. Vote 5-0, motion passes.

3. Action: Parks and Recreation Board and Planning Board Appointments

Moved by Mr. Palmer, seconded by Ms. McLoughlin to appoint Scott Doughty as a Regular Member to the Parks and Recreation Board, with a term expiring June 30, 2022. Vote 5-0, motion passes.

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

Public Comment: Roz Anton

Adjourn

Moved by Mr. Palmer, seconded by Mr. Estes to adjourn the meeting at 9:45 PM. Without objection, so ordered.

Respectfully Submitted,

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

DATE SUBMITTED: June 20, 2019

☑ ACTION

DATE ACTION REQUESTED: June 24, 2019

☐ DISCUSSION ONLY

SUBJECT: Business License Renewals

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

RECOMMENDATION: Approve the Business License(s) attached.

PROPOSED MOTION: I move to approve the following licenses:

- Nancy St. Pierre DBA: M and N Concession Services, LLC (Food Service); located at 23 Railroad Avenue
- Carle L. Browne DBA: Ruby’s Wood Grill (Food Service, Liquor, Special Amusement, Coin-Operated Amusement); located at 433 US Route One
- Alec Brown DBA: Seacoast Brothers Butcher Shop (Food Service); located at 459 US Route One
- Bruce Larson DBA: Southern Maine Lobster, LLC (Food Service); located at 1021 US Route One
- Stonewall Kitchen, LTD DBA: Stonewall Kitchen, LLC (Food Service, Liquor); located at 2 Stonewall Lane
- Anthony Sienicki DBA: The Inn at TJ’s (Bed and Breakfast); located at 1287 US Route One
- Joseph Barberi DBA: York’s Wild Kingdom (Coin-Operated Amusement); located at 23 Railroad 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: M and N Concession Services LLC

Street Address: 23 Railroad Ave.

Business Owner: Nancy St-Pierre

Business Manager: Same

Mailing Address: P.O. Box

Mailing Address: 1176 York Beach, Me 03909

Phone Number: 207-337-658

Phone Number:

E-mail Address: mandnconcessions@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: 30 (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 -
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: Ruby's Wood Grill

Street Address: 433 U.S. Rte 1 York, ME 03909

Business Owner: Carla L. Brown

Business Manager: David Bolduc

Mailing Address: 22 Elm St., PO Box 260

Mailing Address: York, ME 03909

Phone Number: 603 944-2707

Phone Number: 781-258-7827

E-mail Address: brown2285@ad.com

E-mail Address: Ruby'sWoodGrill@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)
 ☑ Liquor License (F/P)
 ☑ Bottle Club License (F/P)

Number of Seats: 165 (Existing / Proposed)

Entertainment:

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

Miscellaneous:

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

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

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

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

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

- CONTINUE TO BACK PAGE OF APPLICATION -
THE TOWN OF

YORK, MAINE
186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: Seacoast Butcher Shop

Street Address: 459 US Route 1 York, ME 03909

Business Owner: Alec Brown

Mailing Address: 459 US Route 1

Business Manager: Alec Brown

Mailing Address: Same

Phone Number: 207 351 8748

Phone Number: 603 531-1032

E-mail Address: Seacoastbutchershop@gmail.com

E-mail Address: Same

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

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

Please indicate which Licenses or Local Approvals you seek:

Lodging:

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

Food and Beverage:

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

Entertainment:

__ Special Amusement License (F/P)
__ Dance Hall License (F/P)
__ Bowling Alley License (F)
__ 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: Southern Maine Lobster LLC
Street Address: 1021 US Route one
Business Owner: Bruce Larson
Mailing Address: 1021 US Rd
Phone Number: 207-420-7652
E-mail Address: BLPicot1031@gmail.com
Business Manager: Bruce Larson
Mailing Address: Same
E-mail Address: BLPro1031@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: ___ (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: Stonewall Kitchen, LLC
Street Address: 2 Stonewall Lane, York, ME 03909
Business Owner: Stonewall Kitchen, LTD
Mailing Address: 2 Stonewall Lane, York, ME 03909
Business Manager: John Stiker, CEO
Mailing Address: 2 Stonewall Lane, York, ME 03909
Phone Number: 207-351-2713
Phone Number: 207-351-2713
E-mail Address: jstiker@stonewallkitchen.com
E-mail Address: jstiker@stonewallkitchen.com
Please indicate who is to be the Primary Contact with the Town: ☐ OWNER  ☑ MANAGER
Is the Business Owner same as the prior year? ☑ YES  ☐ NO  ☐ NEW BUSINESS

Please indicate which Licenses or Local Approvals you seek:

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

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

Food and Beverage:
☒ Food Service License (C/F)
Number of Seats: 120 / ___ (Existing / Proposed)
☒ Liquor License (F/P)
☐ Bottle Club License (F/P)

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

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: Inn at York
Street Address: 287 US RT 1, Cape Neddick ME 03902
Business Owner: Virgil Runde
Business Manager: Virgil Runde
Mailing Address: 287 US RT 1, Cape Neddick ME 03902

Phone Number: 207-363-673
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: 2

Food and Beverage:
☐ Food Service License (C/F)
☒ 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
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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's Wild Kingdom
Street Address: 23 Railroad Ave York, ME 03909
Business Owner: Joseph Barber
Business Manager: Jean Gallagher
Mailing Address: P.O. Box 1139 York Beach, ME 03910
Mailing Address: Same
Phone Number: 207-363-4911 x102 Phone Number: Same
E-mail Address: ykingdom@aol.com E-mail Address: Same

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

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

Please indicate which Licenses or Local Approvals you seek:

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

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

Entertainment:
____ Special Amusement License (F/P)
____ Dance Hall License (F/P)
____ Bowling Alley License (F)
____ 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 18, 2019

DATE ACTION REQUESTED: June 18, 2019

☐ ACTION

☐ DISCUSSION ONLY

SUBJECT: Reoccurring Special Event Permit Applications

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: This year, in order to mainstream the Special Event Permit Application process, we decided to have an annual meeting of all Department Heads to discuss all of the Reoccurring Special Event Permit Applications that we will have for 2019. We had a few reoccurring Special Events submit applications late, but have all been reviewed by Department Heads. If giving Board of Selectmen approval, the Special Event Applicants will be mailed a letter confirming their approval and stating any conditions given by Department Heads. All appropriate Departments have given approvals (some with conditions) for all of the Applications in the motion below.

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

RECOMMENDATION: Approve the Reoccurring Special Event Permit Applications.

PROPOSED MOTION: I move to approve the following Reoccurring Special Event Permit Applications for 2019 subject to all, if any, conditions given by Department Heads:

- American Diabetes Association – New England Classic Tour de Cure; July 14, 2019
- York Harbor Reading Room – Annual Fireworks; July 6, 2019
- Special Surfers/Epilepsy Foundation of New England Surf Night; July 18, 2019

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

YORK, MAINE

186 York Street, York, Maine 03909

SPECIAL EVENT PERMIT APPLICATION

NOTE: This Application is in conjunction to the Town of York, Maine’s Special Event Ordinance. Completed Applications and applicable Detail Request Sheets must be submitted to the Town Manager’s Office located at the York Town Hall, 186 York Street, York, ME 03909 at least 30 days prior to the date of the event.

Event Information

Name of Event: New England Classic Tour de Cure

Location of Event: Nubble Light House Parking Lot

Date of Event: Sunday, July 14th, 2019

Event Start Time: 9 AM

Event End Time: 1 PM

Event Route Included

Estimated Number of Participants/Attendants: 200 Cyclist

Insurance Certificate Included

Description of Event: Non-profit cycling event of the American Diabetes Association. The New England Classic is a charity event. We are requesting to have a rest stop that consist of 2 vehicles, a table with water and Gatorade, snacks and fruit. If riders visit the rest stop, they will put their bikes out of the way of parking spots. There will be one ADA staff member and 4/5 volunteers at all times. RIDERS RIDE IN GROUPS OF 5 – 10.

Is this a Recurring/Annual Event that has been approved in the past? ☑ YES ☐ NO

Please chose the type of event: ☐ Town Sponsored Event ☐ York Public Library or Utility District Event

☒ Non-Profit Community Organization ☐ Private or Commercial Event (Single Event or Initial Year)

List any equipment, decorations, food or beverage services to be used etc.: 10X10 Pop-up tent, table, snack, oranges, and bananas, water & Gatorade.

Will you be requesting the use of Town Equipment and/or Staff: ☑ NO ☐ YES

Organization/Applicant Information

Name of Organization: American Diabetes Association

Name of Applicant: Salome Tomar

Mailing Address for Organization/Applicant: 260 CoChituate Road, Suite 200, Framingham, MA 01701

Phone Number: 617-482-4580, x3500

E-Mail Address: Stomar@diabetes.org

Is the Organization a non-profit? ☐ NO ☑ YES

501(C)(3) Number: 13-1623888
THE TOWN OF

YORK, MAINE

186 York Street, York, Maine 03909

SPECIAL EVENT PERMIT APPROVAL

The Special Event Permit Application for the “New England Classic Tour de Cure” event was approved by the Board of Selectmen on June 24, 2019 subject to the conditions listed below. Enclosed is your copy of the Application and Detail Sheets from Town Departments (if any).

Conditions:

- Flashing lights on the front and back of all bikes
- Must stay in bike lanes if present
- No more than 2 cyclists abreast
- Helmets and vests for visibility

Please feel free to contact me if you have any questions.

Melissa M. Avery
Assistant to the Town Manager
Town of York, Maine
186 York Street
York, ME 03909
mavery@yorkmaine.org
(207) 363-1000
THE TOWN OF

YORK, MAINE
186 York Street, York, Maine 03909

SPECIAL EVENT PERMIT APPLICATION

NOTE: This Application is in conjunction to the Town of York, Maine’s Special Event Ordinance. Completed Applications and applicable Detail Request Sheets must be submitted to the Town Manager’s Office located at the York Town Hall, 186 York Street, York, ME 03909 at least 30 days prior to the date of the event.

Event Information

Name of Event: York Harbor Reading Room Annual Fireworks

Location of Event: Private Property

Date of Event: Saturday, July 6  Event Start Time: 9:30

Event End Time: 9:30

Estimated Number of Participants/Attendants: 180

Description of Event: Annual July 4th Weekend Celebration and Fireworks

Event Route Included

Insurance Certificate Included

Is this a Recurring/Annual Event that has been approved in the past? ☐ YES ☐ NO

Please choose the type of event: ☐ Town Sponsored Event ☐ York Public Library or Utility District Event

☐ Non-Profit Community Organization ☐ Private or Commercial Event (Single Event or Initial Year)

List any equipment, decorations, food or beverage services to be used etc.: _______________________

Will you be requesting the use of Town Equipment and/or Staff: ☐ NO ☐ YES

Organizational/Applicant Information

Name of Organization: York Harbor Reading Room

Name of Applicant: Jami Maze

Mailing Address for Organization/Applicant: PO Box 66 York Harbor

Phone Number: 207-363-2450  E-Mail Address: yorkharborrecreation.com

- CONTINUE TO BACK PAGE OF APPLICATION -
The Special Event Permit Application for the "York Harbor Reading Room Annual Fireworks" event was approved by the Board of Selectmen on June 24, 2019 subject to the conditions listed below. Enclosed is your copy of the Application and Detail Sheets from Town Departments (if any).

Conditions:

- See Police Detail Sheet
- No Confetti

Please feel free to contact me if you have any questions.

Melissa M. Avery
Assistant to the Town Manager
Town of York, Maine
186 York Street
York, ME 03909
mmavery@yorkmaine.org
(207) 363-1000
THE TOWN OF

YORK, MAINE
186 York Street, York, Maine 03909

DETAIL REQUEST SHEET

POLICE DEPARTMENT

NAME OF EVENT: YHRR July 7th Fireworks

Number of Staff Required: 3

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Cost Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/6/19</td>
<td>1700 - 2200</td>
<td>$ Detail Rate</td>
</tr>
</tbody>
</table>

Number of Vehicles Required: 0

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Cost Per Hour</th>
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Other Town-Owned Details/Equipment Required or Conditions:

<table>
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<tr>
<th>Date</th>
<th>Hours</th>
<th>Cost Per Hour</th>
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<tbody>
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</tbody>
</table>

Is a Safety Meeting Required before the event? ☐ NO ☐ YES  Date: __________

Department Representative: Lt. Owen Davis

Signature

Date: 6/18/19

*PLEASE MAKE SURE TO SIGN CORRESPONDING SPECIAL EVENT PERMIT APPLICATION AS WELL*
THE TOWN OF
YORK, MAINE
186 York Street, York, Maine 03909

SPECIAL EVENT PERMIT APPLICATION

NOTE: This Application is in conjunction to the Town of York, Maine’s Special Event Ordinance. Completed Applications and applicable Detail Request Sheets must be submitted to the Town Manager’s Office located at the York Town Hall, 186 York Street, York, ME 03909 at least 30 days prior to the date of the event.

Event Information

Name of Event: Special Surfers / Epilepsy Foundation of New England Surf Night
Location of Event: Long Sands Beach
Date of Event: July 18th
Event Start Time: 4:30
Event End Time: 7:00

Event Route Included

Estimated Number of Participants/Attendants: 20/60
Insurance Certificate Included

Description of Event: Special Surfers and EFNE will be providing volunteers and equipment to take children and young adults with epilepsy for a one hour session. We will take 10 participants for one session then we will take 10 more for the second session.

We will arrive with equipment at 4:00 with a truck and trailer, unload, start fitting the participants with wetsuits at 4:30, the first group will start surfing at 5:00, stop at 6:00, second group starts at 6:00 with the program finishing the surf sessions at 7:00.

Is this a Recurring/Annual Event that has been approved in the past? □ YES □ NO

Please chose the type of event: □ Town Sponsored Event □ York Public Library or Utility District Event
□ Non-Profit Community Organization □ Private or Commercial Event (Single Event or Initial Year)

List any equipment, decorations, food or beverage services to be used etc.: Surfboards, wetsuits, registration tables and chairs

Will you be requesting the use of Town Equipment and/or Staff: □ NO □ YES

Organization/Applicant Information

Name of Organization: Special Surfers
Name of Applicant: Nanci Boutet
Mailing Address for Organization/Applicant: P.O. Box 752, Saco, ME 04072
Phone Number: 207-205-3985 E-Mail Address: nanci@specialsurfer.org

- CONTINUE TO BACK PAGE OF APPLICATION -
THE TOWN OF

Y O R K, M A I N E

186 York Street, York, Maine 03909

SPECIAL EVENT PERMIT APPROVAL

The Special Event Permit Application for the “Special Surfers/Epilepsy Foundation of New England Surf Night” event was approved by the Board of Selectmen on June 24, 2019 subject to the conditions listed below. Enclosed is your copy of the Application and Detail Sheets from Town Departments (if any).

Conditions:

- All surfing must be within the mixed-use zone
- No vehicles or trailers are to be driven on the beach

Please feel free to contact me if you have any questions.

Melissa M. Avery
Assistant to the Town Manager
Town of York, Maine
186 York Street
York, ME 03909
mmavery@yorkmaine.org
(207) 363-1000
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: June 20, 2019
☐ ACTION
☐ DISCUSSION ONLY

DATE ACTION REQUESTED: June 24, 2019

SUBJECT: Pole Location Permit

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: The permit request has been reviewed by Director of Public Works Dean Lessard and an onsite inspection has been completed; Mr. Lessard recommend approval of the permit requested by Central Maine Power.

RECOMMENDATION: Approve the Pole Location Permit

PROPOSED MOTION: I move to approve the Pole Location Permit for 1 pole on Agamenticus Road as described in the application from Central Maine Power.

FISCAL IMPACT: N/A

DEPARTMENT LINE ITEM ACCOUNT: N/A

BALANCE IN LINE ITEM IF APPROVED: N/A

PREPARED BY: Melissa M. Avery
Reviewed by: [Signature]
Melissa M. Avery, Assistant to the Town Manager
LOCATION PERMIT

Upon the Application of Center Maine Power Company and Northern New England Telephone Operations LLC, dated 05/01/2019, asking for permission, in accordance with law, to construct and maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances over, under, along or across certain highways and public roads in the location described in said application, permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location, said facilities and appurtenances in the City / Town of York, approximately located as follows:

1. Starting Point: 109
2. Road (State & CMP): Agamenticus Road
3. Direction: Northerly
4. Distance: 90' feet
5. Number of Poles: 1

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

By: ____________________________

By: ____________________________

By: ____________________________

By: ____________________________

By: ____________________________

Municipal Officers

Office of the ____________________________

Received and Recorded in Book Page

Attest: ____________________________

Clerk
CENTRAL MAINE POWER COMPANY

APPLICATION FOR POLE LOCATION OR UNDERGROUND LOCATION

In the City/Town of: York, Maine

To the: ☑ Town

☑ Central Maine Power hereby applies for permission to:

☐ Construct and maintain buried cables, conduits, manholes and handholes, together with wire and cable, transformers, cutouts, and other equipment therein, under, along, and across certain streets and highways in said City/Town as described below.

☑ Construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

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

1. Starting Point: 103

2. Road (State & CMP): Agamenticus Road

3. Direction: Northerly

4. Distance: 50′ feet

5. Number of Poles: 1

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

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

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

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

In: 

On:

CENTRAL MAINE POWER COMPANY

Consolidated Communications of Northern New England

By: Elaine Titherington Date: 05/01/2019

JESS MERRIANT Right of Way
Facilities to consist of wood poles and appurtenances with a minimum clearance of wire and cables not less than 21 feet over the public highway, and/or underground facilities to consist of buried cables, conduits, transformers and manholes for operation at 7200 volts to ground single phase. Construction to be suitable for future operation at a voltage not to exceed 22KV to ground single phase. Right-of-way limits indicated are based on the best field information available. Poles/Pads are staked. For further information call: Elaine Tilherington at Central Maine Power Company tel: 207-828-2542. Pole/Pad spans shown are approximate.
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: June 18, 2019

DATE ACTION REQUESTED: June 24, 2019

☑ ACTION

□ DISCUSSION ONLY

SUBJECT: Bid Award: Town Facility Heating Fuel

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: This year the Town again joined Kittery, York and South Berwick Water Districts and the York Sewer District in the heating oil and propane bidding process for Town facilities. Bids will be opened at 10:00AM on Monday, June 24 and we will bring the results to the meeting that evening.

RECOMMENDATION:

PROPOSED MOTION: I move to award the FY20 #2 Heating Oil Bid to _______ at a fixed price of ______ per gallon.

I move to award the FY20 Propane Bid to _______ at a fixed price of ______ per gallon.

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

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

REVIEWED BY: [Signature]
KEYS Water Districts et al.

The KEYS Water Districts (Kittery, York, and South Berwick), York Sewer District, and the Town of York are soliciting quotes for #2 Fuel Oil.

June 17, 2019

REQUEST FOR PRICE QUOTATIONS ONLY

Please return on or before Monday, June 24, 2019 @ 10:00AM.
Please return to The York Water District, 86 Woodbridge Road, York, ME 03909
Or emailed to nemery@yorkwaterdistrict.org

Vendors will be contacted within 24 hours of the quote deadline for their result.

#2 FUEL OIL
35,650 GALLONS

TO BE DELIVERED AS REQUIRED TO THE INDIVIDUAL ENTITIES AS REQUIRED DURING THE CALENDAR PERIOD FROM JULY 1, 2019 TO JUNE 30, 2020.

Fixed Price Option (Please provide price to the thousandths; e.g. $1.119)
A firm fixed price of $ ____________ per gallon.

Downside protection Price Option (Please specify requirements for Downside protection)
A firm fixed price of $ ____________ per gallon.

All invoices will be paid net 10 days after receipt.

Quotes are for fuel only. Service is not part of the quote. HOWEVER, please state whether service is offered through your company:

Yes No

The volumes of fuel offered for purchases in this quote represent the historical averages of the participants usages.

In submitting a quote, the vendor recognizes that vagaries of weather and other conditions unknown to the participants at the time of the quote could occur.

Pursuant to this situation the firm and variable quote prices shall prevail over a -10% or +10% range of the stated volume.
**Estimated Quantities:**

<table>
<thead>
<tr>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Kittery Water District</strong></td>
</tr>
<tr>
<td>17 State Road, Kittery, ME</td>
</tr>
<tr>
<td>660 gallon tank</td>
</tr>
<tr>
<td>28 New Boston Road York, ME</td>
</tr>
<tr>
<td>3,000 gallon tank &amp; 1,000 gallon tank</td>
</tr>
<tr>
<td><strong>South Berwick Water District</strong></td>
</tr>
<tr>
<td>80 Berwick Road, South Berwick, ME</td>
</tr>
<tr>
<td>275 gallon tank</td>
</tr>
<tr>
<td><strong>York Water District</strong></td>
</tr>
<tr>
<td>86 Woodbridge Road, York, ME</td>
</tr>
<tr>
<td>Two - 275 gallon tanks</td>
</tr>
<tr>
<td>273 Chases Pond Rd, York, ME</td>
</tr>
<tr>
<td>10,000 gallon tank</td>
</tr>
<tr>
<td><strong>York Sewer District</strong></td>
</tr>
<tr>
<td>Rt. 1A, York, ME</td>
</tr>
<tr>
<td>275 Gallon Tank</td>
</tr>
<tr>
<td>2,000 Gallon Tank</td>
</tr>
<tr>
<td><strong>Town of York</strong></td>
</tr>
<tr>
<td>36 Main Street, York, ME</td>
</tr>
<tr>
<td>Two - 275 Gallon Tanks</td>
</tr>
<tr>
<td>18 Railroad Ave, York, ME</td>
</tr>
<tr>
<td>Two - 275 Gallon Tanks</td>
</tr>
<tr>
<td>186 York Street, York, ME</td>
</tr>
<tr>
<td>500 Gallon Tank</td>
</tr>
<tr>
<td>14 Rogers Road, York, ME</td>
</tr>
<tr>
<td>275 Gallon Tank</td>
</tr>
<tr>
<td>810 US Route 1, York, ME</td>
</tr>
<tr>
<td>2,000 Gallon Tank</td>
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</tbody>
</table>
KEYS Water Districts et al.

The KEYS Water Districts (Kittery, York, and South Berwick), York Sewer District, and the Town of York are soliciting quotes for Propane Fuel.

June 17, 2019

REQUEST FOR PRICE QUOTATIONS ONLY

Please return on or before Monday, June 24, 2019 @ 10:00AM.
Please return to The York Water District, 86 Woodbridge Road, York, ME 03909 or emailed to nemery@yorkwaterdistrict.org

Vendors will be contacted within 24 hours of the quote deadline for their result.

PROPANE FUEL
18,300 GALLONS

TO BE DELIVERED AS REQUIRED TO THE INDIVIDUAL ENTITIES AS REQUIRED DURING THE CALENDAR PERIOD FROM JULY 1, 2019 TO JUNE 30, 2020.

Fixed Price Option (Please provide price to the thousandths; eg. $1.119)
A firm fixed price of $ ____________ per gallon.

Downside protection Price Option (Please specify requirements for Downside protection)
A firm fixed price of $ ____________ per gallon.

All invoices will be paid net 10 days after receipt.

Quotes are for fuel only. Service is not part of the quote. HOWEVER, please state whether service is offered through your company:

Yes

No

The volumes of fuel offered for purchases in this quote represent the historical averages of the participants usages.

In submitting a quote, the vendor recognizes that vagaries of weather and other conditions unknown to the participants at the time of the quote could occur.

Pursuant to this situation the firm and variable quote prices shall prevail over a -10% or +10% range of the stated volume.
**Estimated Quantities:**

<table>
<thead>
<tr>
<th><strong>South Berwick Water District</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Pump Station, Junction Road, South Berwick, ME 1,000 gallon tank</td>
<td>1,100 Gallons</td>
</tr>
<tr>
<td>Pump Station, 61 Willow Drive, South Berwick, ME 1 – 500 gallon and 4 – 1,000 gallon tanks</td>
<td>2,700 Gallons</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>York Water District</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>86 Woodbridge Road, York, ME 1,000 gallon tank</td>
<td>200 Gallons</td>
</tr>
<tr>
<td>Whippoorwill Pump Station, Meadow Lark Lane, York, ME 1,000 gallon tank</td>
<td>700 Gallons</td>
</tr>
<tr>
<td>Mount Agamenticus, York, ME 1,000 gallon tank</td>
<td>100 Gallons</td>
</tr>
<tr>
<td>Tall Pines Pump Station, 1 Tall Pine Way, York, ME 1,000 gallon tank</td>
<td>600 Gallons</td>
</tr>
<tr>
<td>Screenhouse, 270 Chases Pond Road, York, ME 1,000 gallon tank</td>
<td>600 Gallons</td>
</tr>
<tr>
<td>Resource Protection Office, 9 Eber Drive, York, ME 500 gallon tank</td>
<td>800 Gallons</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>York Sewer District</strong></th>
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</thead>
<tbody>
<tr>
<td>Rt. 1A, York, ME 500 gallon tank 325 gallon tank</td>
<td>2800 Gallons</td>
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</table>

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<thead>
<tr>
<th><strong>Town of York</strong></th>
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</thead>
<tbody>
<tr>
<td>115 Chases Pond Road, York, ME Two 220 gallon tanks</td>
<td>500 Gallons</td>
</tr>
<tr>
<td>65 Witchtrot Road, York, ME 100 gallon tank</td>
<td>200 Gallons</td>
</tr>
<tr>
<td>200 US Route One, York, ME 120 gallon tank</td>
<td>1,000 Gallons</td>
</tr>
</tbody>
</table>
36 Main Street, York, ME
120 gallon tank
600 Gallons

21 Mt. A Road, York, ME
Two 80 gallon tanks
600 Gallons

1 Firehouse Drive, York, ME
500 gallon tank
2,200 Gallons

9 Hannaford Drive, York, ME
Two 1,000 gallon tanks
2,800 Gallons

50 Bog Road, York, ME
120 gallon tank
800 Gallons

*ALL TANKS ARE OWNED BY THE DISTRICTS / TOWN*

Submitted by: _________________________________
Company

Signature: _________________________________

Name (printed): _________________________________

Title: _________________________________

Date: _________________________________
**REQUEST FOR ACTION BY BOARD OF SELECTMEN**

<table>
<thead>
<tr>
<th>DATE SUBMITTED: June 17, 2019</th>
<th>☑ ACTION</th>
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</thead>
<tbody>
<tr>
<td>DATE ACTION REQUESTED: June 24, 2019</td>
<td>□ DISCUSSION ONLY</td>
</tr>
<tr>
<td>SUBJECT: Cliff Walk Repair Contractor</td>
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</table>

**DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:**

As you know, the Cliff Walk sustained considerable damage as a result of a late winter storm in March 2018. Storm damage can be seen along the entire route, including at least 2 washouts.

Following the storm, the Parks and Recreation Department cleared the debris and addressed what erosion problems we could. The larger and more challenging repairs were included as part of the town-wide application for disaster declaration and request for reimbursement by the Federal Emergency Management Agency.

I am happy to report that we have received notification from FEMA that funds will be made available to complete the repairs to the Cliff Walk this spring/summer (see report attached). As a reminder, the FEMA portion will cover 75% of the total cost with 15% to be matched by the State of Maine and the remaining 10% by the Town.

A portion of the FEMA application/approval process included identifying a plan for repair, along with a cost estimate for their review. A good portion of the damage is on the section that we currently maintain, that is closest to the Sewer District’s pumping station (furthest away from the Harbor Beach) and is not easily accessible with equipment, making the job somewhat undesirable to contractors. For this reason, we requested, from both DEP and FEMA, to have the ability to seek a contractor who would be able to access the work from the water, by barge, not by land.

Both FEMA and DEP have agreed to allow for the repairs to take place from the water, by barge. The amount awarded to the Town specific to the Cliff Walk, by FEMA, takes into account this method of repair. Attached, you will also find a field determination form, completed by DEP, specifying the approval of work to be done by barge along with the determination that the proposed maintenance and repair of the walkway and installation of handrails will not require DEP permit pursuant to NRPA, 38 M.R.S. § 480-Q (2) and NRPA, 38 M.R.S. § 310 (3) (B) (2), respectively.

Additionally, we have worked with the Code Enforcement Office, and have met all local permitting regulations, and have submitted the Appendix B-Self-Verification Notification Form as required by the Army Corps of Engineers.

As part of an annual report to neighboring homeowners, from the Cliff Walk Committee, notification of the upcoming Cliff Walk repairs was also included (see attached).

The final step, in order to begin the repair work, is to hire a contractor. We have reached out to three local contractors, all of whom are qualified to do this kind of work; Pepperell Cove Marine, Riverside Marine
Construction and Maritime Construction and Engineering, LLC. At this time, only Maritime Construction has expressed interest in providing a quote for the project. I have attached correspondence from the other two for your review along with the quote from Maritime.

Several years ago, the Parks and Recreation Department worked with Maritime Construction to complete the repair to the boat ramp at the Nubble (also a FEMA project) and most recently the Town worked with Marine Construction to complete work to Town Dock #1. In both cases, Shawn Toohy was excellent to work with; providing quality workmanship, quick response time, and coming in under budget in at least one of these projects.

I am seeking approval from the Board of Selectmen to enter into contract with Maritime Construction, LLC to complete the Cliff Walk repairs as outlined in the attached documentation.

RECOMMENDATION: I recommend the Board of Selectmen award the bid, for Cliff Walk repairs, as part of the FEMA designation, to Maritime Construction, LLC in the amount not to exceed $73,300.00.

PROPOSED MOTION: I move to award the bid, for the Cliff Walk repairs, as part of the FEMA designation, to Maritime Construction, LLC in the amount not to exceed $73,300.00.

FISCAL IMPACT: $73,300.00

DEPARTMENT LINE ITEM ACCOUNT: (494-0000-8001) FEMA 4367 Spring 2018

BALANCE IN LINE ITEM IF APPROVED: N/A

PREPARED BY: [Signature]

REVIEWED BY: [Signature]
Dear Ryan,

Maritime Construction and Engineering is pleased to provide the following quote to repair storm damage along the fisherman’s walk in York as identified during our site visit on 20 July. Our quote includes the following:

- Mobilize necessary equipment to York including:
  - Small deck barge/pushboat
  - Mini Excavator
  - Welder/generator
  - Cement mixer
  - Poly water tanks

- All materials (concrete/grout/form material) and labor/equipment to repair the damaged areas. It is assumed for the purpose of this quote that we will be able to use existing stone on site and no import will be required.

We anticipate that it will take 3-4 trips at high tide on good weather days to mobilize equipment/materials from York harbor to the project site, then approximately 10 good weather days to complete the work and an additional 3 days to demobilize equipment from the site.

All work as described above for a lump sum of $73,300

Thank you for the opportunity to provide this quote. We would be happy to meet at your convenience to discuss our proposal in more detail. If you have any questions, please contact me at (207) 252-4925.

Sincerely,

[Signature]

Shawn M. Toohey

49 Pine Hill Road, Cape Neddick, ME 03902 • Phone (207) 439-9831 • Fax (207) 221-1001
Hi Robin,

Per our conversation: PCMS will not be participating in the bid process for the Cliff walk project. Thank you for your consideration.

Thank you,

Geoff Tortoriello
Director of Operations
Pepperrell Cove Marine
p.603.373.6812
c.207.252.5201
geoff@pepcove.com
www.pepperrellcovemarineservices.com
Hello Ryan,

I hope this finds you well. I want to take the opportunity to thank you for considering Riverside Marine Construction for your project. Unfortunately, Riverside Marine Construction does not have the availability to complete the project in the available time frame. If you should have any questions please do not hesitate to contact me.

Kindest Regards,

Kuerstin Fordham
Construction Administrator
Riverside & Pickering Marine Contractors
34 Patterson Lane
Newington, NH 03801
603-427-2824 ext. 1000 Office
866-571-7132 Fax
(A division of Riverside Marine Construction Inc)

Confidentiality Notice: This communication, together with any attachments hereto or links contained herein, is for the sole use of the intended recipients and may contain information that is confidential, valuable and/or legally protected. If you are not the intended recipient, you are hereby notified that any review, copying, dissemination, distribution, or use of this communication is strictly prohibited. If you have received this communication in error, please notify the sender immediately by return email message and delete the original and all copies of the communication including but not limited to those in the Delete Folder, along with any attachments hereto or links herein, from your system.
March 2018 Storm Damage at Cliff Walk – York, Maine
Department of Homeland Security
Federal Emergency Management Agency

General Info

Project # 77069  Project Type Specialized
Project Category G - Parks, Recreational Facilities, and Other Items  Applicant York Town of (031-87985-00)
Project Title Cliff Walk  Event 4367DR-ME (4367DR)

Damage Description and Dimensions

The Disaster # 4367DR, which occurred between 03/02/2018 and 03/08/2018, caused:

Damage #226152; Cliff Walk

General Facility Information:

- Facility Type: Parks, Cemeteries, and Recreational Facilities
- Facility: Recreational Trail
- Facility Description: Hiking trail built of dirt, concrete, and asphalt.
- Approx. Year Built: 1980
- Start GPS Latitude/Longitude: 43.13411, -70.63074
- End GPS Latitude/Longitude: 43.13342, -70.63729

General Damage Information:

- Date Damaged: 3/4/2018
- Cause of Damage: Severe Storm

Facility Damage:

Cliff Walk Site 01 43.134106, -70.630735:
- Walkway Rip Rap, 9.3 CY of 6 to 9 inch Granite Tailings, 14 FT long x 8 FT wide x 3 FT deep, damaged by severe storm, 0% work completed.
- Seawall, 1.8 CY of Native Fill, 6 FT long x 4 FT wide x 2 FT deep, damaged by severe storm, 0% work completed.

Cliff Walk Site 02 43.134027, -70.631197:
- Seawall Cap, 1.7 CY of Concrete, 12 FT long x 5 FT wide x 9 IN deep, damaged by severe storm, 0% work completed.
- Seawall, 12.4 CY of 6 to 12 inch Granite Tailings, 12 FT long x 7 FT wide x 4 FT deep, damaged by severe storm, 0% work completed.
- Seawall, 0.3 CY of Native Fill, 3 FT long x 3 FT wide x 1 FT deep, damaged by severe storm, 0% work completed.

Cliff Walk Site 03 43.134027, -70.631197:
- Seawall, 1.2 CY of Native Fill, 4 FT long x 4 FT wide x 2 FT deep, damaged by severe storm, 0% work completed.

Cliff Walk Site 04 43.133959, -70.631334:
- Walkway, 4.4 CY of Native Fill, 30 FT long x 4 FT wide x 1 FT deep, damaged by severe storm, 0% work completed.

Cliff Walk Site 05 43.133896, -70.631557:
- Seawall Cap, 0.3 CY of Concrete, 3 FT long x 2 FT wide x 1 FT deep, damaged by severe

Date Downloaded: 4/16/19 2:00pm EDT
storm, 0% work completed.

Cliff Walk Site 06 43.133706, -70.631927:
- Walkway, 0.9 CY of Native Fill, 6 FT long x 2 FT wide x 2 FT deep, damaged by severe storm, 0% work completed.

Cliff Walk Site 07 43.133648, -70.631972:
- SeaWall Cap, 0.8 CY of Concrete, 6 FT long x 5 FT wide x 9 IN deep, damaged by severe storm, 0% work completed.
- Walkway, 2.7 CY of Native Fill, 6 FT long x 6 FT wide x 2 FT deep, damaged by severe storm, 0% work completed.

Cliff Walk Site 08 43.133535, -70.632166:
- SeaWall Cap, 7 CY of Concrete, 50 FT long x 5 FT wide x 9 IN deep, damaged by severe storm, 0% work completed.

Cliff Walk Site 09 43.133437, -70.632167:
- SeaWall Cap, 2.1 CY of Concrete, 15 FT long x 5 FT wide x 9 IN deep, damaged by severe storm, 0% work completed.
- Rip Rap, 2.8 CY of 6 to 9 Inch Granite Tailings, 10 FT long x 5 FT wide x 1.5 FT deep, damaged by severe storm, 0% work completed.

Cliff Walk Site 10 43.1333377, -70.632384:
- SeaWall, 8.6 CY of 6 to 9 Inch Granite Tailings, 15 FT long x 4 FT wide x 3 FT deep, damaged by severe storm, 0% work completed.
- SeaWall, 1.2 CY of 6 to 9 Inch Granite Tailings, 16 FT long x 2 FT wide x 1 FT deep, damaged by severe storm, 0% work completed.

Cliff Walk Site 11 43.133445, -70.632768:
- Walkway, 2.9 CY of Concrete, 21 FT long x 5 FT wide x 9 IN deep, damaged by severe storm, 0% work completed.
- Walkway, 3.9 CY of Native Fill, 21 FT long x 5 FT wide x 1 FT deep, damaged by severe storm, 0% work completed.

Cliff Walk Site 12 43.133414, -70.632861:
- SeaWall, 30 CY of Native Fill, 50 FT long x 4 FT wide x 4 FT deep, damaged by severe storm, 0% work completed.

Cliff Walk Site 13 43.134645, -70.633600:
- Walkway, 1.7 CY of Native Fill, 3 FT long x 5 FT wide x 3 FT deep, damaged by severe storm, 0% work completed.

Cliff Walk Site 14 43.133614, -70.634409:
- Walkway, 4.2 CY of Native Fill, 15 FT long x 5 FT wide x 1.5 FT deep, damaged by severe storm, 0% work completed.

Cliff Walk Site 15 43.134108, -70.631055:
- Walkway, 0.5 CY of Concrete, 14 FT long x 4 FT wide x 3 IN deep, damaged by severe storm, 0% work completed.

Cliff Walk Site 16 43.134037, -70.631216:
- Walkway, 1.1 CY of Concrete, 12 FT long x 5 FT wide x 8 IN deep, damaged by severe storm, 0% work completed.

Cliff Walk Site 17 43.133653, -70.632005:
- Walkway, 0.3 CY of Concrete, 5 FT long x 4 FT wide x 6 IN deep, damaged by severe storm, 0% work completed.

Cliff Walk Site 18 43.133341, -70.632293:
- Walkway, 0.18 CY of Concrete, 7 FT long x 2.5 FT wide x 3 IN deep, damaged by severe storm, 0% work completed.
- Walkway, 0.06 CY of Concrete, 5 FT long x 1.5 FT wide x 3 IN deep, severe storm, 0% work completed.

Cliff Walk Site 19 43.133408, -70.632790:
- Walkway, 0.18 CY of Concrete, 5 FT long x 4 FT wide x 3 IN deep, damage by severe storm, 0% work completed.

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Cliff Walk Site 20 43.133415, -70.637291:
- Walkway, 0.3 CY of Concrete, 11 FT long x 3 FT wide x 3 IN deep, damaged by severe storm, 0% work completed.

Sites 1 through 19 are located on the eastern half of the cliff walk, and will require repairs to be accessed by sea via a small barge. Site 20, near the western entrance, will be accessed by land by hand.

Scope of Work

Cliff Walk

Work to be completed

The applicant will utilize contracts for repairs to Cliff Walk to restore facilities back to pre-disaster design, capacity and function within the existing footprint with in-kind materials.

Walkway 01:
  A. Provide and install 9.3 CY of granite tailings
  B. Provide and install 1.8 CY of native fill

Walkway 02:
  A. Provide and install 1.7 CY of concrete
  B. Provide and install 12.4 CY of granite tailings
  C. Provide and install 0.3 CY of native fill

Walk Site 03:
  A. Provide and install 1.2 CY of native fill

Walk Site 04:
  A. Provide and install 4.4 CY of native fill

Walk Site 05:
  A. Provide and install 0.3 CY of concrete

Walk Site 06:
  A. Provide and install 0.9 CY of native fill

Walk Site 07:
  A. Provide and install 0.8 CY of concrete
  B. Provide and install 2.7 CY of native fill

Walk Site 08:
  A. Provide and install 2 CY of concrete

Walkway 09:
A. Provide and install 2.1 CY of concrete
B. Provide and install 2.8 CY of granite tailings

Walkway 10:
A. Provide and install 6.6 CY of granite tailings
B. Provide and install 1.2 CY of granite tailings

Walk Site 11:
A. Provide and install 2.9 CY of concrete
B. Provide and install 3.9 CY of native fill

Walk Site 12:
A. Provide and install 30 CY of native fill

Walk Site 13:
A. Provide and install 1.7 CY of native fill

Walk Site 14:
A. Provide and install 4.2 CY of native fill

Walk Site 15:
A. Provide and install 0.5 CY of concrete

Walk Site 16:
A. Provide and install 1.1 CY of concrete

Walk Site 17:
A. Provide and install 0.3 CY of concrete

Walk Site 18:
A. Provide and install 0.15 CY of concrete
B. Provide and install 0.06 CY of concrete

Walk Site 19:
A. Provide and install 0.18 CY of concrete

Walk Site 20:
A. Provide and install 0.3 CY of concrete

Total Work to be completed: [redacted]

Project Notes:

1. The site cost estimate for work to be completed was generated by the Applicant and validated for reasonable costs using RS Means. See attachment labeled SP 77969_Cost_Validation.xlsx

2. Additional EHP information can be found in the following documents: Town of York-WO#27937-DI#228152-CIffWalkLocationMap.pdf,
Contact: ROBIN COGGER
186 YORK STREET
YORK, ME 03909
207/363-1040

Property Owner:
TOWN OF YORK
186 YORK STREET
YORK, ME 03909

Staff: LANGLOIS, LUCIEN

Directions:
Site can be accessed from the Harbor Beach Road parking area.

Site Town: YORK
Map: LOT

Memo:
On September 12, 2018, Department staff met with Robin Cogger and Ryan Colle at the Cliff Walk in York. It's the Department's understanding that the proposed project involves repairing the walkway which was damaged during a storm event.

Department staff observed 'coastal wetlands' (Atlantic Ocean) as defined in the Natural Resources Protection Act (NRPA), 38 M.R.S. § 480-B(2). Any activities located in, on, over or within 75 feet of the highest annual tide may require a NRPA permit. However, certain activities may not require a permit. Staff determined that the proposed maintenance and repair of the walkway, as discussed on-site, will not require a permit pursuant to the NRPA, 38 M.R.S. § 480-Q(Q). The installation of hand rails will not be considered an alteration and therefore does not require a permit pursuant to the NRPA, 38 M.R.S. § 310-Q(3)(B)(C). The existing materials from the walkway may be used during reconstruction but natural rocks must remain in place. In addition, drainage features may be installed in the walkway to alleviate erosion occurring landward of the walkway.

Staff recommends taking the following precautions during construction. Uncured concrete may not be placed directly into the water. Concrete must be pre-cast and cured at least three weeks before placing in the water, or where necessary, must be placed in forms and cured at least one week before the forms are removed. No washing of tools, forms, etc. may occur in or adjacent to the waterbody or coastal wetland. Access for construction will from a barge. Wheeled or tracked equipment may not be operated in the water. All wheeled or tracked equipment that must travel or work in a vegetated wetland area must travel and work on mats or platforms in order to protect wetland vegetation. Staff did not observe wetland vegetation in the proposed work areas.

Please make sure that all local permits, as well as applicable DEP permits, have been obtained prior to starting any work. Erosion control devices must be installed and maintained on the project site during any soil disturbance activity. A Stormwater Management Lay-By-Run or Maine Construction General Permit "NO" and "NOT" must be filed with the Department if more than 1 acre of area is going to be disturbed on the project site at a given time during construction.

Name: Lucien Langlois

Received: 8/31/2018
Site Visit: 9/12/2018
Completed: 9/13/2018
Hi Robin,

You’re all set to get started on the Cliff Walk work. I included the maintenance and repair criteria below for your reference.

2. Maintenance and repair. Maintenance and repair of a structure, other than a crossing, in, on, over or adjacent to a protected natural resource if:
   A. Erosion control measures are taken to prevent sedimentation of the water; [1995, c. 27, §1 (RPR).]
   B. [2011, c. 205, §1 (RP).]
   C. There is no additional intrusion into the protected natural resource; and [1995, c. 27, §1 (RPR).]
   D. The dimensions of the repaired structure do not exceed the dimensions of the structure as it existed 24 months prior to the repair, or if the structure has been officially included in or is considered by the Maine Historical Preservation Commission eligible for listing in the National Register of Historic Places, the dimensions of the repaired structure do not exceed the dimensions of the historic structure.

Lucien Langlois
Environmental Specialist III, Land Bureau
Maine Department of Environmental Protection
312 Canco Road, Portland, ME 04103
(207) 215-4550
www.maine.gov/dep

---

Hi Lucien,

It has been a while since we met. Our work with FEMA, regarding the Cliff Walk, has been completed and approved. I am preparing to begin work on the repairs. I want to, once again, confirm that your field determination form is all that is required of me from DEP to proceed?

Thank you.

Robin
Robin Cogger | Director
Office: Grant House | 200 US Rte. 1 | York, Maine | 03909
Mail: 186 York Street | York, Maine | 03909
Office phone: 207-363-1040
Website: http://www.yorkparksandrec.org/
Appendix B: Self-Verification Notification Form
(for all tidal and non-tidal projects in Maine subject to Corps jurisdiction)

US Army Corps of Engineers
New England District

At least two weeks before work commences, complete all fields (write "none" if applicable) below or use the fillable form at www.nae.usace.army.mil/missions/regulatory.aspx. Send this form, a location map, any project plans, and an Official Species List (See GC 8) to the address noted below; fax to (207) 623-8206; or email to jay.l.clement@usace.army.mil. The two-week lead time is not required for emergency situations (see page 4 for definition). Please call (207) 623-8367 with questions.

Maine Project Office
U.S. Army Corps of Engineers
New England District
675 Western Avenue #3
Manchester, Maine 04351

Permittee: Town of York, ME. Parks & Recreation Dept.
Address, City, State & Zip: 180 York Street, York, ME. 03909
Phone(s) and Email: 느이드.육엔마인.00 207.363.1040

Contractor: Maritime Construction and Engineering, LLC.
Address, City, State & Zip: 44 Pine Hill Road, Cape Neddick, ME. 03912
Phone(s) and Email: 439.9831

Consultant/Engineer/Designer: N/A
Address, City, State & Zip:
Phone(s) and Email:

Wetland/Vernal Pool Consultant: N/A
Address, City, State & Zip:
Phone(s) and Email:

Project Location/Description: York Cliff Walk
Tax Map/Lot:

Provide any prior Corps permit numbers:

Proposed Work Dates: Start: July 1, 2019 Finish: Sept. 30, 2019 (Weather permitting)

Area of wetland impact: N/A SF (leave blank if work involves structures & no fill in Navigable Waters)
Area of waterway impact: SF (leave blank if work involves structures & no fill in Navigable Waters)
Area of compensatory mitigation provided: N/A SF

Work will be done under the following Appendix A categories (circle all that apply):
I. Inland Waters and wetlands: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24
II. Navigable Waters: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

Your name/signature below, as permittee, indicates that you accept and agree to comply with the terms, eligibility criteria, and general conditions of Category 1 of the Maine General Permit.

Permittee Printed Name: Robin Nue, Parks & Recreation Director
Permittee Signature: 움누예 Date: 6/14/19
Robin Cogger

From: Clement, Jay L CIV USARMY CENAE (US) <Jay.L.Clement@usace.army.mil>
Sent: Tuesday, June 18, 2019 2:38 PM
To: Robin Cogger
Subject: York Cliff Walk Repairs SVNFT

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Robin:

Corps permit no. NAE-2019-01635 has been assigned to the Self Verification Notification Form you submitted. No further action is necessary from this office.

Good luck with your project.

Jay Clement
Senior Project Manager
US Army Corps of Engineers
Maine Project Office
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: June 17, 2019

DATE ACTION REQUESTED: June 24, 2019

☑ ACTION
☐ DISCUSSION ONLY

SUBJECT: Phase Three - Cape Neddick Light Station Exterior Restoration

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:

In February of 2018 the Board of Selectmen selected the J.B. Lesley Company, Inc. of South Berwick Maine for the Exterior Restoration of Cape Neddick Light Station. The Board authorized phases one and two of the project in the amount of $102,000 and $103,000 respectively. The first two phases have included restoration of the exterior woodwork of the keeper’s house and workshop and the painting of the keeper’s house, workshop and generator building, restoration of the upper balcony and railings on the light tower, exterior painting of the light tower, and repair and repointing of brick masonry on the fuel building. This work has gone very well and was completed on time and on budget.

At the May referendum voters approved an additional $82,000.00 for phase three of the restoration project. These funds will come from proceeds from the Gift Shop and not from tax dollars. Our plan is to award phase three now, so that work can begin no later than July 1st.

Per the original proposal, phase three will include:

- Roof Repairs to the Keeper’s House, generator building and workshop: $26,500
- Structural repairs to the keeper’s workshop: $37,000
- Removal of existing picket fence and installation of new fence: $18,500

Please see the attached proposal from the J.B. Lesley company, Inc. for phase three of the exterior restoration of Cape Neddick Light Station in the amount of $81,500. The costs are as originally presented and accepted by the Board of Selectmen.

RECOMMENDATION: I recommend the Board of Selectmen award Phase Three of the Exterior Restoration of Cape Neddick Light Station to the J.B. Lesley Company, Inc. of South Berwick, Maine in the amount of $81,500.
PROPOSED MOTION: I move to award Phase Three of the Exterior Restoration of Cape Neddick Light Station to the J.B. Lesley Company, Inc. of South Berwick, Maine in the amount of $81,500.

<table>
<thead>
<tr>
<th>FISCAL IMPACT: $81,500.00</th>
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<tr>
<td>DEPARTMENT LINE ITEM ACCOUNT: Sohier Park Building Fund</td>
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<tr>
<td>BALANCE IN LINE ITEM IF APPROVED:</td>
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</tbody>
</table>

PREPARED BY: [Signature]  REVIEWED BY: [Signature]
To: Robbin Cogger  
Parks and Recreation Director  
York, ME.  
5/21/19

Proposal

We propose hereby to furnish labor and materials to complete in accordance with specifications below.

J.B.Leslie Company is to follow the guidelines and specifications set forth by Ground Root Preservation Group in their exterior conditions assessment. All materials are guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviations from specifications below involving extra cost will be executed upon written or oral orders, and will become an extra charge over and above the estimate. All agreements contingent upon accidents or delays beyond our control.

Authorized signature

By: James B. Leslie, President

We hereby submit specifications for:

Cape Neddick Light Station

Reference: Maintenance & Preservation Projects. All pricing is based on the Ground Root Preservation Group assessments. Some modifications may be necessary to satisfy the State of Maine Historic Preservation office.

1) Roof repairs to the Keepers House, and Generator Building, Work shop: $26,500.00 
This price would include completely new shingles and underlayment paper on all three building roofs.
2) **Structural Repairs** to the Keepers workshop, Remove all existing plywood from floor. Remove any rotten or deteriorated floor joist, sills, floor boards and replace with new material. Remove the rotten and failing wall studs, timbers, exterior boarding and any clapboards in need of replacement and replace with new material. Replace the southern gable window and rebuild frame. All work to be done with stainless-steel fasteners. Paint the South and East sides with primer and two coats of paint to match the completed north and west sides of the building: **$37,000.00**

3) Removal of the existing wooden picket fence from island and dispose. Installing a new picket fence with composite lumber and all stainless-steel fasteners. **$18,000.00**

**Total amount:** Eighty-One thousand Five Hundred dollars

**$81,500.00**

**Terms:** Four equal payments of $20,375.00. The first due upon start up. With the next two payments due upon completion of each of the two above components and the final payment due upon completion of all the work described.

---

James B. Leslie  
President
REQUEST FOR ACTION BY BOARD OF SELECTMEN

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<th>June 20, 2019</th>
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<tr>
<td>DATE ACTION REQUESTED:</td>
<td>June 24, 2019</td>
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<tr>
<td>SUBJECT:</td>
<td>Electric Vehicle Charging Station grant application</td>
</tr>
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**DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:** This request hung up on money at the prior meeting. The request is to submit an application for $10,000 from Efficiency Maine, and this in turn requires a match of $27,166. Here is where that money can be provided:

- $10,000 from York Public Library
- $4,500 in-kind match from DPW
- $1,000 from FY19 budget of the Energy Steering Committee (requires future carry-forward)
- $5,000 from FY19 BOS Contingency (requires future carry-forward)
- $6,666 application for funds to the Town’s sustainability fund

There are other issues that must be addressed before this project can proceed, but those can be addressed after the application is submitted. The chargers will be on Library property, so who will own them, repair them and eventually replace them? Who will be providing electricity? Who will need to deal with credit card processes? Etc. I anticipate this will require an update of the MOU with the York Public Library, and I have discussed this briefly with Michelle Sampson. It’s all do-able. We’ll add it to the queue.

**RECOMMENDATION:** I recommend the Board authorize the application.

**PROPOSED MOTION:** I move to 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 York Public Library.

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

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<tr>
<td>DATE ACTION REQUESTED: June 24, 2019</td>
<td>DISCUSSION ONLY</td>
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<tr>
<td>SUBJECT: Award Harbor Study to GEI Consultants</td>
<td></td>
</tr>
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DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: The Harbor Board has reviewed the two bids submitted to perform the York Harbor/River Study. The Harbor Board has voted unanimously to recommend the study be awarded to GEI Consultants. The Harbor Board used the selection criteria in Section 4 of the RFP to determine the bidder best qualified to perform the study.

RECOMMENDATION: To authorize the Town Manager to award the York Harbor/River Study to GEI Consultants for the total amount of $41,900.

PROPOSED MOTION: To authorize the Town Manager to award the York Harbor/River Study to GEI Consultants for the total amount of $41,900.

FISCAL IMPACT: N/A

DEPARTMENT LINE ITEM ACCOUNT: Harbor Board Maintenance Account

BALANCE IN LINE ITEM IF APPROVED:
Town of York, Maine

Proposal for Harbor/River Study

Prepared for: Town of York
June 12, 2019
June 12, 2019  
Proposal 1902180  

Mr. Drew Donovan, Harbormaster  
Town of York Police Department  
9 Hannaford Drive  
York, Maine 03909  

Re: Proposal for York Harbor/River Study  
Town of York, Maine  

Dear Mr. Donovan:  

GEI Consultants, Inc. is pleased to present this Proposal for a Harbor/River Study for the Town of York, Maine. The Town is seeking qualified consultants to develop an inventory of existing harbor features, identify issues related to harbor use, and develop management recommendations. This important initiative will assist the Town in effectively managing their navigable waters into the future.  

GEI’s Coastal and Waterfront Engineers have extensive experience in planning, design, permitting, and construction administration of coastal projects. As an organization, we strive to understand our clients’ goals and apply ingenuity, creative thinking, and professional expertise to meet these goals in practical and efficient ways. Our staff has assisted many municipalities in Maine and New England with harbor and waterfront planning. We are excited to provide this service and expertise to the Town of York.  

This project will be managed from GEI’s Portland, Maine office where we have a staff of 14 professionals whose specialized expertise includes waterfront engineering, land use planning, GIS mapping, and coastal resilience. Additional staff support, as needed, will come from GEI’s Franklin, Massachusetts office where our staff specializes in waterfront and coastal engineering. GEI has the in-house expertise, resources, availability, and experienced personnel to competently complete this project on time and on budget. We trust that GEI’s qualifications, understanding, and approach described in this proposal will demonstrate our readiness to effectively work with the Town of York on this project.  

We look forward to working with the Town on this project. Thank you for the opportunity to be considered. Please contact me at (207) 347-2372 or at dbannon@geiconsultants.com if you have any questions.  

Sincerely,  

GEI CONSULTANTS, INC.  

[Signature]  
Daniel Bannon, P.E., CFM  
Project Manager / Senior Engineer  

[Signature]  
Varoujan Hagopian, P.E.  
Senior Coastal Engineer
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7.0 Project Management ................................................................................... 18

Attachment 1 – Proposal Form
Attachment 2 – Resumes
1.0 PROJECT UNDERSTANDING AND APPROACH

1.1 INTRODUCTION

The Town of York, Maine desires to undertake a Harbor/River planning study that will include an inventory of harbor features, and will study a range of important harbor management issues, including:

- Assessment of uses within the Town’s navigable waterways.
- Management of competing uses vying for shared use of the same resources.
- Public access to, and use of the waters.
- Congestion and capacity for increased vessel traffic, boating facilities, and private pier development.
- Needs for protection of natural, cultural, and scenic resources along the River.
- Preservation of water-dependent land uses and traditional working access.
- Town responsibilities for management, regulation, and enforcement to promote safe, efficient, and responsible use of the limited and valuable resources.

The following sections describe GEI’s current understanding of the project, and the approach that has been developed in order to meet the project goals effectively and efficiently.

1.2 PROJECT UNDERSTANDING

The Town of York is a coastal community with a year-round population of over 12,000. A popular resort community, the summer population increases by 3-4 times. The Town’s coastline is made up of many beaches, bluffs, and river and harbor areas that are heavily used by commercial and recreational boaters, fishermen, and members of the public. Central to the Town’s coastal identity and character is the extensive frontage on the York River, a 13+ mile long river that flows from the Town’s western border with Eliot to the Atlantic Ocean at the coast. The York River is a valuable resource that supports abundant fish and wildlife habitat, aquatic plant life, and fringing marsh. The River also supports a wide range of boating activities including over 300 moorings, multiple commercial marinas, yacht clubs, working waterfront sites, and recreational uses such as swimming, canoeing/kayaking, and paddleboarding. For the purpose of this study, the River is divided into two distinct sections:

- Downstream of Sewall’s Bridge:
  Based on NOAA Chart 13283, Sewall’s Bridge represents the Head of Navigation of the York River. Downstream of the Bridge, the River flows east and south to the Atlantic Ocean. The River is navigable at all tides with a natural 10-ft channel and some areas with depths exceeding 30 ft (below MLLW). In the Downstream section there are two federally maintained 8-ft anchorages, two Town Docks, multiple commercial marinas, a yacht club, a charter fishing facility, many residential/recreational docks, as well as the majority of the 300+ moorings in the Town’s waters.

- Upstream of Sewall’s Bridge:
  The upstream section of the York River extends more than 10 miles upstream of Sewall’s Bridge. Due to the limited clearance beneath Sewall’s Bridge of approximately 4 ft at MHW, navigation
above the bridge is limited to smaller motorized craft and hand carry vessels (canoes, kayaks, and paddleboards). The River becomes increasingly shallow and narrow moving further upstream and is subject to tidal action for several miles. There are existing docks/piers as far as 4 miles upstream of the Bridge indicating boating use extends at least that far.

As with most municipal harbors, there are a range of natural and cultural resources, physical features, and land/water uses with a variety of short and long-term needs and at times competing priorities. Effective harbor management will require that the Town of York strike a well-reasoned balance between these needs to ensure that limited, sensitive resources are protected, public access and water uses are promoted in safe and efficient ways, and traditional uses and industries such as working waterfront are preserved. GEI proposes to develop a Harbor Plan for the Town of York that will help the Town to accomplish these objectives. Our proposed approach is outlined generally within this section, a detailed scope of work follows.

1.3 APPROACH
Harbor Inventory

The first important step in developing an effective harbor management plan is to perform an inventory of existing features. This forms the basis of understanding of existing conditions, environmental character, type and volume of use, and issues, constraints, and opportunities. GEI will develop a Harbor Inventory for the Town of York through an approach that combines our technical expertise with staff and stakeholder collaboration. We will use our in-house GIS specialists to develop maps that compile a range of natural and cultural resources, physical features and land/water uses relevant to harbor management including marine features and uses, navigation channel/anchorages locations, upland land uses, natural resource types and locations, and other features as elaborated in the scope of work.

We will present this inventory to Town staff and stakeholders to review and supplement inventory data and maps. We will further develop this inventory through a waterside survey in which GEI staff will accompany the Harbormaster for a one-day visit by boat throughout the harbor areas to observe and gain further understanding of existing features.

This inventory will be presented in the form of printed maps, written summary reports for each harbor area, and GIS-based data layers.

Issue Identification, Ranking, and Prioritization

GEI will undertake an assessment of existing harbor conditions and uses to identify existing issues and needs for improved harbor management.

This assessment will rely on the data and maps generated through the inventory and stakeholder feedback, as well as our staff's familiarity with Title 38, Maine municipal Harbor Ordinances, State regulations such as the Natural Resource Protection Act, Federal regulations such as the Rivers and Harbors Act of 1899, and our professional experience in Harbor Planning and land use planning. The issues list will be developed collaboratively with the Town to ensure that the assessment accurately reflects the current climate of concerns and opportunities among users, residents, and stakeholders.
Once issues are identified, they will be classified in terms of their associated risks and ranked by relative severity in order to assist the Town in setting management priorities. The issues list will be presented as a written report with reference to geographic regions identified in inventory maps.

Management Recommendations

GEI will develop recommendations for improved harbor management to address each of the issues identified through the study. In order to guide these recommendations, GEI will first work with the Town to identify the overarching goals for Harbor Management. For example, if a goal is to maximize vessel capacity in the River, this will have different management recommendations than an alternative goal of minimizing congestion and/or impacts on water quality. The overarching goals are not necessarily mutually exclusive, but it is important to recognize the need for balance in competing priorities.

Once overarching goals are agreed upon, specific actions will be identified to work toward those goals. These may include items such as: revisions to the local Harbor Ordinances, actions that may be taken by the Harbor Board or Selectmen, changes to regulation and enforcement, implementation of various harbor improvement projects, and a range of other possibilities. Recommended timeframes will be established for each of the actions so that the Town may incorporate these actions into short- and long-term planning and budgeting.

Harbor Study Report

A report will be prepared and submitted to the Harbor Board that contains the results of the inventory, issues identification, and management recommendations. This report may be adopted in whole or in part by the Board in order to formally establish plans for future improvements to local harbor management.
2.0 Scope of Work

The scope of work has been developed to provide the Town of York with high-quality, professional harbor planning and mapping services intended to address the primary goals of the study to identify and review, for example, boat traffic, dock placement, safety, congestion, and capacity issues on York Harbor/River. Tasks are described below:

Task 1 – Project Kickoff Meeting

At the initiation of the project, GEI will hold a kickoff meeting with Town of York officials, Harbor Board representatives, and stakeholders identified by the Town of York. The goals of this meeting will be to:

- Review project objectives
- Review GEI workplan and schedule
- Identify key stakeholders
- Gather preliminary input on inventory features
- Discuss preferred mapping format and regions of interest
- Gather initial input on harbor issues for GEI to consider

GEI staff will facilitate the meeting.

Task 1 Deliverable: Kickoff Meeting Minutes, Attendee Contact List

Task 2 – Preliminary Harbor Inventory Development

Subtask 2.1: Public Domain Data Compilation

GEI will compile relevant public domain data from a range of local, state, and federal databases that will be used to support the development of a harbor inventory. Sources to be reviewed include (but are not necessarily limited to):

- NOAA Nautical Charts, locations of head of navigation, navigation aids
- USACE Federal Channel/Anchorages Limits and Licensed Mooring Fields
- Channels defined by the Town of York Harbor Ordinance
- FEMA Flood Zones
- MGS Coastal Bluffs
- Maine DEP Highest Annual Tide
- National Wetlands Inventory
- Rare and protected plant habitat
- Significant Wildlife Habitats
- Fisheries and Shellfish Habitat
- State licensed Aquaculture Sites
- Special Aquatic Sites, such as Eelgrass (Zostera Marina), Salt Marsh (Spartina), etc.
- Town of York Zoning
- Tax Map Parcel Boundaries
- Upland land use (residential, commercial, conservation, working waterfront, etc.)
- Sites of historic or cultural significance, including those on the National Register of Historic Places, and others as identified by the Town
- Other, as identified
Subtask 2.2: Marine Features Identification and Desktop Mapping

Using input from the Town of York, and review of the latest high resolution aerial photographs from GEI’s imagery service, GEI will develop GIS-based mapping layers for features relevant to marine use of the York Harbor and River, including:

- Moorings (to be compiled from existing Town of York database provided by Town)
- Piers, docks, and wharves
- Boat ramps
- Commercial marinas
- Fuel service
- Pumrop locations
- Recreational waterfront sites
- Working waterfront sites
- Public access points

Subtask 2.3: Existing Conditions Field Survey

In order to support an understanding of existing conditions, and observe existing harbor features relevant to the inventory, GEI proposes to perform a field survey of existing conditions. The format for this work will involve GEI staff participating in a full-day visit to York Harbor by boat, with the Harbormaster, to traverse the Harbor and River and discuss key areas of concern, photograph existing conditions, and observe inventory features. GEI will observe and document typical vessels using the River and various waterfront sites. Issues of seasonality, times of heavy use, and other factors affecting congestion will be discussed and documented. Any additional inventory features not addressed in Subtasks 2.1 and 2.2 will be located by GPS survey during the field work. For budget purposes, it has been assumed that the Harbormaster will use his boat to transport GEI Staff for the field survey.

Task 2 Deliverable: Preliminary GIS-Based Maps of Harbor Inventory

Task 3 – Harbor Issues Assessment

GEI will develop an understanding of York Harbor usage and management issues based on several sources of data including a review the information developed in Task 2, Preliminary Harbor Inventory, input gathered during the kickoff meeting, the Town of York Harbor Ordinance and Land Use Ordinance, the Town of York Comprehensive Plan, as well as relevant sections of Title 38, the Maine Natural Resource Protection Act, the Federal Rivers and Waters Act, and other relevant regulations. This review will also rely heavily of Staff experience in other Maine Town’s and familiarity with municipal Harbor Ordinances in Maine. A list of issues will be developed with the intent of assisting the Town of York in developing management goals and best practices for a sustainable, safe, and healthy harbor environment. Anticipated issues may include:

- Regulation of waterfront development
- Review of pier applications
- Public access to the shore
- Mooring management
- Management of increasing boat traffic and congestion
- Needs for dredging
- Supporting the working waterfront
- Addressing climate change and sea level rise
- Opportunities for balance of mixed uses
- Others, as identified
The list of issues will include an assessment of the potential risks associated with each issue (e.g. increasing congestion, loss of water quality, loss of public access, etc.), as well as the severity of each issue (e.g. a major threat requiring short-term action to avoid significant impacts, or a minor risk that may be addressed through simple means or management improvements).

**Task 3 Deliverable:** List of Harbor Issues with Supporting Documentation and Commentary

**Task 4 – Meeting with Harbor Board**

GEI will facilitate a public presentation during a regularly scheduled Harbor Board meeting. The goals of this meeting will be to:

- Update the Harbor Board and the Public on study progress
- Present the Preliminary Harbor Inventory
- Gather input on additional features to include in Inventory
- Present initial list of Harbor Issues
- Gather feedback on additional issues to consider
- Gather general study feedback from members of the public in attendance

**Task 4 Deliverable:** Presentation Materials including Maps and PowerPoint Presentation. Meeting Minutes.

**Task 5 – Update Inventory, Mapping, and Issues List**

Based on the feedback received during the Task 4 meeting, GEI will update the inventory mapping and issues list to reflect the latest understanding.

**Task 5 Deliverable:** Updated GIS-Based Mapping of Harbor Inventory and List of Issues.

**Task 6 – Develop Management Recommendations**

GEI will develop written recommendations to address each of the issues identified in prior tasks. Recommendations will be provided for short- and long-term actions that should be taken that address the type and severity of issues, and the relative priority based on GEI’s assessment and Town input.

**Task 6 Deliverable:** Report of recommendations.

**Task 7 – Project Meeting**

GEI will facilitate a public presentation to the Harbor Board to present the findings of Tasks 1-6. Feedback from the Board and the public will be documented for inclusion in the final report.

**Task 7 Deliverable:** Presentation Materials including Maps and PowerPoint Presentation. Meeting Minutes.

**Task 8 – Finalize Project Deliverables**

GEI will prepare a final report for the project that documents the study findings and recommendations.

**Task 8 Deliverable:** Final Report. Compilation of Deliverables from Prior Tasks. GIS layers of inventory features transmitted to Town in ArcGIS or Google Earth format.
ASSUMPTIONS

In developing the Scope of Work, a number of assumptions have been made as outlined below:

1. The Town of York will provide existing mooring database to GEI in a GIS format.
2. The Town of York Harbormaster will assist in the field survey through the use of his boat and a full day of his time with GEI Staff during the survey.
3. Desktop mapping and handheld GPS will provide sufficient survey accuracy for the purposes of this study. The services of a professional land surveyor have not been included in the scope.
4. For planning purposes, GEI has estimated one full-day visit to York and attendance and facilitation of two Harbor Board meetings. If additional meetings or site visits are warranted, GEI will work with the Town of York to amend the work scope.
3.0 PRICE PROPOSAL AND PROJECT SCHEDULE

Price
As outlined in the Proposal Form, GEI proposes to perform all services for the Fixed Price, Not to Exceed $41,900. Attachment 1 provides a copy of GEI's Price Proposal Form.

Schedule
We understand the Town of York has developed the following schedule. GEI will endeavor to meet this schedule provided there are no unforeseen obstacles such as delays in the project start date, issues with data availability, or difficulty scheduling meetings or field work.

- Begin Work ................................................................. July 1, 2019
- Progress Update ......................................................... July 22, 2019
- Progress Update ........................................................ August 12, 2019
- Conclude Work ......................................................... September 2, 2019
- Submit Results .......................................................... September 16, 2019
4.0 QUALIFICATIONS

INTRODUCTION TO GEI

Established in 1970, GEI Consultants, Inc. is a consulting engineering firm specializing in geotechnical, environmental, water resources, and ecological services. With more than 900 staff and over 40 offices nationwide, GEI is a leader in providing multi-disciplined engineering and technical services to a range of private and public-sector clients, both domestically and abroad. We partner with our clients to deliver outstanding solutions for complex projects, utilizing a unique and fully integrated suite of services.

Our staff of experienced engineers and scientists support project activities from initial feasibility assessment, permitting, planning, and design stages through construction, testing, and final documentation. We foster personal relationships with our clients and support our staff in a partnership model, which is underpinned by continuous learning and sharing of knowledge. We retain proven, recognized experts and attract talented minds to deliver a refreshing blend of technical expertise, collaborative spirit, and innovation that is rare in our profession. As an employee-owned firm, we are able to attract and retain talented staff who are committed to advancing the company’s technical expertise and who truly value being part of GEI.

GEI consistently ranks among the top 100 engineering firms in Engineering News Record’s (ENR) annual rankings. We are currently ranked number 16 for ENR’s Top Design Firms in New England (2018). We are proud of the work we do, but most important is how our clients feel about services they receive. We thus encourage the Town to contact our references.

Coastal & Waterfront Engineering Services

Coastal regions are very complex. GEI approaches coastal projects with a multidisciplinary team where science, engineering, and ecology experts collaborate to provide exceptional project solutions.

Our waterfront engineers and scientists provide a full range of coastal engineering services, including early site assessment, data collection, planning for municipal harbors and waterfront sites, topside and bathymetric survey, above and below water inspections, analysis and design of piers, wharves, dredging, marinas, ferry terminals, bulkheads, and seawalls, regulatory permitting, and construction phase services.

GEI’s waterfront engineers specialize exclusively in harbor and waterfront projects. Each staff member has in-depth expertise in the field including harbor mapping and inventories, usage studies, and plan development.
DIFFERENTIATORS

GEI is highly qualified to provide the requested professional engineering and planning services for the York Harbor/River Study. Several factors differentiate GEI from our competitors:

- **Specialized Expertise:** Key project staff have specialized expertise in harbor and waterfront planning in Maine and New England.

- **Recent Experience:** Key project staff have many examples of successful recent projects similar in nature to the York Harbor Study, including recent harbor planning studies for other Maine municipalities.

- **Diverse Resources:** GEI’s diverse staff also includes experts in ecological services, water resources (including wave and upland flooding analysis, sea level rise, and coastal resilience, adaptation, coastal engineering, and environmental permitting that can lend expertise to the assessment of the complex challenges surrounding river/harbor planning as needed.

- **Regulatory Understanding:** Project Manager Daniel Bannon has been directly responsible for the design and permitting of numerous coastal projects in Maine including piers, marinas, boat ramps, bridges, and dredging. He is very familiar with the relevant Maine DEP and Army Corps regulations, as well as Maine Revised Statutes Title 38: Waters and Navigation, and municipal Harbor Ordinances in many Maine communities.

- **State of the Art Equipment:** GEI is equipped to perform in-house drone surveys, GPS survey, GIS mapping, CAD, and engineering design using the latest software and technology. We have access to subscription-based aerial photography service that provides up-to-date, high-resolution imagery several times each year. GEI also has certified engineer/divers, survey vessels, and hydrographic survey capabilities.

- **Recognized Experts in the Field:** GEI staff are recognized leaders in coastal engineering, planning, resilience, and adaptation.
5.0 Project Team

GEI’s team brings a depth of resources, experience, and expertise to this project. The team highlighted below has been selected based on their relevant skill sets, experience with similar projects, and availability.

The team will be led by Daniel Bannon, P.E.,(Maine), CFM. He brings strong leadership and experience working in a collaborative project approach and will be responsible for the timely delivery and quality of GEI’s work products. Mr. Bannon is a licensed Professional Engineer who specializes in waterfront projects in Maine, an ASFPM Certified Floodplain Manager with expertise in coastal flood risk, and a MaineDOT certified Local Project Administrator. His experience includes municipal harbor studies for several Maine municipalities, as well as leading the design and permitting of numerous waterfront projects on the Maine coast.

Mr. Bannon will be supported by a team of skilled professional staff from GEI’s Portland, Maine and Franklin, Massachusetts offices. Brief introductions to key team members are provided below. An organization chart of key project staff, and breakdown of estimated work responsibilities follow. Attachment 2 contains key staff resumes with relevant project experience.

TEAM BIO’S

DANIEL BANNON, P.E., CFM
PROJECT MANAGER & STUDY LEAD

Education
M.S., Structural Engineering
B.S., Civil Engineering

Experience in the Industry
12 years

Registrations/Licenses
Professional Engineer, ME
No. 13033

Daniel Bannon is a Project Manager and Senior Engineer in GEI’s Portland, Maine office. He specializes in projects involving waterfront structures, shore access, flood protection, recreational and commercial boating facilities, waterfront planning and development, and bridges in coastal settings.

Mr. Bannon is experienced in all aspects of project development including field inspections, concept planning, life-cycle analysis, project management, design, permitting, and construction administration. He is very familiar with the federal, state, and local regulations that govern development in coastal high hazard areas and sensitive environmental habitats, with a primary focus on the Maine coast.

Mr. Bannon’s experience with harbor planning and design projects for Maine municipalities includes development of Harbor Inventories, review of harbor issues, and development of management recommendations – each of the key components of this study.

Mr. Bannon’s role in the project will be as the Project Manager and Lead Engineer. He will be responsible for managing all aspects of the project including inventory development, harbor assessment, and recommendations. He will attend all client meetings and presentations and will lead the preparation of project deliverables.
VAROUJAN HAGOPIAN, P.E., F. ASCE
SENIOR COASTAL ENGINEER

Varoujan Hagopian is a designer and experienced engineer. Throughout his professional career he has worked on complex, large-scale waterfront developments. For the past 42 years, he has managed, designed, permitted, value engineered and completed the planning, design and construction of a variety of projects that include mixed-use waterfront developments, parks, marinas, offshore recreational islands, beach nourishment, shoreline and edge stabilization, river and lake engineering, wharfs, piers, canals, sea walls, breakwaters, commuter and ferry boat facilities, cruise ship piers, marinas, and harbor protection structures. He has provided complete turnkey services, from conducting feasibility and early planning studies, followed by detail design, permitting and on to final construction. In addition to his planning, design and project leadership responsibilities, Mr. Hagopian has performed value engineering studies, provided construction management services, and assisted clients with budgeting and contract negotiations.

Securing grants and funding for public projects from a large variety of federal government sources is one of Mr. Hagopian’s core skills including working directly with client congressional representatives in Washington to get federal dollars for 50/50 cost sharing recreational and economic enhancement projects.

Mr. Hagopian will provide project guidance including review of inventory, and assistance with harbor assessment and development of recommendations.

LISSA ROBINSON, P.E., C.G., M.C.P.D.
SENIOR CIVIL ENGINEER & LAND PLANNER

Lissa Robinson is a Senior Civil Engineer, Hydrologist, Geologist, and Land Planner at GEI Consultants, Inc. with 30 years of consulting experience. She has worked across Maine, New England and nationally providing expertise in civil and water resource engineering and hydrology disciplines with emphasis in the areas of coastal, surface water, and ground water hydrology, and hydraulic engineering.

Her work as a licensed Professional Engineer (Maine) and Certified Geologist (Maine) helps guide clients with analysis, modeling, mapping, and reporting for hydrologic and hydraulic studies. She has worked with clients to evaluate the resiliency of structures, systems, and processes to impacts such as riverine flooding, extreme precipitation, sea level rise, storm surge, and wave run-up. Representative clients include municipalities, federal and state agencies, the hydroelectric industry, water districts, as well as residential, commercial, and industrial facilities. Ms. Robinson also helps clients bridge the gap between science and land use policy through her knowledge and experience in community planning and development. Ms. Robinson will provide input related to land use planning and impacts on Harbor Management, and will be the in-house reviewer on this project, responsible for QA/QC and review of study deliverables.
LEILA PIKE, P.E.
WATER RESOURCE ENGINEER

Leila Pike is a licensed Professional Engineer in GEI’s Portland, Maine office. She specializes in coastal modeling related to flood vulnerability studies, including performing wave transformation, wave setup, wave runup, and wave overtopping analyses. She has conducted analyses to determine coastal flood levels for various storm surge return periods with the incorporation of future sea level rise scenarios using data from NOAA, the IPCC, and the USACE. Her work has helped determined design heights for coastal marine structures to decrease future flood impacts. Additionally, her work was used in the FEMA Flood Insurance Rate Maps remapping in Knox and Hancock counties.

Ms. Pike’s role in this project will be to provide project assistance throughout each phase of the work.

ALEX GRAY
GIS SPECIALIST

Mr. Alexander Gray is an Adaptation Specialist/GIS Analyst in GEI’s Portland, Maine office with more than 5 years of experience in the industry. Mr. Gray uses his GIS analytic skills to build models to assist municipalities and community organizations in understanding their vulnerabilities to storm surge and sea level rise. Alex has developed methods to quantify climate-related risks and calculate costs and benefits for adaptation strategies. Mr. Gray also performs hydrology and hydraulic modeling for rainfall runoff and hypothetical dam failure analysis. His work is used to develop inundation maps as part of resiliency and emergency action planning. His graduate school research in coastal community vulnerabilities was cited in the Northeast Chapter of the 2015 National Climate Assessment report and responsibilities after graduate school included training municipal code enforcement officers on coastal hazards.

Mr. Gray’s role in this project will be to lead the preparation of GIS mapping for the Harbor Inventory. He will be responsible for preparation of maps and new GIS layers, and will assist with field survey and documentation.
ORGANIZATION CHART

Senior Consultant
Varoujan Hagopian, P.E., F.ASCE
Senior Consultant
40+ years of experience

Project Manager
Daniel Bannon, P.E., CFM
Project Manager/ Waterfront Engineer
12 years of experience

In-House Reviewer
Lissa Robinson, P.E., C.G., M.C.P.D.
Senior Consultant
30+ years of experience

Key Personnel
Leila Pike, P.E.
Water Resources Engineer
5 years of experience

Alexander Gray
Adaptation Specialist/ GIS Analyst
5 years of experience

WORK BREAKDOWN

It is anticipated that key staff will have the following roles and work responsibilities:

<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Roles</th>
<th>Estimated Work Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daniel Bannon, P.E., CFM</td>
<td>• Project Manager</td>
<td>40%</td>
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<tr>
<td></td>
<td>• Study Lead</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Direct involvement in all project tasks</td>
<td></td>
</tr>
<tr>
<td>Alex Gray, M.S.E.E.S.</td>
<td>• GIS Mapping</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td>• Inventory Development</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Field Survey Assistance</td>
<td></td>
</tr>
<tr>
<td>Varoujan Hagopian, P.E.</td>
<td>• Senior study guidance</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td>• Issues identification &amp; recommendations</td>
<td></td>
</tr>
<tr>
<td>Lissa Robinson, P.E., C.G., M.C.P.D.</td>
<td>• Senior study guidance</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td>• Land Use Planning</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Internal quality review</td>
<td></td>
</tr>
<tr>
<td>Leila Pike, P.E.</td>
<td>• Study Assistance</td>
<td>10%</td>
</tr>
</tbody>
</table>
6.0 RELEVANT EXPERIENCE & REFERENCES

GEI has an extensive portfolio of successful coastal and waterfront engineering projects that address the key scope items contained within this project.

Several examples are provided below of our completed projects that originated from successful grant awards, and gained special recognition from local, state, and federal agencies or professional organizations.

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Harbor Management Plan
TOWN OF BRUNSWICK, MAINE

Prior to joining GEI, Project Manager Daniel Bannon was the Project Manager for the Prime Consultant responsible for the development of a Harbor Management Plan for the Town of Brunswick, Maine.

The plan involved preparation of an inventory of Harbor Features throughout the Town’s many harbor areas on Casco Bay and the Androscoggin River. GPS survey was completed for each of the 300+ moorings in the Town’s waters. GIS mapping was prepared for natural resources and marine features. A series of public and stakeholder meetings were undertaken to identify issues related to the Town’s Harbor Management, and recommendations were developed to address each of these issues. In addition, the Town’s Harbor Ordinance was reviewed and a list of recommended revisions to the ordinance was provided that considered relevant state statutes, as well as the ordinances being utilized by nearby communities.

The Study was formally adopted by the Town in 2014, and as a result, the Town established the Rivers & Coastal Waters Commission to implement study recommendations and work toward improved Harbor Management.

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Public Mooring Field Feasibility Study
TOWN OF BRUNSWICK, MAINE

Prior to joining GEI, Project Manager Daniel Bannon was the Project Manager for the Prime Consultant responsible for a Public Mooring Field Feasibility Study for the Town of Brunswick, Maine.

The Town of Brunswick has limited deep water within which to locate public moorings, and currently has no public mooring facilities. A public mooring field feasibility study was undertaken to identify harbor locations suitable for moorings, potential for upland access, and potential actions the Town could take to create public mooring facilities. The study considered three options for access to public mooring fields located in the Town’s waters in either Maquoit Bay or Middle Bay: development of a new public landing on a Town-owned coastal property, access through an existing state-owned recreational boat ramp, public-private partnership with an existing commercial marina. Mooring field concepts were developed that considered siting for exposure, natural resources, and existing facilities, with layouts based on a range of anticipated vessel sizes.
Portland Street Pier Assessment
CITY OF SOUTH PORTLAND, MAINE

GEI has been working with the City of South Portland since 2017 on a multi-phase project that will result in significant upgrades to their primary working waterfront facility that supports traditional fisheries as well as a growing aquaculture industry.

The initial phase of work, completed in early 2018, involved inspection of the existing facility, a needs assessment in which pier users and stakeholders were surveyed and usage data were developed, concept design of improvements to the facility, and economic analysis to support City decision making.

As part of this study, GEI worked closely with the Gulf of Maine Research Institute to complete a usage study for the facility that considered traditional uses, as well as needs to serve the growing aquaculture industry.

A second phase of the work began in 2018 to design a replacement pier that will better accommodate the needs of working waterfront users, while addressing critical issues related to pier resiliency and structural capacity.

Municipal Fish Pier Expansion Study
TOWN OF STONINGTON, MAINE

GEI is currently working with the Town of Stonington on a project that involves inspection and assessment of the existing municipal fish pier, hydrographic survey of the adjacent harbor, development of conceptual plans to address needs for increased capacity and resilience, and development of plans for a dredging program that will include both maintenance dredging and new dredging to restore and improve navigation in areas of the harbor around the pier. This phase of the work is ongoing and is scheduled for completion in 2019.

In a prior phase of work completed in 1999, GEI* designed an expansion to the existing working waterfront site. The scope of services included final design, regulatory approvals, contract documents and construction services for the design of a granite seawall and a timber pile-supported pier section to expand the existing fish pier. Work also included dredging, underwater ledge removal, floating dock expansion, and pier side services. Critical aspects of the project included dredging and rock removal to provide adequate draft and the re-use of existing granite to reduce project cost.

GEI was responsible for all aspects of this project. Services included feasibility study, field investigation, design, contract documents, procurement of all regulatory approvals, and construction services.

*The 1999 services were provided through Bourne Consulting Engineering prior to merging with GEI Consultants, Inc.
GEI was retained by the Town of Plymouth to provide consulting services for the redevelopment of the T-Wharf commercial pier.

GEI was tasked to review historic project information, reevaluate the pier condition and develop a layout based on current needs and site conditions. Investigation included above and below water inspection of the existing pier.

The project is planned to provide full commercial support to the Town of Plymouth's commercial fishermen including protective berthing, pier side services, product/ equipment transfer capacity, truck access and harbormaster offices.

Services included assessment of existing uses, determination of current pier condition, development of alternatives, preliminary design of preferred alternative and filing of regulatory approvals. Regulatory reviews and approvals were completed and GEI prepared final design plans and construction documents. The first phase of construction is now completed.

Major design elements included greenheart piles, concrete pile caps, concrete decked pier for truck loading; wave attenuation; fendering and mooring systems, stormwater management; utilities; and fish handling cranes.

Services were provided through Bourne Consulting Engineering prior to merging with GEI Consultants, Inc.
7.0 PROJECT MANAGEMENT

Collaboration, coordination, and communication are key components of GEI projects. This section discusses GEI’s project management plan, as well as the efforts anticipated to reduce and mitigate the likelihood and magnitude of deviation from the proposed schedule or other potential issues.

PROJECT MANAGEMENT

GEI has developed and instituted a formalized project delivery model (PDM), which is a Project Management Institute-based (PMBOK) framework of proven processes and tools we use to successfully accomplish client work.

At the core of the model are three interrelated processes: planning, execution, and managing change. We believe our project delivery framework and approach to dealing with project implementation, change can provide this project with tremendous value.

PROJECT PLANNING

For effective project execution, the entire team will have a common understanding of the project and contract requirements, in particular:

- Project objectives, requirements, constraints
- Implementation plan and schedule with deliverable milestones
- List of team members and their roles and responsibilities
- Project budget
- Communication protocols (internal and external)
- Meeting/conference call schedule
- Document and record control procedures
- Quality Assurance/Quality Control Plan
- Health and Safety
- Administrative procedures
- Anticipation and recognition of change

Fiscal Management

Financial control during project implementation is maintained through our financial monitoring program, which uses BST10 business management software to provide GEI project managers with the financial status of their projects on a continuous basis. Staff time and project expenses are entered daily and posted to the project weekly. This system enables close tracking of project budgets for monthly reporting and percentage complete details.
Quality Assurance/Quality Control

GEI’s quality assurance and quality control program (QA/QC) emphasizes that consistent high quality has always been, is, and will continue to be a cornerstone of GEI’s business and professional services. Through the implementation of our processes and procedures, we provide the services and documents that our clients need to have successful projects. Our QA/QC program begins in the planning stages and ends after the project is successfully completed and accepted by our client. The fundamental principles of QA/QC at GEI can be distilled to these seven key elements:

- **Plan the Work** – develop a work plan to achieve agreed-upon objectives and quality, including scope, schedule, budget, technical work, and work products.
- **Execute the Work** – following the plan, with changes as appropriate as the work progresses. Maintain a record of changes, including the basis for the changes.
- **Document the Work** – create appropriate records of relevant information to document the work, including explorations, tests, analyses, recommendations, work products, sources of data, references, and communications.
- **Check the work** – by a qualified independent person, including methodology, data, calculations, and presentation of results.
- **Review the Work by IHR** – perform an independent review of the work plan, work execution, results, recommendations, and documents by a qualified In-House Reviewer.
- **Prepare High Quality Documents** – that are accurate, clear, concise, complete, and reflect GEI’s and the client’s general format and appearance expectations.
- **Maintain Open Communications** – keep the client and project team informed of progress, changes, issues, and results through timely, documented communications.

A Culture of Health and Safety

GEI is committed to a culture of safety, health, and environmental protection. This culture at GEI is reflected in our processes, training programs, and ultimately our safety record. Safety transcends every facet of our work - from our daily driving to excavation at a construction site. GEI’s Experience Modification Rate (EMR) is currently at 0.73, well below the Bureau of Labor Statistics (BLS) industry averages and the 1.0 EMR threshold often employed by many of our clients. We have not had any OSHA citations, regulatory violations, or fatalities in our 49-year history.

GEI has several fully dedicated health and safety personnel across the country who develop and review H&S plans, perform site audits, and partner with our clients to execute projects safely and within OSHA compliance.
ATTACHMENT 1 – PROPOSAL FORM
EXHIBIT 2

PROPOSAL FORM

York Harbor/River Study

TO: Drew Donovan, Harbor Master
York Police Department
9 Hannaford Drive
York, ME 03909

Dear Sir:

The undersigned hereby declares that it has carefully examined the location of the proposed York Harbor/River Study Request for Proposal including the specifications therein referred to in Exhibit 1, and the proposed Services Agreement in Exhibit 3, 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 for said Services or portion of the Services the following sum(s) as the "Contract Price": [Forty One Thousand Nine Hundred] Dollars (insert dollar amount in words) ($41,900) (insert dollar amount in numbers)).

If the Town accepts the Proposal, the undersigned further agrees that it will execute the Services Agreement within thirty (30) days from the date of opening the Proposals.

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]:

GEI Consultants, Inc.,
Corporate Office: 400 Unicorn Park Drive, Woburn, MA 01801
GEI President: Ronald Palmieri, 120 West Madison, Suite 1305, Chicago, IL 60602
Local Office: 5 Milk Street, Portland, ME 04101
Local Office Branch Manager: Lissa Robinson, 5 Milk Street, Portland, ME 04101
Date: June 12, 2019

Project Manager/Senior Engineer

GEI Consultants, Inc.
400 Unicorn Park Drive
Woburn, MA 01801
04-2468348

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

GEI Consultants, Inc., Attn: Daniel Bannon, P.E., 5 Milk Street, Portland, ME 04101
dbannon@geiconsultants.com

Please provide Proposer's Telephone Number: (207) 347-2372
ATTACHMENT 2 – RESUMES
Daniel J. Bannon, P.E., CFM  
Project Manager / Senior Engineer (Waterfront Structures)

Daniel Bannon is a Project Manager and Senior Engineer in GEI’s Portland, ME office. He specializes in projects involving waterfront structures, shore access, flood protection, recreational and commercial boating facilities, waterfront planning and development, and bridges in coastal settings.

Mr. Bannon is experienced in all aspects of project development including field inspections, concept planning, life-cycle analysis, project management, design, permitting, and construction administration. He is very familiar with the Federal, State, and Local regulations that govern development in coastal high hazard areas and sensitive environmental habitats, with a primary focus on the Maine coast.

An experienced structural engineer, Mr. Bannon has expertise in design of concrete, steel, aluminum, timber, and FRP composite structures and foundations in a range of applications.

Mr. Bannon is also familiar with a number of the funding programs available for waterfront planning, design, and construction. He has experience with State and Federal grant programs, often assisting clients with obtaining project funding.

Project Experience

Fish Pier Dredging and Structural Repairs, City of Rockland, ME. Currently serving as Project Manager and Lead Design Engineer for a project that includes planning, design, permitting, and construction phase services for a range of critical improvements to the City of Rockland’s municipal Fish Pier. The scope of improvements includes: dredging of an estimated 10,000 CY of sediment around the pier with ocean disposal, installation of a new reinforced concrete deck slab, upgrade of the pier fender system with new fender piles, wales, chocks, and camels, reconstruction of an adjacent seawall, and upgrade of pier utilities. The project is currently in the design phase, with construction anticipated during the winter of 2020-2021.

Municipal Fish Pier Improvements, Town of Stonington, ME. The Town of Stonington’s Municipal Fish Pier was constructed in the mid-1980’s as part of the State of Maine Fish Pier program. The pier was expanded in the mid-1990’s. In the time since, fisheries have changed resulting in changes to vessel characteristics and functional needs at the facility. Additionally, the facility faces risk of overtopping due to storm surge and sea level rise. GEI is currently undertaking concept analysis and preliminary design efforts for upgrades to the pier that include: dredging around the pier to increase water depth, options for pier expansion and skiff dock redesign to increase capacity, and options for modification of pier elevation to reduce flood risk. The work is scheduled for completion in fall 2019.
Portland Street Pier, City of South Portland, ME. After GEI had completed an initial phase of inspection, analysis, development of concept alternatives, and economic analysis—the City of South Portland awarded an extended contract for development of 40% design plans for the preferred alternative. To address structural deficiencies, functional limitations, and increased flood risk (the pier was rezoned from A to VE with an increased Base Flood Elevation), the City elected to move ahead with a full pier replacement. Design plans were prepared for a new concrete pile-supported pier and associated upgrades to the marina floats, bulkhead, and upland parking to address anticipated uses of the facility. This work is underway and is scheduled for completion in spring 2019.

Municipal Harbor Improvements, City of Salem, MA. Prepared final designs and specifications for the construction of three separate municipal piers as part of an upgrade to the City of Salem’s public waterfront facilities. Piers ranged in size from a pile-supported timber structure that was designed for ADA compliance and increased berth capacity, to a small seasonal facility at a town park for hand-carry access to the South River. These facilities are scheduled for construction in Fall 2019.

Mariner’s Wharf Expansion, Town of Long Island, ME. Served as project manager through a multi-phased project at one of the Town’s primary public docking facilities. The first phase involved stakeholder engagement, planning, and concept design to determine a preferred scope of facility improvements. The selected upgrades included: upgrade, and extension of timber wavescrns, reconfiguration of the Island Rescue Vessel berth for improved use by emergency responders, expansion of the floating dock system, reconfiguration of upland facility access, and addition of a new 80’ ADA compliant gangway. State and Federal permit applications were obtained. The Town was awarded State (SHIP, SHPG) and Federal (CDBG) funding for a first phase of construction in 2017 and a work program was developed to fit the available budget. Final design, bidding, and construction administration were provided for the initial phase of work.

Former Coast Guard Pier Replacement, Private Client, Little Diamond Island, Portland, ME. Provided design, permitting, and construction administration for the replacement of a 7,500 SF timber pier in Casco Bay that was formerly operated by the USCG and is currently in private ownership. The replacement pier was designed with a truck rated deck and an outer berth with fendering to accommodate the Casco Bay Lines ferry. A 30’x70’ pier building was temporarily relocated so that new FRP composite piles could be installed to replace the deteriorated timber piles. The elevation of the pier and building were increased for improved flood resiliency.

Basin Dredging and Marina Expansion, Migis Lodge, South Casco, ME. Migis Lodge is a private resort on Sebago Lake that has been in operation for over 100 years, with a marina that provides dockage for their rental boats and those brought by guests. An expansion and improvement project was designed to address needs for additional water depth, increased dock space, and improved water access. Improvements included: an expanded floating dock system with 16 additional slips, dredging of the basin to provide a minimum of 5’ of water depth at seasonal low-water, and reconstruction of the existing boat ramp with a new ramp with improved gradients and access throughout all water levels. The dredging program identified beneficial reuse of dredge spoils within the 135-acre resort property to allow for efficient and cost-effective permitting and construction. Local, State, and Federal permitting was completed, and construction administration services were provided.

Downtown Waterfront Resilience Preliminary Engineering Study, Town of Machias, ME. The Town of Machias’ downtown waterfront area faces significant risk of flooding due to coastal storm surge and sea level rise. The areas at greatest risk of flooding include numerous businesses, residences, the Town Office, and the Wastewater Treatment Plant, as well as important transportation infrastructure. A preliminary engineering study was undertaken to design flood protection measures for the Downtown area. A detailed survey was completed for the entire project area using a combination of drone-captured photogrammetry and conventional survey techniques. Inundation scenarios were developed that considered the probability of occurrence of a range of storm events and the associated damages. Preliminary designs were developed for seawall and revetment solutions along the 3,500 linear feet of downtown shoreline that addressed needs for flood protection, drainage, access, and integration with adjacent structures. A boardwalk was incorporated into the designs to provide public access to the shore.
Preliminary cost estimates were prepared for alternative design solutions to support the application for grant funding for future project phases.

**Snow Marine Park Boat Ramp and Masterplan, City of Rockland, ME.** Lead a consulting team to prepare a masterplan for 14-acre, city-owned waterfront park. The plan included: improvements to the boat launch, expanded parking, recreational trails, and layout of sports fields on the upland property. As a separate task, a replacement design was prepared for the facility boat ramp that provides public access to Rockland Harbor. The ramp is used by vessels up to 50-tons. A replacement ramp was designed that incorporated two 20-ft wide ramp lanes constructed with heavy duty precast concrete planks, a concrete ramp abutment, and center floats.

**Public Landing Working Waterfront Improvements, Town of Camden, ME.** The Public Landing is one of the Town of Camden's busiest waterfront properties. The facility provides access to Camden Harbor for recreational boaters, commercial fisherman, and a fleet of daysailers and windjammers. Design and permitting was completed for improvements to the working waterfront portion of the site that included: new floats, replacement of guide piles, and a new bait hoist. The project was constructed with Small Harbor Improvement Program funding from Maine DOT.

**Government Wharf, Town of Kittery, ME.** Completed a field inspection and load rating of the existing timber pier that is part of the Town of Kittery working waterfront. The work resulted in short-term recommendations for repair and posting of the structure so that it could remain in service, and a longer-term recommendation that the Town replace the structure to address existing deficiencies.

**Harbor Management Plan, Town of Brunswick, ME.** A Harbor Management Plan was prepared for the Town of Brunswick. The plan began with a comprehensive inventory of harbor features, including GPS survey of each of the approximately 300 moorings in the Town's waters, and development of a GIS database of existing piers, boat ramps, access points, moorings, aids to navigation, and other maritime features. After a detailed review of inventory data and a stakeholder input process consisting of 3 public meetings, and meetings with local groups and marina owners, recommendations were developed for a range of harbor related issues. The plan was formally adopted by the Brunswick Town Council in 2014, and as an outcome of the study, the Town's Rivers & Coastal Waters Commission was created to implement study recommendations, and many of the recommended revisions to the Town's Harbor & Waterfront Ordinance were instituted.

**Town Landing Masterplan, Town of Yarmouth, ME.** The Yarmouth Town Landing provides access to the Royal River for commercial and recreational vessels with a boat launch, upland parking, separate recreational and commercial docks, dinghy storage for the adjacent mooring field, and a harbormaster's office. A masterplan of improvements was developed that included many components aimed at providing improved facility capacity and function. Recommended improvements included: revised vehicular circulation with one-way traffic flow and a make-ready area for the launch, reconfigured parking with passenger car and truck/trailer spaces, an expanded boat launch, a separate hand carry launch to minimize conflicts between user groups, a new harbormaster's office in an improved location, and expansion of the adjacent mooring field.

**Deepwater Access Plan, Town of Brunswick, ME.** Despite it's nearly 70 miles of coastline, the Town of Brunswick has limited deep water and no public mooring facilities. The Town routinely receives mooring applications from owners of inland property and is unable to fill these requests. A study was completed in 2015 that considered the feasibility of three alternatives for creation of a new public mooring field in the Town's waters in Maquoit Bay or Merenpoint Bay. From the waterside, the alternatives considered optimal mooring field location and layout, water depths, exposure conditions, natural resources and fisheries, and existing facility locations. From the landside, the study considered needs for parking, shore access, dinghy storage, and service facilities. The three alternatives each considered a different approach to upland access. One with a new Town Landing on an acquired property, one utilizing a State-owned public boat ramp, and one through a public-private partnership with an existing commercial marina.
Ocean Street Footbridge Replacement, Town of Ogunquit, ME. Provided design, permitting, and construction administration for the replacement of the 300’ long timber footbridge that crosses the Ogunquit River to access Footbridge Beach. The existing bridge was structurally deficient and functionally obsolete. A replacement structure was designed that incorporated the following improved features: increased width to address congestion, addition of bumpouts for fishing and scenic viewing, increased elevation for improved flood resiliency, ADA compliant gradients and handrails, and long-span timber construction to minimize the number of pile supports. The bridge is located in sensitive coastal habitat that supports nesting by piping plovers and other protected plant and animal species. Permits were obtained from Maine DEP, USCG, and local agencies for the replacement. The bridge utilized modular construction that allowed the spans to be constructed offsite and quickly set in place onsite. The project was completed two weeks ahead of schedule and under budget. Maine Coastal Program, Maine DOT, and the Town of Ogunquit all took part in funding the project.

Private Residential Piers, Various Locations, ME. Provided project management, design, permitting, and construction administration services on numerous private residential pier projects located throughout the Maine coast. Projects range in size from small, seasonal docks for hand-carry use, to large permanent pier facilities incorporating multiple berths and ferry service access.

River Point Bridge Design-Build, Town of Falmouth, ME. Provided design and construction engineering support for the replacement of a Town-Owned bridge that crosses the Pan-Am Railways Freight Main Line for access to a large municipal recreation site. The existing three-span timber bridge was replaced with a single-span 105’-ft prefabricated steel truss bridge. The design allowed for removal of two inner granite piers and the granite was reused in the construction of retaining walls to retain the approaches. The project successfully balanced numerous challenging constraints including, railroad clearances, utility impacts, limited ROW, and a rapid construction schedule. The project was awarded an ACEC Engineering Excellence Award in Maine.

Bridge Inspection & Inventory Project, Town of Yarmouth, ME. Completed field inspections for 15 town-owned bridges. Inspection reports were prepared for all bridges and analytical load ratings were prepared for the most critical structures. Recommendations were made for the Town’s Capital Improvement Plan that ranged from improving routine maintenance of structures, to minor structural repair, to several cases of complete replacement. Concept-level opinions of probably cost were provided for each of the recommendations.

Awards
ASCE Charles Pankow Award for Innovation, 2011
American Council of Engineering Companies Engineering Excellence Awards:
- 2015 River Point Bridge Design-Build: Maine Award
- 2010 Auburn Bridge-in-a-Backpack (Royal River Bridge): Maine Award & National Grand Award

Presentations
Guest Lecturer: Special Topics in Bridge Design, University of Maine, Fall 2010

Publications

Varoujan Hagopian, P.E., FASCE
Senior Consultant/Coastal and Waterfront Engineering

Varoujan Hagopian is a designer and experienced engineer. Throughout his professional career he has worked on complex, large-scale waterfront developments. For the past 42 years, he has managed, designed, permitted, value engineered, and completed the planning, design, and construction of a variety of projects that include mixed-use waterfront developments, parks, marinas, offshore recreational islands, beach nourishment, shoreline and edge stabilization, river and lake engineering, wharfs, piers, canals, sea walls, breakwaters, commuter and ferry boat facilities, cruise ship piers, and harbor protection structures. He has provided complete turnkey services, from conducting feasibility and early planning studies, followed by detail design, permitting, and on to final construction.

Mr. Hagopian has also managed and designed projects that require geotechnical, structural, flood control, and site engineering as well as environmental permitting services. In addition to his planning, design, and project leadership responsibilities, Mr. Hagopian has performed value engineering studies, provided construction management services, and assisted clients with budgeting and contract negotiations.

Securing grants and funding for public projects from a large variety of federal government sources is one of Mr. Hagopian's core skills including working directly with client congressional representatives in Washington to get federal dollars for 50/50 cost sharing recreational and economic enhancement projects.

Project Experience

**Avalon Bay - Sea Wall Assessment, Avalonbay Communities, Inc., Great Neck, NY.** Scope of the work included conducting an assessment of an existing sea wall for structural integrity and reuse when the project site gets redeveloped for a mixed use high quality residential living. Following the assessment, we developed edge restoration and stabilization options that avoids direct impact on jurisdictional resources and makes securing the environmental permits much less cumbersome and costly.

**Massport Commonwealth Pier Concrete Deck Evaluation, Massachusetts Port Authority (Massport), South Boston, MA.** GEI is assisting Bourne Consulting Engineering to perform marine engineering service for Massport. The work involves conducting structural integrity assessment for the apron of Commonwealth Pier and developing recommendation for repair and rehabilitation. Inspection was conducted from top side and under the pier to gain full knowledge of the piers existing condition.
Following the field work, we developed a report that included recommendation for more in-depth investigation including preliminary cost estimate for projected repairs. Currently the project is under construction and it is slated for completion in late Fall 2016.

**Seawall Repair. The Gillette Company, South Boston, MA.** A Portion of an existing Granite block sea wall along the Four Point Channel which is the property of Gillette Company has deteriorated from recurrent storms and old age. GEI conducted structural assessment of the wall and developed report and design options to repair the wall. Final design was completed as well as the required permits and repairs were made successfully.

**Binder Bluff Stabilization, Harry Binder, Lloyd Harbor, NY.** Hurricane Sandy impacted the coastline of Long Island and eroded significant portion of the client’s property that overlooked Long Island Sound. GEI was retained to address the problem. Working directly with GEI geologists, ecologists, and engineers, we designed long-term shoreline stabilization slope protection revetment for the 50-foot-high embankment. Following the design, we applied and secured all of the necessary permits from the State of New York and the local Village planning board, and currently we are working with the contractor to start the repair process.

**Former Schaffer Paper Property Landscape Design, Massachusetts Department of Conservation and Recreation (DCR), Dorchester, MA.** GEI is working directly with DCR to clean up an old industrial site and redevelop it as an open green space for the local community in Boston. As the project coastal engineer, I am working with the GEI project team to develop shoreline restoration design for the various types of the edge along the Neponset river. The river is tidal and encompasses significant resources governed under the regulatory process. Also, the property is subject to coastal flooding and its development will be impacted with sea level rise and climate change. Therefore, to secure the approval for the redevelopment of the site, I developed “Living Shoreline” edge treatment that withstand future inundation from coastal storms and protect the shoreline from erosion.

**Former MGP Site Remediation (Confidential Client), Confidential Location.** As a former MGP site, GEI is working with the Client to remediate the site. Working directly with GEI’s environmental remediation team, I developed special design scheme for discharging processed water back to the tidal river without impacting the existing resources and minimizing the potential of erosion. The concept was presented to the regulatory agencies and initial approval was received to proceed with detail design, bid documents and commencing construction. Project is slated for completion in spring of 2016.

**4 Middle Valley Rd, Embankment Stabilization, Nantucket Island MA.** Coastal erosion from recurring nor’easters and hurricanes are levying heavy erosion on the soft sandy shores and bluffs on the island of Nantucket. Most coastal properties along the islands shores are exposed to high risk and continue to loss property at every storm. Loss of very expensive real estate is creating non sustainable conditions for most waterfront property owners. GEI is provided full coastal engineering services, secured the required permits and supervised the construction on time and within the budget.

**Dysart Marina at Southwest Harbor Maine.** Providing full design and construction overview services to develop a 650 feet long rubble mound breakwater to protect an existing marina from coastal storms. To date, the project secured all of the necessary permits and final design documents have been completed. Project currently is under construction and slated for completion in the fall of 2017.

**Sankaty Head Beach Club and Golf Course, Nantucket MA.** The project site is located on the eastern shoreline of Nantucket which is directly exposed to the fury of the Atlantic Ocean. In the past decade, the island has experienced severe erosion to its entire eastern shoreline as much as 60 feet. GEI was engaged to provide environmentally friendly solution to shoreline erosion to slow the rate of beach loss while maintaining the natural littoral drift process. The project is going through the rigors permitting process and construction it is anticipated to begin the fall of 2016.
URBAN WATERFRONT PROJECT EXPERIENCE

Central Indianapolis Waterfront, Indianapolis, Indiana
Charleston Dockside Harborwalk, Charleston, South Carolina
Charleston Maritime Center, Charleston, South Carolina
Charleston Waterfront Park, Charleston, South Carolina
Cincinnati Riverfront Development, Cincinnati, Ohio
Colgate Palmolive Redevelopment, Jersey City, New Jersey
Constitution Marina, Boston, Massachusetts
Crystal Cove Marina, Winthrop, Massachusetts
Daniel Island Mega Yacht Marina, Charleston, South Carolina
David's Island Marina, New Rochelle, New York
Destin Harbor Master Plan, Destin, Florida
Detroit Riverfront Civic Center Promenade, Detroit, Michigan
Detroit, Michigan Grand Rapids Riverfront, Grand Rapids, Michigan
Hamilton Waterfront Development, Hamilton, Bermuda
Harbor Pointe, Newport, Rhode Island
Henry C. Chambers Waterfront Park Restoration Master Plan, Beaufort, South Carolina
Hudson River Park Segments 2 & 3, New York, New York
Kansas City Riverfront Park, Kansas City
Missouri Hudson Center Marina, Hoboken, New Jersey
Indianapolis Waterfront Development and Canal Extension, Indianapolis, Indiana
Kittery-Portsmouth Naval Shipyard, Kittery, Maine
Kuwait Marina and Yacht Basin, Kuwait City, Kuwait
Kuwait Waterfront, Kuwait City, Kuwait
Lewis and Clark Bicentennial Commemoration Plaza, Clarksville, Indiana
Liberty Square Fountain, Charleston Aquarium, Charleston, South Carolina
Long Wharf Park, Boston, Massachusetts
Lynn Heritage Harbor Boat Basin, Lynn, Massachusetts
Lynn Waterfront Master Plan, Lynn, Massachusetts
Lynn Municipal harbor Plan, Lynn, Massachusetts
Madenaty New Community Master Plan, Cairo, Egypt
Milwaukee Lakefront and Summerfest, Milwaukee, Wisconsin
Naval Station Roosevelt Roads, Maritime Area Master Plan, Puerto Rico New
London Waterfront Park, New London, Connecticut
North Augusta Riverfront Park, North Augusta, South Carolina
North Coast Harbor Master Plan, Cleveland, Ohio
Officers' Club Marina, Ministry of Defense, Kuwait City, Kuwait
Ohio River Greenway, Jeffersonville, Clarksville and New Albany, Indiana
Palmer's Cove Marina, New Bedford, Massachusetts
Peekskill Waterfront and Marina Development, Peekskill, New York
Pensacola Waterfront Park, Pensacola, Florida
Port of Rochester Master Plan, Rochester, New York
Portland Waterfront Park and Ferry Terminal, Portland, Maine
River's Inn, Stratford, Connecticut
Roosevelt Roads Ferry Terminal and Waterfront Village, Ceiba, Puerto Rico
Sacramento Riverfront, Sacramento and West Sacramento
California Saunders YachtWorks Marina, Orange Beach, Alabama
Scranton Road Peninsula, Cleveland, Ohio
Sewaren Marina and Waterfront Park, Woodbridge, New Jersey
Southwest Waterfront, Washington, DC
Southwork Community Waterfront Development Master Plan, Chicago, Illinois
Spectacle Island Pier and Marina, Boston, Massachusetts
Syracuse Waterfront, Syracuse, New York
Ted Hood Marina, Portsmouth, Rhode Island
Toledo Riverfront and Promenade Park, Toledo, Ohio
Truman Waterfront Park Master Plan, Key West, Florida
Wheeling Heritage Port, Wheeling, West Virginia
Whiskey Island, Cleveland, Ohio
Wilkes-Barre River Common, Wilkes-Barre, Pennsylvania
Yorktown Waterfront Master Plan, Yorktown, Virginia
RESORT AND TOURISM PROJECT EXPERIENCE

Acklin Island Mixed Use Resort, Bahamas
Al Azhar Cultural Park, Cairo, Egypt
Antigua Resort, Antigua, West Indies
Aruba Tourism Study, Aruba, Netherlands Antilles
Bay Farm Golf Community and Marina, Milleboro, Delaware
Buran Darat Resort, Sentosa, Singapore
Caribe Palms Resort, Shikoku Island, Japan
Convention Center Canal and Boat Basin, San Juan, Puerto Rico
Costa Canaria de Veneguera, Grand Canaria, Canary Islands, Spain
El Campillo Resort, Madrid, Spain
5 C's of Aruba Resort, Aruba, Netherlands Antilles
Ginoza Park Resort, Okinawa, Japan

Mitsui Chiba Resort, Chiba Prefecture, Japan
Punta Gorda Marina Village/Ecological Resort, Belize
Riddle Farm Golf Community and Marinas, Ocean City, Maryland
Sardinia Tourism Study, Sardinia, Italy
SURF ’90 Sagami Bay Image Plan, Japan
Sweetgrass VRTC Fountain, Charleston, South Carolina
Visitor Reception and Transportation Center Garage and Retail Building, Charleston, South Carolina
Westbrook Riverfront Master Plan and Phase I Design, Westbrook, Maine
Zanzibar, Mangapwani Resort Beach Study, Zanzibar, Tanzania
Zanzibar Stonetown Sea Wall, Zanzibar, Tanzania

CORPORATE, COMMERCIAL, AND INSTITUTIONAL EXPERIENCE

Charleston Visitors Center Mixed-Use, Retail and Garage, Charleston, South Carolina
Cordage Park Master Plan, Plymouth, Massachusetts
Dartmouth Mixed-Use Master Plan, Lebanon, New Hampshire
Electronic Data Systems Corporation Headquarters, Plano, Texas
Frito-Lay Corporate Headquarters, Plano, Texas

Greystone Pond Office Campus, Westford, Massachusetts
Indianapolis Art Museum Fountain, Indianapolis, Indiana
McDonald’s Corporation Headquarters, Oak Brook, Illinois
New England Science Center, Worcester, Massachusetts
Raley’s Landing, Sacramento, California

Awards

- The Waterfront Center, Honor Award, Wilkes-Barre River Commons, Wilkes-Barre, Pennsylvania, 2010.
- ASLA, Honor Award, Charleston Waterfront Park, Charleston, South Carolina, 1999. ASLA Merit Award, Capital City Landing, Central Indianapolis Waterfront, 1999.
- The Waterfront Center, Honor and Top Honor Awards, Charleston Waterfront Park; Charleston, South Carolina, 1992.
- Presidential Design Awards, Charleston Waterfront Park; Charleston, South Carolina, 1991.
Publications


PRESENTATIONS

“Living Shorelines and Coastal Marsh Restoration, University of Connecticut, Groton CT, December 2015

“Interdisciplinary Design Approach to Living Shorelines” University of Connecticut, Groton CT, June, 2015

“Coastal Processes”, at University of Connecticut Sea Grant Program, Groton CT, October, 2014

“Hydrodynamic Study for Hamilton Bermuda Harbor”, ASCE COPRI, Ports and Waterfront Infrastructure Conference, NYU Polytechnic School of Engineering Brooklyn, NY, April 30, 2014

“Global Warming/Sea Level rise & Current Regulations, AGI Group, Woburn, MA October, 2014


“Ports ’89,” American Society of Civil Engineers National Convention, Marina Design Panel Moderator, Boston, 1989.

“Ports ’86,” American Society of Civil Engineers National Convention, 1986.


Teaching

Planning and Design of Recreational harbors, Harvard School of Design, summer courses, 1992 to 1994
Lissa Robinson, P.E., C.G., M.C.P.D.
Senior Civil Engineer, Hydrologist, Geologist, Land Planner

Lissa Robinson is a Senior Civil Engineer, Hydrologist, Geologist, and Land Planner at GEI Consultants, Inc. with 30 years of consulting experience. She has worked across Maine, New England and nationally providing expertise in civil and water resource engineering and hydrology disciplines with particular emphasis in the areas of coastal, surface water, and ground water hydrology, and hydraulic engineering.

Her work as a licensed Professional Engineer (Maine) and Certified Geologist (Maine) helps guide facilities and land owners as well as municipal, state, and federal organizations with analysis, modeling, mapping, and reporting of hydrologic and hydraulic studies. She has worked extensively with clients to evaluate the effects of flooding and inundation, and the resiliency of structures, systems, processes, and equipment to impacts such as riverine flooding, extreme precipitation, sea level rise, storm surge, and wave run-up.

Representative clients include municipalities, federal and state agencies, the hydroelectric industry, water districts, as well as residential, commercial, and industrial facilities. As part of the range of analyses for flooding and inundation, her work has included the impact of salt water intrusion on water supply wells. She has also performed dam failure analyses, inundation mapping, and Emergency Action Plan preparation as part of state and federal dam safety programs.

In addition to civil environmental, hydrologic, and hydraulic project work, Ms. Robinson also has experience in coastal engineering in the areas of wave analysis, shoreline protection, and coastal zone impacts. She has performed investigations of flood heights, wave climate analysis, and wave run-up and erosion studies. Ms. Robinson also helps clients bridge the gap between science and land use policy through her knowledge and experience in community planning and development.

Project Experience

**Tidal Restoration Feasibility, West Branch Pleasant River, Town of Addison, Maine, Addison, Maine.** Performed feasibility analysis of the removal of an earthen dam and tide gates, and the reintroduction of tidal flow to the West Branch of the Pleasant River. Evaluated hydraulic flow conditions and water elevation data to assess impacts to the shoreline and structural features, particularly from erosion and scour. Work also included an inventory and evaluation of the potential impacts on water supply wells, septic systems, roads, culverts, and other features at risk. An assessment of well location and depth relative to tidal influence and the collection and evaluation of water quality samples provided a basis to understand the potential impacts of restoring tidal flow.
Beach Erosion Potential, Lobster Cove, York Sewer District, York, Maine. Evaluated and quantified the potential for shoreline retreat at proposed sewer district pumping station. Analysis included the compilation of maps showing historic shorelines and tide levels, aerial photograph interpretation of shoreline trends over time, seismic refraction survey to assess the top of the bedrock surface and its role in slowing potential shoreline retreat, shoreline mapping to evaluate land cover, and FEMA floodplain map review. Evaluation provided information on the potential rate of landward migration of the top of the beach berm, and provided a basis for Sewer District Officials to make decisions about the proposed pumping station site.

**Wave Runup and Rates of Erosion, Stone’s Point, Cushing, Maine.** Evaluation of coastal shoreline erosion and development of shoreline protection. Work included project review with regulatory staff, shoreline survey, compilation of tidal data, flood elevation assessment, wave climate analysis, grain size analysis of bank material, and slope stability analysis. Assisted in obtaining permit approvals for shoreline protection.

**The Cost of Storm Surge and Sea Level Rise, Confidential Client, New England.** Performed analysis to evaluate the impact of sea level rise and storm surge on vulnerable New England coastal peninsula and associated infrastructure. Work included analysis of historic sea level rise and storm surge data, compilation of FEMA flood mapping and LiDAR data in geographic information system (GIS), inundation mapping for current and future scenarios, and economic damage estimates using the Army Corps of Engineers depth damage functions.

**Land Use Ordinance Revision, Bar Harbor, Maine.** In response to strong interest in the protection of natural resources from the impacts of residential development, developed recommendations for changes to the Land Use Zoning Ordinance for the Town of Bar Harbor. Work included development of water quality standards, establishment of applicant submission requirements, and the preparation of application review guidelines for the Bar Harbor Planning Board.

**Wells Landfill Redevelopment, Wells, Maine.** Performed a needs and feasibility assessment for the re-use of a former municipal landfill site. Project objectives included an evaluation of technical constraints and attributes of the 47-acre site, and meeting facilitation to identify needs and interests of stakeholders.

**Maine Yankee Land Use Plan, Wiscasset, Maine.** Performed an inventory of site features to identify site constraints and attributes for future site redevelopment. Project included land use analysis to identify areas of high, medium and low development potential. Mapping and analysis on this project served as the foundation for the redevelopment planning of the site.

**Dam Failure Analyses, Multiple Dams, Confidential Hydropower Owner, California.** Conducted hypothetical sunny day and Probable Maximum Flood dam failure and flood wave routing for more than 50 dams using the U.S. Army Corps of Engineers HEC-RAS 1-dimensional and 2-dimensional software. Studies were performed in accordance with FERC Engineering Guidelines and included multiple downstream hypothetical dam failures and sensitivity analyses of breach parameters and Manning's n-values. Work included the preparation of inundation maps and final report.

**Hydraulic Model of Structure Remediation, Ohio River, Ohio.** Developed 2-dimensional hydraulic model to evaluate flow characteristics associated with remediation of structure at FERC licensed hydroelectric generation addition to pre-existing USACE lock and dam. Work was conducted under both USACE and FERC regulatory requirements. Project included preparation of Temporary Emergency Action Plan for construction activities.

**Confidential Project, Metropolitan District Commission, Connecticut.** Performed rainfall runoff analysis and reservoir routing to evaluate the inflow and storage at a confidential project as the basis for understanding the effect of initial water surface elevations on peak elevations and peak outflow during the 100-year storm event.

**NHDES, Alton Dam and Milton Three Ponds Dam, multiple towns, New Hampshire.** Hydrologic and hydraulic (H&H) analyses to estimate the inflow design floods HEC-HMS and hydraulic modeling of hypothetical dam failure to evaluate inundation boundaries resulting from modeled gate operations and changes in reservoir elevation.
Alexander G. Gray  
Adaptation Specialist/GIS Analyst

Alexander Gray is an Adaptation Specialist/GIS Analyst in GEI’s Portland, ME office with 5 years of experience in the Industry. Prior to coming to GEI, Mr. Gray was an essential member of the Catalysis Adaptation Partners team, using his GIS analytic skills to build models to assist municipalities and community organizations in understanding their vulnerabilities to potential storm surges and sea level rise. At GEI Alexander has developed methods to quantify climate-related risks and calculate costs and benefits for various adaptation strategies.

Mr. Gray also assists the Portland, ME office with hydrology and hydraulics modeling for hypothetical dam breaches and maps resulting inundation boundaries for emergency action plans and creates other visual aids for decision-making. His graduate school research in coastal community vulnerabilities was cited in the Northeast Chapter of the 2014 National Climate Assessment report and responsibilities after graduate school included training municipal code enforcement officers on coastal hazards. Mr. Gray earned a BA in Environmental Studies from Connecticut College and an MS in Ecology and Environmental Sciences from the University of Maine.

Project Experience

Hazard Inundation Mapping, Confidential Dam Owner, California. Updated HEC-RAS models to align with California Division of Safety of Dams regulations for hypothetical dam failures. Used RAS-Mapper to generate inundation boundaries and edited inundation shapefiles to assist with Emergency Action Plans for County officials.

Ranking Vulnerability of Large Culverts for Maine Department of Transportation, Augusta, ME. Developed methodology for assessing the vulnerability of large culverts using GIS database inputs and State bridge design standards. Methods were developed for inland culverts susceptible to riverine flows and coastal culverts threatened by storm surge and sea level rise.

Preparing Portsmouth's Historic District for Sea Level Rise, City of Portsmouth, NH. Created an ESRI Story Map for public awareness and engagement. Used a Digital Elevation Model to analyze maximum flood depths at historic building footprints and created a risk map for the City that categorizes relative flooding for historic buildings.
Racine Hydro 2-Dimension Model, Appalachian Power Company, Meigs County, OH. Developed several different Digital Elevation Models using LiDAR and soundings data. Edited LiDAR point clouds to represent changing conditions during and after construction activities to evaluate velocities near construction areas. Developed a Temporary Construction Emergency Action Plan for the project using several design and health and safety plans.

Spillway Channel Adequacy Evaluation, Confidential Dam Owner, California. Edited LiDAR point cloud and created Digital Elevation Models. Georeferenced base maps and created maps of inundation and velocity scenarios based on current and proposed spillway improvements.

Brasfield Dam Inflow Design Flood Study, KEI (USA) Power Management, Inc., Chesterfield County, VA. Assembled and edited Digital Elevation Models (DEM)s used in HEC-RAS software for dam failure analysis. Edited inundation boundaries of different failure scenarios and assisted with creating maps and other deliverables.

Incorporating Coastal Risk into Asset Management at Maine Department of Transportation, Maine Department of Transportation, Augusta, ME. Used GIS to analyze and determine asset inundation from sea level rise and storm surge. Developed method for ranking assets based on relative vulnerability across sea level rise and storm surge scenarios. Identified data gaps for the Department that limits the accuracy of vulnerability rankings. Presented findings to Division leaders within the Department.

Hypothetical Dam Failure Inundation Analyses, Confidential Dam Owner, California. Modelled downstream impacts from hypothetical dam failures using GIS and HEC-RAS 1D and 2D software packages. Developed modeling parameters based on dam specifications and FERC requirements. Created tables, graphs and inundation boundary shapefiles for emergency action plans.

Belmont Forum G8 Initiative Metropole, University of South Florida, South Portland, ME. Using GIS to develop shapefile databases and manipulate LiDAR and other elevation-related data to be used in the COAST software. Created modeling parameters using various national and international sea level rise curves, storm surge reports and depth-damage functions from USACE. Created maps and other visual tools.

Implementation of Federal Highway Ecological Assessment, Maine Department of Transportation, Augusta, ME. Using the COAST software to model lifecycle costs for various bridge and culvert designs proposed by Maine Department of Transportation. Manipulating LiDAR files and creating digital elevation models (DEM)s. Creating modeling parameters for extreme rainfall scenarios and depth-damage functions for bridge designs. Producing graphs and other visual outputs for State decision-makers.

MAST and COAST in the Great Marsh in Collaboration with Related Projects through the National Wildlife Federation, National Wildlife Federation, Ipswich, MA. Created GIS shapefiles of marsh systems along the north shore of MA for the University of Southern Maine. Used the MAST software to model wetland benefits as marshes migrate inland to identify parcels for potential acquisition. Created GIS shapefiles of parcels for COAST software in Newburyport, MA. Produced maps and other visual outputs for stakeholder engagement and decision-making processes.

Publications


Leila A. Pike, P.E.

Water Resources Engineer

Leila Pike is a licensed Professional Engineer in GEI’s Portland, ME office. She specializes in coastal, riverine, and groundwater modeling, applying her skillset to support coastal vulnerability studies, resiliency and adaptation projects, and shoreline change investigations across the country.

She performs comprehensive coastal analyses for municipalities, coastal property owners, and industries that include determination of storm parameters, wave propagation modeling, wave setup analysis, wave runup and overtopping modeling, and mapping of flood inundation extents. Her work supports rezoning of flood insurance rate maps and provides design inputs for structural marine projects and shoreline stabilization measures. She has managed, analyzed, designed, and permitted multiple shoreline stabilization projects, and has supported municipalities with historical shoreline change analyses.

Ms. Pike is experienced in several coastal modeling programs, including STWAVE, SWAN, ACES, CHAMP, WHAFIS; and programs and methodologies to calculate wave runup, such as TAW, RUNUP2, and the SPM method. She is skilled in HEC-RAS and HEC-RAS 2D for riverine modeling, and she uses the Groundwater Vistas platform to perform groundwater modeling, which runs MODFLOW, SEAWAT, and MT3D modules, among others. She supports her work with ArcGIS.

Project Experience

Bluff Rehabilitation and Erosion Control, Department of Natural Resources
Orchard Beach State Park, MI. Performing coastal engineering analysis to support slope stabilization design. Evaluation includes extremal analysis to determine 1% annual chance wave height, surge level, wave period, and wind speed parameters; wave transformation modeling with STWAVE; wave setup and runup evaluations; and shoreline erosion modeling with CSHORE. This is an ongoing project.

Coastal Flood Vulnerability and Adaptation Study, Stonington, ME. Project Manager for an ongoing project to determine coastal flood risk due to storm surge and sea level rise at municipal infrastructure, such as roads, pump stations, outfalls, and municipal buildings. Adaptation options for each asset will be provided along with a timeline of when each asset will need to be adapted in a near-term, medium-term, or long-term timeframe. A cost benefit analysis will be performed to help guide decision makers.

San Mateo County Climate Vulnerability and Adaptation Project, San Mateo County, CA. Providing an evaluation of shoreline erosion and flood inundation based on USGS COSMOS modeling for various sea level rise and storm return period scenarios in an effort to help the County plan for climate vulnerability.
Shoreline Stabilization Design, Searsport, ME. Performed site investigation, coastal wave analysis, and design to support a riprap shoreline stabilization project to withstand 1% annual chance coastal storms. Wave conditions, wave runup, and revetment design parameters were evaluated using ACES modeling software.

Shoreline Stabilization Design, Trenton, ME. Performed site investigation, coastal wave analysis, and design to support a riprap shoreline stabilization project to withstand 1% annual chance coastal storms. Wave conditions, wave runup, and revetment design parameters were evaluated using ACES modeling software.

Beach Management Plan, Saco, ME. Involved in the creation of a Beach Management Plan in response to ongoing coastal erosion near Camp Ellis. Determined contributing factors and future actions for mitigation and protection.

Wave Runup Analysis, Port Jefferson, NY. Evaluated wave runup heights for a 1% annual chance coastal storm using ACES modeling software to aid in determining revetment design heights for a shoreline stabilization project.

Coastal Flood Vulnerability, Private Marina, Cumberland County, ME. Served as Project Manager to determine 1% chance coastal flood elevations at a private marina. Performed wave transformation modeling using STWAVE, wave setup calculations with SWAN 1-D, wave runup analyses using the TAW method, and wave crest profiles with WHAFIS.

Coastal Flood Vulnerability, Private Residence, Cumberland County, ME. Served as Project Manager to determine 1% chance coastal flood elevations at a private residence. Performed wave transformation modeling using STWAVE, wave setup calculations with SWAN 1-D, wave runup analyses using the TAW method, and wave crest profiles with WHAFIS.

Coastal Flood Vulnerability Study, Vinalhaven, ME. Evaluated the flood vulnerability of the downtown area of the island due to coastal storm surges and sea level rise. The study involved creating a detailed ADCIRC model and simulating over 100 tropical and extra-tropical storms for Penobscot Bay.

Wave Runup Analysis, LNG Facility, Cameron Parish, LA. Evaluated wave runup heights to aid in determining levee design height around a proposed LNG Facility. Wave runup heights were calculated using PC-Overslag and determined for 100- and 500-year storms.

Coastal Flood Vulnerability Study, Islesboro, ME. Created a high resolution ADCIRC model of Penobscot Bay to simulate over 100 storms from the U.S. Army Corps' North Atlantic Coast Comprehensive Study (NACCS) data. The model was created to evaluate coastal flood vulnerability at two locations on the island due to storm surge and sea level rise. A probability distribution of sea level rise was used for a complete risk-based analysis. Led and participated in public engagement events and meeting throughout the project.

Coastal Flood Vulnerability Study, Stonington, ME. Appealed FEMA preliminary flood maps in a coastal zone. Simulated 1% annual chance storm conditions using STWAVE, SWAN 1-D, WHAFIS, and RUNUP2. Completed a field survey of shoreline infrastructure and revetments. Mapped the Base Flood Elevations in ArcGIS, and compiled the appeal report.

Coastal Flood Vulnerability Study, Camden, ME. Appealed FEMA preliminary flood maps in a coastal zone. Required predicting flood levels using STWAVE, and CHAMPS mapping Base Flood Elevations in ArcGIS, and compiling the appeal report.

Coastal Flood Vulnerability Study, Gouldsboro, ME. Appealed FEMA preliminary flood maps in a coastal zone. Required predicting flood levels using STWAVE, SWAN 1-D, and CHAMPS mapping Base Flood Elevations in ArcGIS, and compiling the appeal report.

Publications


Pike, Leila A. (2016, October). The Vulnerability to Coastal Flooding at Two Locations on Islesboro, ME. Oral presentation at the American Shore and Beach Preservation Association National Coastal Conference, Long Branch, NJ.
June 12, 2019

Mr. Drew Donovan, Harbor Master York Police Department
9 Hannaford Drive
York, ME 03909

Dear Sir:

The undersigned hereby declares that it has carefully examined the location of the proposed York Harbor/River Study Request for Proposal including the specifications therein referred to in Exhibit 1, and the proposed Services Agreement in Exhibit 3, 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 for said Services or portion of the Services the following sum(s) as the "Contract Price": thirty eight thousand and five hundred dollars ($38,500).

If the Town accepts the Proposal, the undersigned further agrees that it will execute the Services Agreement within thirty (30) days from the date of opening the Proposals.

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):

Proposal Lead/Primary Contact

Atlantic Environmental, LLC
135 River Road
Woolwich, Maine 04579

Tim Forrester, (Owner, PWS)
tim@atlanticenviromaine.com
(207) 837-2199

Lisa Vickers
lisa@atlanticenviromaine.com,
(207) 615-1527

Subcontractor

Flycatcher LLC
463 Blackstrap Road
Falmouth, Maine 04105

Richard Jordan (Founder; PWS/CPESC)
rich@flycatcherllc.com
(207) 217-0959

Drew Kenworthy
drew@flycatcherllc.com
(484) 467-1301
Tim A. [Signature]  
Owner  
Atlantic Environmental, LLC  
135 River Road: Woolwich, ME: 04579  
135 River Road, Woolwich, ME 04579  
81-5110945  

(insert signature)  
(insert title)  
(insert name of entity)  
(insert legal address)  
(insert name of principal place of business)  
(insert firm's IRS Identification Number)  

Please send all correspondence and notifications to the legal address listed above.

Alternatively, please email tim@atlanticenviromaine.com or call (207) 827-2199.
2. Understanding of the Project.

On behalf of our Project Team, Atlantic Environmental, LLC (AE) is pleased to submit this proposal in response to the Town of York's May 13, 2019 Request for Proposals for the York Harbor/River Study. The purpose of the Study will be to identify and review boat traffic, dock placement, safety, congestion, capacity issues, and scenic issues on York Harbor/River.

Our Study Area shall include the mouth of the York River (by Rock's Nose) west to the river crossing under Birch Hill Road (Figure 1).

![Figure 1. Approximate Study Area (York River Study Areas 1 and 2 are represented in shades of blue).](image)

Additional details on the study, including the proposed scope of work (data collection/inventory, identification of concerns, study analysis, mapping, etc.) are included below in Section 6.
3. Qualifications/technical capacity of the Proposer and its subcontractors, if any.

Qualifications: The Proposer shall provide a description of its familiarity with relevant Maine statutes and regulations and with similar work undertaken in Maine.

Atlantic Environmental, LLC

Atlantic Environmental, LLC (AE) is a Maine-based environmental consulting company based in Woolwich. AE specializes in navigating the regulatory process of the Army Corps of Engineers, Maine Department of Environmental Protection (DEP), and cities and towns in Maine. Our clients range from private home owners, contractors and industry based organizations. Our primary focus is on marine and lake environments. We routinely work with Federal, State and Local agencies to permit functionally water dependent uses along the coast of Maine. Our work carries us all over the State of Maine working on very diverse projects from scuba diving off of Lubec to the top of Sugarloaf Mountain. AE was founded by Tim Forrester who has over 20 years of experience as an Environmental consultant with degrees in Environmental Analysis & Planning and Biology. Having grown up in York, Tim is well aware on the issues at hand and how the river and river use has changed over the last 40 years. Lisa Vickers has degrees in Biology and Parks, Recreation & Tourism Management. Lisa has 18 years of experience in project management, 8 of which were with the Maine Department of Environmental Protection.

Tim has worked on numerous large scale projects in Maine including mapping over 50 miles of shoreline along Spednic Lake for FERC related licensing projects, which included recreational and wildlife observations and a fifteen year monitoring project on Moosehead Lake for Florida Power & Light/Central Maine Power/Brookfield Renewable to name a few.

Flycatcher LLC

Flycatcher LLC (Flycatcher) is a Maine-based consulting company based in Falmouth. Flycatcher supports clients with project alternatives analyses, siting, stakeholder and landowner consultation, construction feasibility and access design, environmental studies, and strategic permitting support at the federal, state and local levels.

Flycatcher will be supporting Atlantic Environmental with the Study Area inventory through Geographic Information Services (GIS) mapping and analysis. Using desktop and on-the-river/ground data collection, Flycatcher will perform analysis of current uses of the harbor and river and help Atlantic Environmental review growth patterns and their effects on current and potential future land uses on the York River.

Flycatcher will create maps to present current conditions and information necessary to present Study findings. Our maps will also illustrate focus points of the overall study provide maps of sufficiently large scale for general public consumption and understanding. Maps will indicate use zones, infrastructure and special projects, as data are readily available, and identifiable information will be explained via mapping keys.

Our proposed GIS Project Lead – Drew Kenworthy - resides on the Piscataqua River in Eliot and is familiar with the York Harbor/River area, having fished and boated recreationally in the region for several years. Drew has over 15 years of professional experience conducting mapping, data collection, and spatial analysis for a wide variety of cultural and natural resource projects in both
terrestrial and marine environments and specializes in the synthesizing of multiple spatial themes for the purposes of analysis, planning, and presentation.

Flycatcher’s Founder and Project Lead (Rich Jordan) has over 20 years’ experience as a professional environmental and land use consultant in Maine. Rich understands local regulations (both professionally and as Member of the Town of Falmouth Planning Board and Long-Range Planning Advisory Committee) and is experienced with state and local oversight on natural resources, shoreland regulations, and the interplay of commercial/recreational/residential land uses and regulation.

Flycatcher’s understanding of the key components of a successful project has been solidified by over 30 years’ experience helping developers navigate the complicated regulatory environment throughout Maine and New England. Our staff have successfully supported permitting on some of the most complex projects in Maine, including large wind, transmission and solar projects, and we have supported municipalities and land trusts with land planning and grant funding efforts.
4. Two to five similar projects completed by the contractor, including names, titles, phone numbers, and email addresses of references for the projects.

   Bathymetry mapping, drawdown zone calculations, small mouth bass monitoring, recreational surveys.

2. Sysladobsis (FERC #2618), Woodland Pulp LLC., Jay Beaudoin, Former Environmental Manager, 207-454-2506, lovelake779@outlook.com.
   Plant and animal inventories, habitat mapping, cultural features, recreational use mapping, bathymetry mapping.

3. Brookfield Renewable, Kyle Murphy, Wildlife Biologist, 207-887-8386, Kyle Murphy@brookfieldd renewable.com
   Fifteen-year wetland monitoring project, including wildlife and recreational use assessments.
5. All materials, equipment, and labor necessary to perform the Services, including the name of the person(s) or entity (entities) owning the materials and equipment and/or providing the personnel that forms the basis for its proposal.

AE (Tim Forrester, Owner) owns two boats:

1) a 21’ center console, and
2) a 16’ aluminum boat.

AE’s 21’ boat is adequate for coastal review projects that require ocean access. Our smaller boat is ideal for shallow water, limited access sites such as the upper sections of the York River.

Both boats will be used during the project and both contain Trimble GPS sub-meter accurate units, Garmin sounders, safety gear, etc.

Atlantic Environmental will have two employees onsite during the work. Those employees are responsible for all data collection and management.

Field data will be transferred from field books, cameras, and GPS units on a real-time, daily basis.

AE’s and Flycatcher’s offices maintain the printers, computers and software that will be used during this project to produce all maps and reports.
6. Additional submissions specified in Exhibit 1.

Project Scope:

The general scope of work will include data gathering (as described in previous sections, and a report detailing the findings of the data collection effort, and suggestions for future study or activities.

Study Area(s)

The study area shall include the York River from the mouth of the river (Rock's Nose) to the Birch Hill Road crossing. However, information collected and presented in the study will be reviewed and detailed based on two geographical areas:

- Area 1 shall be from the mouth of the York River to Sewall's Bridge (Seabury Road), and
- Area 2 shall be all areas west of Sewall's Bridge to Birch Hill Road.

The basic components of the Study shall include the following:

Data Collection & Inventory

AE has extensive experience collecting and analyzing use data within Maine waterways. Our hands-on approach and onsite analysis provides the foundation for the GIS results and written reports.

Kick-off/Strategy Meeting with Staff: In order to calibrate on primary concerns and conditions, AE strongly advises that the Town’s study team and AE meet for a one-hour kick off meeting prior to starting the data collection efforts. We would appreciate this opportunity to gather individual information from staff and relevant other participants in the creation of the Study RFP to ensure we have the proper history and context of the study. This information may help inform the types of data we collect and enhance the methods of data collection that we use, as well as help direct how we formulate the final report on our findings.

Field Data: Our work boats are equipped for small- and large-scale subsurface data collection by interfacing our Trimble GPS with a depth sounder. We are able to constantly log soundings data and, in turn, generate bathymetry maps of the river bottom. This will be useful in establishing the thread of channel and overall depths within the river.

Additionally, AE intends to quantify and map existing functionally water-dependent uses within the river. We will collect data on commercial, and recreational water-dependent uses (such as docks, marinas, boat yards, swimming areas (particularly in the area of the Route 103 and Wiggly bridge), commercial or recreational fishing, types of vessel activity (commercial vessel, recreational vessel, and non-motorized paddle craft, including kayaks, canoes and stand up paddleboards) and vessel anchorage or mooring areas. This data will also include the location of existing river access points.

AE will also establish video monitoring sites to quantify boat traffic at select locations within the river. These data will help identify if river use and areas of reported boater congestion correlates with certain times, tides or locations.

AE will document and describe scenic quality findings based on visual observations from within the river and points of access as well as analyze comments from use surveys (described below).

Other data that will be collected incidentally during fieldwork will include wildlife observations, navigation issues, concentrated recreational use (swimming, fishing locations) etc. Photographs
and GPS locations data descriptions will be documented and collected in the GIS database. These data will then be used to generate the necessary maps and reports.

**Desktop Data:** AE and Flycatcher maintain a robust database of GIS information collected over decades of environmental and planning work in Maine. We will also work with the Town of York’s Public Works/GIS staff to collect relevant and pertinent datasets (e.g. tax parcel boundaries, zoning limits, etc.) that will help identify and portray via maps several of the challenges or concerns related to current and potential development and use on the river.

**Use Surveys:** AE also intends to conduct “use surveys” at boat launches and Town-owned wharfs, with a target approach to interview both commercial and recreational users.

**Maps**

AE will prepare and provide maps to accompany the report. The map will be of sufficiently large scale to illustrate the necessary information. All use zones, infrastructure, and special projects will be shown, as will the findings of the field and desktop effort described in the previous paragraphs.

Additionally, AE will incorporate our field data along with published navigational data (CORPS Navigation Project, York Harbor, 4/5/2018), and other existing GIS data to document existing infrastructure such as navigation channels and basins, docks and docking facilities, and roadways supporting the river/harbor area. AE will generate bathymetry maps for the river which will provide the lengths, widths and depths for navigable channels within the river.

**Study Report**

In addition to the maps, a report will be prepared containing the following (not necessarily in this order):

- AE will identify all important water-dependent uses within the river and provide methods of protecting those features for the future.
- A description of the existing scenic quality of the river/harbor, including positive and negative features. This information will be sourced from staff input, the AE team’s experiences, and the use surveys.
- A description of issues related to compliance/interference with navigation channels. Areas of potential issues will be evaluated based on Federal, State and Local standards.
- A description of potential conflicts with boat traffic or other safety issues in areas used by the public for swimming.
- A description of potential issues from boater traffic, including congestion/capacity concerns within specific areas of the River/harbor.
- An evaluation/description of the use and functionality of existing known launch sites, parking areas and access to those facilities.
- The results of an analysis to determine what (if any) additional structures (docks) could be permitted under the current ordinance and how many structures could be permitted under hypothetical future ordinance revisions.

These baseline and potential growth data will help AE and the Town identify current conditions, identify areas where (and possibly why) there may be conflicts related to intensive boat traffic and access, and to help predict and plan for future use of the river by commercial and recreational users.
As much as practicable, AE will attempt to provide informed suggestions based on our findings from the data collection efforts described in this report. In addition, the report may include suggestions for potential additional studies, design projects, or research necessary to advance or refine the Study or a component of the study, such as:

- how best to support and manage the requirements of working waterfront, commercial vessels, and recreational vessels/non-motorized paddlecraft;
- how best to balance public access with increasing demands on the resources of the York River, while maintaining the existing character of the waterfront;
- how to identify all potential safety issues and provide recommendations for changes/ actions to provide for a safer boating experience for all users of the York River; and/or
- what considerations or recommended amendments might there be for the Comprehensive Plan that would better enhance the Study Area.

Schedule:

- Begin work: July 1, 2019
- Progress update: July 22, 2019
- Progress update: August 12, 2019 (Interim Report)
- Conclude work: September 2, 2019
- Submit results: September 16, 2019

Communication Chain:

AE will work with the Harbor Master and Harbor Board during the duration of this project. It is our understanding that all reports, findings, draft documents, etc., shall be directed to them.

Project Cost:

A not-to-exceed fixed price for the scope of work described herein is included in the Proposal Form (RFP Exhibit 2) at the beginning of this proposal.

Scope and Cost Clarifications or Exceptions:

- AE is assuming one round of edits to the Interim Report, and one round of edits/revisions for the results (final report).
- AE is assuming approximately ten (10) days on the river for a two-person crew to collect as much field data (as described herein) as possible in that timeframe.
- AE is not anticipating attendance at a public hearing, forum, workshop or other informational or presentation event in this scope or proposal.
- AE is anticipating up to three, 1-hour meetings in York (the kickoff, one progress update meeting, and the final draft submission meeting (in preparation for final report). These meetings will be attended by a senior member of the AE Project team.
- AE is anticipating providing three (3) copies of the report and maps in paper format, and a USB thumbdrive with all prepared information. AE is planning to provide three (3) copy of a large, full format (24X36") map in this scope/proposal.
7. Identification of project manager, staff who will undertake the proposed work; role and approximate percentage of work conducted by each staff member.

Tim Forrester – Project Manager – AE
   Responsible (100%) for field data, feature identification, data collection and reporting.

Lisa Vickers – Assistant Project Manager – AE
   Responsible (100%) for field survey support. Lisa will also assist with all other aspects of data analysis and reporting.

Richard Jordan – Data Analysis Review and Quality Control – Flycather
   Responsible for supporting team with outreach, fieldwork, data analysis, report preparation, and quality assurance/control of all deliverables.

Drew Kenworthy- Lead GIS Analyst – Flycather
   Responsible (100%) for GIS data analysis/presentation and map production.
Town of York
Energy Policy Recommendations

Presentation to Board of Selectmen
June 24, 2019

York Energy Steering Committee
Previous Presentations

- Municipal GHG Emissions Inventories
- Community-wide GHG Emissions Inventory
- Key Opportunities and Takeaways

Tonight’s Presentation

- Policy Recommendations
Municipal entities must focus on the electrification of transportation and heating sectors and leverage partnerships to transition to renewables in a cost-effective way.
The most significant opportunities for GHG emission reductions exist in the community at-large and with the right policies, municipal government can drive the community toward these deep reductions.
Municipal Government Leadership Role

- Lead by example
- Support the transition across the community
- Protect the town’s tax base and infrastructure
- Emphasize equity in all initiatives
York Energy Policy Recommendations

1. Renew York’s Commitment to Global Covenant of Mayors for Climate and Energy

2. Establish a goal of reducing *municipal* GHG emissions 75% by 2030 and *community-wide* emissions 50% by 2030 and both *municipal and community-wide* emissions 100% by 2050

3. Develop a community-driven Climate Action Plan that identifies measurable strategies to achieve emissions reductions goals, to be completed within 2 years
Recommendation 1: Renew York’s Commitment to Global Covenant of Mayors for Climate and Energy
Recommendation 1: Renew York’s Commitment to Global Covenant of Mayors for Climate and Energy

1. Develop a greenhouse gas (GHG) emissions inventory

2. Assess climate risks and vulnerabilities

3. Define ambitious, time-bound targets to reduce GHG emissions

4. Create and formally adopt a climate action plan
**Recommendation 2:** Establish a goal of reducing *municipal* GHG emissions 75% by 2030 and *community-wide* emissions 50% by 2030 and both *municipal* and *community-wide* emissions 100% by 2050.
**Recommendation 3:** Develop a community-driven Climate Action Plan that identifies measurable strategies to achieve emissions reductions goals.

**Diagram:**
- **Step 1:** GHG Emissions Inventory
- **Municipal Government Leadership**
- **Step 2:** Establish reduction target
- **Step 3:** Develop Climate Action Plan
- **Step 4:** Implement policies and programs
- **Step 5:** Monitor progress to targets
Recommendation 3: Develop a community-driven Climate Action Plan that identifies measurable strategies to achieve emissions reductions goals

Step 3: Develop Climate Action Plan
Timeframe: 15 – 18 months

1. ENGAGEMENT
   Community Engagement
   Stakeholder Engagement

2. BASELINE ASSESSMENTS
   Review of Existing Plans
   Greenhouse Gas Inventories
   Climate Risk Vulnerability Assessments

3. VISION & FRAMEWORK DEVELOPMENT
   Vision and Interim Targets
   Metrics and Framework for Decision-Making

4. STRATEGY DEVELOPMENT
   Climate Mitigation Strategy Development
   Climate Adaptation Strategy Development

5. REPORT PRODUCTION
   Production of the CAAPs
   Production of Summary Report + Presentations
Climate Action Planning Process: Cost

Entire Process: $100,000 to $150,000

To Get Started: $10,000 Hire our Energy Consultant, Celtic Energy, to:
- Ensure a process that engages the whole community
- Define scope and deliverables to fit budget
- Develop Climate Action Planning Process RFP
- Survey the field of expert consultants and evaluate proposals
- Begin outreach to local stakeholders and raise community awareness

Good use of Sustainability Fund
Ready for 100% citizens’ group will help raise funds
In Summary: Tonight’s Actions

1. **Renew** York’s Commitment to Global Covenant of Mayors for Climate and Energy

2. **Establish** a goal of reducing *municipal* GHG emissions 75% by 2030 and *community-wide* emissions 50% by 2030 and both *municipal* and *community-wide* emissions 100% by 2050

3. **Support** the development of a Climate Action Plan
**Perspective**

US GHG emissions include carbon dioxide (81%), methane (10%), nitrous oxide (6%) and fluorinated gases (3%)

---

Average Home  
2.4 Metric Tons* CO2e/yr

Average Automobile  
5.5 Metric Tons* CO2e/yr

*1 Metric Ton is equal to 2204 lbs
Questions from May 13 BOS Meeting

• We were asked to research the following questions:

  – What would it take to make the Middle School a zero carbon building?

  – What is the impact on the grid if all this electrification occurs?
Getting to (Near) Zero GHG Emissions – York Middle School

• Starting point – current York Middle School metrics
  – Most energy efficient York municipal building; lowest energy use/sq ft; lowest GHG emissions/sq ft
  – Assumes ongoing LED lighting conversion completed
  – 522 MT GHG annual emissions
  – $137 k annual energy operating costs ($65 k electricity; $71 k propane)
First Step: Solar Electrification – 1/3 Emissions Reduction

- Source 100% building electricity from rooftop solar installation, balance from shared output of landfill solar installation. Retain propane heat.

<table>
<thead>
<tr>
<th>GHG Emissions</th>
<th>Annual Energy Cost</th>
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</thead>
<tbody>
<tr>
<td><strong>Before</strong></td>
<td><strong>After</strong></td>
</tr>
<tr>
<td>522 MT</td>
<td>371 MT</td>
</tr>
<tr>
<td>254 k kWh</td>
<td>340 k kWh</td>
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<tr>
<td>Reduction 151 MT</td>
<td>Reduction $29,926</td>
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<tr>
<td>$137,000</td>
<td>$119,000</td>
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</tbody>
</table>
Second Step, Heat with R99 – 75% Emissions Reduction

- Substitute propane with R99 fuel - full strength “renewable diesel”
- *Currently not available on east coast*

<table>
<thead>
<tr>
<th>Before</th>
<th>GHG Emissions</th>
<th>371 MT</th>
<th>Annual Energy Cost</th>
<th>$119,000</th>
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<td>Increase</td>
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<td>After</td>
<td>86 MT</td>
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<td>$152,000</td>
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</table>

- Note: Biodiesel blend (B20) has greater emissions than propane - would increase GHG by 42 MT
Third Step, Ground Source Heat Pump – Reduction to Near Zero

- Replace boilers with ground source water to water heat pumps.
- *Current heat pump technology insufficient to replace existing heating system boilers* – but tech is advancing rapidly.

<table>
<thead>
<tr>
<th></th>
<th>GHG Emissions</th>
<th>Annual Energy Cost</th>
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</thead>
<tbody>
<tr>
<td><strong>Before</strong></td>
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<td><strong>Reduction</strong></td>
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<td>Reduction</td>
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<td><strong>After</strong></td>
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</table>

*Grid electricity, 80% zero GHG.*
Summary

- Solar electrification, Step 1, cuts GHG emissions by nearly a third and reduces annual energy costs.
- Steps 2 and 3 not available today but could be future options; need not be sequential.
What is the impact on the grid if all this electrification occurs?

- Electrification of heating and transportation will add new demand
- But - new demand will be offset by ongoing aggressive energy efficiency and demand reduction measures, as well as local distributed generation
- Magnitude and growth of new electricity demand depends on several variables, particularly:
  - Public policy on energy efficiency, demand reduction measures, renewable portfolio requirements and GHG reduction goals
  - Economic trends and fuel prices
  - Technology advancements, especially energy storage, smart grid
  - Regulatory innovation
Will there be enough electricity?

- Several national studies have defined plans and forecasts on how to achieve significant GHG emissions reductions
- New England Power Pool (ISO-NE) new electricity demand might look like this if their national assumptions were applied

![ISO-NE Electrification Scenarios, TWh Usage](chart)

- 4 studies represented here
- Context:
  - US Electricity annual growth 1950 – 2018: 4%
  - US Electricity annual growth 1985 – 2018: 1.8%
Is all this new renewable electricity and higher demand going to cost more?

Increasing the proportion of renewables in the mix could potentially lower unit cost over time. (very dependent on natural gas pricing, and cost/timing of grid scale electricity storage)
Appendix
New renewable electricity plant costs have become competitive with conventional sources

Source: Lazard Freres
New renewable sources are now also competitive with fully depreciated conventional sources

Source: Lazard Freres
Renewable Portfolio Standards

- Maine requirement for retail sales soon to be increased to 80% by 2030; 100% by 2050

*State Renewable Portfolio Standard (RPS)* for Class I or New Renewable Energy

- VT: 2018 – 55%
  - 2020 – 59%
  - 2025 – 63%
  - 2030 – 71%
  - 2035 – 75%
  - 2040 – 75%

- MA
- CT
- RI
- NH
- ME
The cost trends for solar, wind and storage continue downward

How Cheap Can Solar Get?

This is a future model of solar prices. Assumes 90% cost reduction of new solar electricity per doubling of scale. Solar costs unstated.
Natural gas prices do not include carbon pollution externalities.

Lithium-Ion Battery Price

Battery costs will keep dropping, boosting the penetration of renewables.

Range of Natural Gas Electricity Costs vs. Wind Contracts
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: June 20, 2019

DATE ACTION REQUESTED: June 24, 2019

☐ ACTION
☒ DISCUSSION ONLY

SUBJECT: Multi Space Parking Meter Operation Discussion.

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:
Discussion and relevant project history: The Town Manager asked PD and DPW to document all parking meter issues we have experienced since the installation in May 2019. He requested that we engage the Board of Selectmen in a high-level discussion of these parking issues and the status of them. Below is a list of issues that were identified and the status of the issue is in parenthesis. There are a couple minor ones that are still being worked on, but are not customer facing. Not all of these issues are visible to the Town or the customer but some like Double Screen and the screen locking up are.

Issues & (Status):
  • Touch Screen Issue:
    o Overlaying Screens Problem aka “double screen”. (Software issue has been fixed)

  • Bill Acceptor Issues
    o “Payment interrupted” message when bill is inserted and confirm button is not pressed.
      (Software issue has been fixed)
    o Some communication problems, under investigation

  • Software Programing Issues
    o Machines were going to sleep after cashbox is changed, locking machine from going to suspend.
      (Software issue has been fixed)
    o Machines crashing when space # was entered “connection in progress” message is shown.
      (Software issue has been fixed)
    o Problem in loading parking space numbers 900 – 999. (Software issue has been fixed)
    o Add time screen would error the first time it was enter. (Software issue has been fixed)

  • Modem Issues
    o Improve modem conectivity. (Hectronic is working on it.)
    o Modem configuration. (Software upgrade fix has been completed)

  • Credit Card Reader Issues
    o Intermitten card acceptance on some machines. (Software issue has been fixed)
    o Communication problems. (Still under investigation)

Included with the selectmen's action form are some revenue reports, charts and graphs for Monday night's discussion.
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<td>BALANCE IN LINE ITEM IF APPROVED:</td>
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PREPARED BY: Dean Lessard  REVIEWED BY:  

[Signature]
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<th>Ellis Park</th>
<th>Long Sands</th>
<th>Totals</th>
<th>Temp</th>
<th>Weather</th>
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5,363.72  2,328.27  24,547.18  9,874.65  42,113.82  42,113.82

17,566.64 Town Funds
24,547.18 Ellis Park Funds
42,113.82
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<th>York Beach Parking</th>
<th>Long Sands</th>
<th>Ellis Park</th>
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|          |            | 4,833.04           | 2,134.65          | 7,526.11   | 19,081.54  | 33,575.34 |

Town Func 14,493.80
Ellis Park 19,081.54

33,575.34
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: June 5, 2019

DATE ACTION REQUESTED: June 10, 2019

☐ ACTION
☐ DISCUSSION ONLY

SUBJECT: Revised Timeline for May 2020 Budget Referendum

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: The Board asked for changes to the proposed budget schedule and I have incorporated these. A revised draft is attached. All changes are in the top portion of the table, which ends with submittal of the budgets to the Budget Committee on January 14th. Changes include:
1. 6 BOS meetings on which the budget is an agenda item
2. Proposed joint meeting of BOS and Budget Committee – October 7th – early in process
3. Linked initial budget discussion with annual BOS goals – September 9th
4. Added starting and ending dates for the Capital Planning Committee

By the time we reach November we can start getting into the weeds of the budgets. The challenge for the Board will be the incomplete nature of information at that early time. Our entire timeline for budgeting, as detailed in our Charter, puts this Board at a serious disadvantage when it comes to an effective role in budgeting. The timeframe forces your discussions to occur before we have a complete view of how everything really fits together. As an example, your discussions prior to November 5th will occur without knowing if the Town will need to accommodate debt service payments on a new $7-8M bond for the Davis land. That’s a big ticket item – adding about $630,000 to $720,000 annually to our debt service payments.

Details aside, this proposed schedule carves out Board time for the budget. How we use that time can be refined later.

RECOMMENDATION: n.a.

PROPOSED MOTION: n.a.

Prepared by Stephen H. Burns, Town Manager:
## Checklist: May 16, 2020 Budget Referendum

**Draft version: 6/1/2019**

**NOTE:** “Town Budget” (per Charter Article II §22-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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<td>Cap Plan Comm</td>
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<td>September 5, 2019</td>
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<tr>
<td><strong>Initial discussions with BOS - linked to annual BOS goals</strong></td>
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<td>-</td>
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<td>September 11, 2019</td>
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<td><strong>Joint meeting to discuss upcoming budget session</strong></td>
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<td>October 1, 2019</td>
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<td>November 22, 2019</td>
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<td>Article II §6.B</td>
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<tr>
<td><strong>Decision about use of Fund Balance</strong></td>
<td>BOS</td>
<td>Article II §6.A</td>
<td>before budget submittal</td>
<td>January 13, 2020</td>
</tr>
<tr>
<td><strong>Set OLA</strong></td>
<td>YPL</td>
<td>-</td>
<td>January 13, 2020</td>
<td>January 13, 2020</td>
</tr>
<tr>
<td><strong>Receive proposed operating budget for the York Public Library</strong></td>
<td>YPL</td>
<td>-</td>
<td>January 13, 2020</td>
<td>January 13, 2020</td>
</tr>
<tr>
<td><strong>Submit Capital &amp; Operating Budgets w/Bud. Msg. to Budget Comm.</strong></td>
<td>Manager</td>
<td>Article II §6.A</td>
<td>120 days prior to FY</td>
<td>March 3, 2020</td>
</tr>
</tbody>
</table>

### Budget Committee Process

<table>
<thead>
<tr>
<th>Task</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Begin review of all Town and School operating &amp; capital budgets</strong></td>
<td>BC</td>
</tr>
<tr>
<td><strong>Complete initial review of all Town and School operating &amp; capital budgets</strong></td>
<td>BC</td>
</tr>
<tr>
<td><strong>Public Hearing #1 (same meeting as 5-to-10’s) - operating &amp; capital</strong></td>
<td>BC</td>
</tr>
<tr>
<td>* prepare public notice</td>
<td>Finance Director</td>
</tr>
<tr>
<td>* e-mail public notice to newspaper for publication</td>
<td>Finance Director</td>
</tr>
<tr>
<td>* prepare budget materials for posting/public consideration</td>
<td>Bus. Mgr./Fin.Dir.</td>
</tr>
<tr>
<td>* post public notice in TH and around Town</td>
<td>Finance Director</td>
</tr>
<tr>
<td>* post materials and public notice on web site (BC, TC, School)</td>
<td>Bus. Mgr./Fin.Dir.</td>
</tr>
<tr>
<td>* provide materials and public notice to Town Clerk</td>
<td>Finance Director</td>
</tr>
<tr>
<td>* Legal notice published in York Weekly</td>
<td>n.a.</td>
</tr>
<tr>
<td><strong>Conduct the Public Hearing</strong></td>
<td>BC</td>
</tr>
<tr>
<td><strong>Deliver-To-Tax for Town and Capital budgets</strong></td>
<td>BC</td>
</tr>
<tr>
<td><strong>Prepare draft budget questions and distribute for review</strong></td>
<td>Bus. Mgr./Fin.Dir.</td>
</tr>
<tr>
<td><strong>Review/amend budget ballot questions and make final adjustments</strong></td>
<td>BC</td>
</tr>
<tr>
<td><strong>Public Hearing #2 (same meeting as preference votes)</strong></td>
<td>BC</td>
</tr>
<tr>
<td>* prepare public notice</td>
<td>Finance Director</td>
</tr>
<tr>
<td>* e-mail public notice to newspaper for publication</td>
<td>Finance Director</td>
</tr>
<tr>
<td>* prepare budget materials for posting/public consideration</td>
<td>Finance Director</td>
</tr>
<tr>
<td>* post public notice in TH and around Town</td>
<td>Finance Director</td>
</tr>
<tr>
<td>* post materials and public notice on web site (BC, TC, School)</td>
<td>Bus. Mgr./Fin.Dir.</td>
</tr>
<tr>
<td>* provide materials and public notice to Town Clerk</td>
<td>Finance Director</td>
</tr>
<tr>
<td>* public notice published in York Weekly</td>
<td>n.a.</td>
</tr>
<tr>
<td><strong>Conduct the Public Hearing</strong></td>
<td>BC</td>
</tr>
<tr>
<td><strong>Preference votes for Town and Capital budgets</strong></td>
<td>BC</td>
</tr>
<tr>
<td><strong>Return Town and Capital budgets to the Town Manager</strong></td>
<td>BC</td>
</tr>
<tr>
<td><strong>Prepare Draft Budget Referendum warrant</strong></td>
<td>Finance Director</td>
</tr>
<tr>
<td><strong>Return Town and Capital budgets to BOS and School Committee</strong></td>
<td>Manager</td>
</tr>
<tr>
<td><strong>Review Draft Budget Referendum warrant</strong></td>
<td>Town Clerk</td>
</tr>
<tr>
<td><strong>Public Hearing on Draft Budget Referendum warrant</strong></td>
<td>-</td>
</tr>
<tr>
<td><strong>prepare budget materials for all public consideration</strong></td>
<td>Manager</td>
</tr>
<tr>
<td><strong>prepare public notice</strong></td>
<td>Manager</td>
</tr>
<tr>
<td>* e-mail public notice to newspaper for publication</td>
<td>Manager</td>
</tr>
<tr>
<td>* prepare budget materials for posting/public consideration</td>
<td>Manager</td>
</tr>
<tr>
<td>* post public notice in TH and around Town</td>
<td>Manager</td>
</tr>
<tr>
<td>* post materials and public notice on web site (BC, TC, School)</td>
<td>Bus. Mgr./Fin.Dir.</td>
</tr>
<tr>
<td>* provide materials and public notice to Town Clerk</td>
<td>Manager</td>
</tr>
<tr>
<td>* public notice published in York Weekly</td>
<td>n.a.</td>
</tr>
<tr>
<td><strong>Conduct the Public Hearing</strong></td>
<td>BOS</td>
</tr>
<tr>
<td><strong>Approve the Budget Referendum warrant</strong></td>
<td>BOS</td>
</tr>
<tr>
<td><strong>Set Filling hours for the Budget Referendum</strong></td>
<td>BOS</td>
</tr>
<tr>
<td><strong>Appoint Election Clerks for the Budget Referendum</strong></td>
<td>BOS</td>
</tr>
<tr>
<td><strong>Preference votes for Municipal and Capital budgets</strong></td>
<td>BOS</td>
</tr>
<tr>
<td><strong>Preference votes for School and Capital budgets</strong></td>
<td>School Committee</td>
</tr>
<tr>
<td><strong>Transmit approved warrant to Town Clerk</strong></td>
<td>Manager</td>
</tr>
</tbody>
</table>

### Public Note of Budget Referendum

<table>
<thead>
<tr>
<th>Task</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Public Note of Budget Referendum</strong></td>
<td>Town Clerk</td>
</tr>
<tr>
<td><strong>Preparer notice</strong></td>
<td>-</td>
</tr>
<tr>
<td><strong>Preparer notice to newspaper for publication</strong></td>
<td>Town Clerk</td>
</tr>
<tr>
<td><strong>Publication of Notice</strong></td>
<td>Manager</td>
</tr>
<tr>
<td><strong>Prepare Town Report</strong></td>
<td>20 MPS §1801</td>
</tr>
<tr>
<td><strong>Voter Guide</strong></td>
<td>-</td>
</tr>
<tr>
<td><strong>Review</strong></td>
<td>Business Manager</td>
</tr>
<tr>
<td><strong>Budget Referendum</strong></td>
<td>Town Clerk</td>
</tr>
<tr>
<td><strong>Certification of the Voting Results</strong></td>
<td>Town Clerk</td>
</tr>
<tr>
<td><strong>Adopt Town Budget</strong></td>
<td>BOS</td>
</tr>
<tr>
<td><strong>Certified Copy of Adopted Town Budget provided to Assessor</strong></td>
<td>Town Clerk</td>
</tr>
</tbody>
</table>

### Calculate the FY20 Tax Rate using MTS Standard Form

<table>
<thead>
<tr>
<th>Task</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Calculate the FY19 Tax Rate using MTS Standard Form</strong></td>
<td>Finance Director</td>
</tr>
<tr>
<td><strong>Input budget numbers from the Finance Department</strong></td>
<td>Tax Assessor</td>
</tr>
<tr>
<td><strong>Input numbers from Assessing Department</strong></td>
<td>Tax Assessor</td>
</tr>
<tr>
<td><strong>Review Possible Over- &amp; Under Rate with the Town Manager</strong></td>
<td>Tax Assessor</td>
</tr>
<tr>
<td><strong>Set Overlay</strong></td>
<td>Tax Assessor</td>
</tr>
<tr>
<td><strong>Administrative Review of Tax Rate Calculation</strong></td>
<td>Finance Dir. &amp; B Chair</td>
</tr>
<tr>
<td><strong>Set Tax Rate</strong></td>
<td>Tax Assessor</td>
</tr>
<tr>
<td><strong>Submit MTA, Tax Rate Calculation Form to Maine Revenue Service</strong></td>
<td>Tax Assessor</td>
</tr>
<tr>
<td><strong>Prepare and Distribute Tax Bills</strong></td>
<td>Tax Collector</td>
</tr>
</tbody>
</table>
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: June 18, 2019

☐ ACTION

DATE ACTION REQUESTED: June 24th, 2019

☐ DISCUSSION ONLY

SUBJECT: McIntire Woods Trail Network Maintenance and Use Agreement

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:

In January of this year, I came before the Board to discuss an offer that had been made to the Town, on behalf of the Mary McIntire Davis Trust, for an easement to the Neighborhood Trails associated with the McIntire Woods Development Project (see letter attached).

You will recall that the offer included an easement for land immediately adjacent the athletic fields at Village Elementary School and provides for public access to the neighborhood trail system that is expected to be further expanded by the developer. There is an expectation that the Town will assume responsibility for the operation and maintenance of the trail network, once developed. This offer is contingent upon receiving approvals for the Development Project, that is before the Planning Board.

As we discussed, there exists some trail network throughout the Davis and abutting properties. These trails are not advertised for public use and are not maintained by the Town. The offer of an easement, providing for public use of any proposed neighborhood trail network, would perpetuate any current trail connections, aligning with the Village Master Plan as well as linking with the Town’s Comprehensive Plan.

The Town Manager and I met with Tom Greer, Engineer from Walsh Engineering Associates, Inc. to discuss the offer in detail, and to begin working through any potential issues relative to public access and future maintenance. I have included a copy of the proposed trail and easement area for your review. You’ll note that the area shaded in yellow is the easement area and that the trail is marked in orange. Access for public use is expected to be gained through school property during non-school hours, or, through additional, designated public access trail heads, including Raydon Road. The expectation is that this will be a neighborhood trail system with public access but, that it will not be a destination trail network.

Following the initial meeting with Mr. Greer, and with the approval of the Board, a meeting took place with Town and School Officials, representatives from the Bike & Pedestrian
Committee, the Village Revitalization Committee, and the York Land Trust to discuss the potential logistics, benefits, challenges, fiscal impact, and possibilities for connectivity, etc. that any future agreement may entail. It was the consensus of the group that it would be in the Town’s best interest to entertain this offer, pending approval of the development and providing that a specific set of conditions be met. Attached, you will find an email that was sent to Mr. Greer outlining the Parks and Recreation Department’s (on behalf of the Town) conditions for acceptance of the offer along with Mr. Greer’s response and a copy of the notes that were developed for the purpose of permitting.

Attached, you will also find a Maintenance and Use Agreement, that has been presented to the Town for acceptance. I am recommending approval and acceptance of this agreement, ONLY if #1 of the document is amended to reflect that the “Developer” will be responsible for the construction of the trail system, not the Town (as was originally offered) and that the trail be developed to the specifications outlined in my email to Mr. Greer. I have no issue with #2 – #16 of the Agreement.

RECOMMENDATION: I recommend approval of the Maintenance and Use Agreement for the Trail Network of the McIntire Woods Condominium, given that #1 is amended to reflect that the “Developer” will provide for the construction of the Trail Network, as originally offered.

PROPOSED MOTION: I move to approve the Maintenance and Use Agreement for the Trail Network of the McIntire Woods Condominium, given that #1 is amended to reflect that the “Developer” will provide for the construction of the Trail Network, as originally offered.

FISCAL IMPACT: unknown at this time

DEPARTMENT LINE ITEM ACCOUNT: N/A

BALANCE IN LINE ITEM IF APPROVED: N/A

PREPARED BY:           REVIEWED BY:  

Still waiting for Town Atty review - see especially note # 2.
Maintenance and Use Agreement

This agreement is entered into between ____________________________ ("Developer") and the Town of York, Maine ("Town") for the construction, maintenance and use of the trail network as shown on the approved subdivision plans for the McIntire Woods Condominium. This agreement shall be attached to and incorporated into the Declaration of Condominium for the McIntire Woods Condominium (the "Condominium") to be recorded in the York County Registry of Deeds.

The parties agree to be bound by the terms hereof and acknowledge that the approval of the McIntire Woods Condominium is contingent on the execution of this plan. The parties agree as follows:

1. The Town shall be responsible for the construction of the trail system at its expense. Construction shall not interfere with the Developer’s construction of the Condominium and both parties shall use their best efforts to coordinate their construction efforts.

2. The trail system will be for Town and/or School use, including recreational and educational programming. The Town shall carry adequate liability insurance and shall hold Developer and any owner’s association harmless for any injuries sustained on the trails unless caused by the Developer’s or Association’s gross negligence.

3. The Town can connect the trails on-site with existing or future trails in the Village of York and beyond.

4. No motorized vehicles shall be allowed on the trail, however, bicycles or other similar modes of transportation are allowed.

5. The Town may establish, at its own expense, informal play areas, benches, story-walk or other activities along the trail system.

6. All Town ordinances will be enforced along the trail system by the Town.

7. The Town will be responsible for all maintenance for the trails.

8. Town vehicles will be permitted to park within the neighborhood as needed to perform routine maintenance to the trails.

9. The Town is allowed, at its expense, a maintenance building and/or other amenities, for the storage of trail equipment only, within the easement adjacent the Village Elementary School field if the Town deems necessary.

10. The Town has the authority to close the trails to the public, as needed for maintenance and/or public safety as deemed necessary.
11. The trails will have signage, as needed, for the trail and neighborly relations management prepared at the Town’s expense.

12. The Town will maintain a passable neighborhood trail network, accessible to the public, seasonally.

13. A portion of the trail maintenance funding, annually, will come from the HOA budget. Funding shall commence upon the completion the trail system with the amount of annual funding to be ____________________ .

14. All trail concerns from home owners shall be addressed to and by the Town officials through the HOA.

15. Trail network shown on the plans is conceptual only. The Town will be included in the planning and lay-out portion of the trail development.

16. A committee to include the HOA, IF&W and Town staff will meet at least annually to identify wildlife and plant species of concern/conservation.

Town of York

By:
Its:
Developer

By:
Hi Robin,

I believe this is an accurate review of the items we discussed. I’ll put this in a form that the planning board can include in the approval.

Tom Greer, PE
Walsh Engineering Associates, Inc.
Office: 207.553.9898
tgreer@walsh-eng.com

Hi Tom,

Thank you for taking the time to meet with me yesterday. As we discussed, I am sending along a bulleted list of the items that I am hoping to see addressed as part of the McIntyre Woods Trail Network easement/public use agreement. Please, if you notice anything that is in error or that you think I may have mis-understood, be sure to let me know. I appreciate the opportunity to negotiate these terms as part of the process is developing the agreement.

- Provision for school and/or Town use of the trail network for recreational/educational programming
- Provision for the Town to allow for trail connectivity with existing or future trails in the Village and beyond

- The trail will be non-motorized, bicycles will be allowed

- The provision for informal play areas, benches, story-walk, etc.

- The creation of a committee to include the HOA, IF&W and Town Staff that will meet at least annually - this should include the Town and IF&W working together to identify not only wildlife but plant species of concern/conservation

- All Town Ordinances will be enforced along the trail system, by the Town

- Addition of two “spider” trails at the far end of the development to allow for maintenance and/or emergency vehicle access

- Provision for Town vehicles to park within the neighborhood as needed to perform routine maintenance to the trails

- Provision for a “shed” or maintenance building, as well as any amenities on the land adjacent the VES field, in the easement area, if the Town deems necessary
• Provision for the Town’s authority to close the trail to the public, as needed for maintenance and/or public safety as deemed necessary

• A provision for trail maintenance funding, annually, as part of the HOA budget (separate line item)

• Provision for signage, as needed, for trail and neighborly relations management—funding for which to be determined, but likely assumed by the Town

• Understanding that the Town will maintain a passable neighborhood trail network, accessible to the public, seasonally

• All trail concerns from home owners to be filtered to the Town Officials through the HOA

• Trail specs to include 6’ wide paths for the sake of providing vehicular access for maintenance and/or emergency (i.e.: ATV, etc.)

• An opportunity to be included in the planning and lay-out portion of the trail development—this is not something that we discussed at our meeting. In going over my notes, I realized that I missed this. If you have questions, issues or concerns with this, please let me know. I believe that as the Town entity that will be assuming responsibility for the maintenance of the trail network, that this is a somewhat critical piece.

Additionally, can you confirm that the easement area has been extended along the road, adjacent the school fields, to the area that is parallel with the school greenhouse. This would allow for convenient public access via the school.

I have copied Dylan Smith on this email so that he is kept up to speed on the work that we are doing toward this piece of the project.

Again, be sure to let me know if you need anything else from me or if I have erred in my notes from the meeting.

Thanks, Tom.

Robin

Robin Cogger | Director
Office: Grant House | 200 US Rte. 1 | York, Maine | 03909
Mail: 186 York Street | York, Maine | 03909
Office phone: 207-363-1040
Website: http://www.yorkparksandrec.org/

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And follow us on Instagram at yorkparksandrec

PARKS & RECREATION

TOWN OF YORK
# REQUEST FOR ACTION BY BOARD OF SELECTMEN

<table>
<thead>
<tr>
<th>DATE SUBMITTED:</th>
<th>June 17, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE ACTION REQUESTED:</td>
<td>June 24, 2019</td>
</tr>
<tr>
<td>ACTION</td>
<td>☑ DISCUSSION ONLY</td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>Davis Property Ballot Language</td>
</tr>
</tbody>
</table>

**DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:** Please see attached memo.

**RECOMMENDATION:** n.a.

**PROPOSED MOTION:** n.a.

Prepared by Stephen H. Burns, Town Manager:
MEMO

TO:       Board of Selectmen
FROM:     Stephen H. Burns, Town Manager
DATE:     June 17, 2019
RE:       Davis Property Ballot Question

The Board asked to receive draft ballot language for the Davis property acquisition, which may go to a Special Budget Referendum in November 2019. Advance action on this matter by the Board of Selectmen will proceed over the next couple months as was discussed at the June 10th Board meeting.

The Board asked to have staff prepare a draft ballot question for the Special Budget Warrant because there are concerns about what information will go on the ballot to inform the voters while keeping the ballot language neutral.

The purchase would be possible only if the Town bond-funds the purchase. There isn’t $7-$8M kicking around to be spent on a purchase of this nature. This sort of money would need to be borrowed. This means the ballot question will be one of those longer ones associated with borrowing money. In looking to old warrants for guidance, I found only one instance in the past couple decades when the Town sought voter approval to purchase land and fund it with a bond – this being the land for Short Sands Road and the Police Station in York Beach, approved in May 2009. I used this as my model. A copy is attached.

The form of bond-funded ballot questions is first a Three-Part Question, followed by Project Summary and Description and then the Financial Statement. The Financial Statement, while an integral part of the ballot language, is more boilerplate and will be left off for purposes of this memo.

- **Three-Part Question.** This is pretty straight forward. It asked the voters if they will (1) approve the purchase, (2) appropriate the purchase price; and (3) authorize the issuance of a bond.

- **Project Summary and Description.** This is the tricky part. What does the Board want to tell the voters about this acquisition? You could provide very little information – that this is a proposal to acquire X number of acres of undeveloped land fronting on York Street and Raydon Road. You could offer information about the Comprehensive Plan or the Capital Program, but this purchase contradicts and would supersede those policies so I’m not sure that information would be appropriate. You could offer information about future use, but there has been pushback already by
people worried that mention of any proposal for future use might split the base of support. You could offer information about the anticipated annual payments (on the order of magnitude of $700K annually) and the implications of this on the budget, mil rate and other capital projects, but those are not known with certainty, so it will be difficult to maintain factual accuracy. There could be a reference to a map, but the map won’t be on the ballot so that might introduce confusion. I’m not sure if we need to mention the proposal for a taxable (versus tax exempt) bond given uncertainty about future plans and uses.

**I offer to the Board my initial draft as a starting point for discussion:**

Shall the Town (1) approve the acquisition of approximately 106.2 acres of undeveloped land from the Mary McIntire Trust, fronting on York Street, Raydon Road and Donica Road, being portions of parcels at 142 York Street and 50 Donica Road (the “Project”); (2) appropriate a sum not to exceed $_________ for the costs of the project; and (3) to fund this appropriation and authorize the Treasurer and Chair of the Board of Selectmen to issue, at one time or from time to time, general obligation securities of the Town of York, Maine, including temporary notes in anticipation of the sale thereof, in an aggregate principal amount not to exceed $_________ with the discretion to fix the date(s), maturity(ies), denomination(s), interest rate(s), place(s) of payment, call(s) for redemption(s), form(s), and other details of said securities, including execution and delivery of said securities against payment therefore, and to provide for the sale thereof, to be delegated to the Treasurer and the Chair of the Board of Selectmen?

**Project Summary and Description:** Approval of this article authorizes Town purchase of approximately 106.2 acres of undeveloped land near York Village. Plans for future use of this land will be decided following acquisition.
ARTICLE THIRTY-NINE

To see if the Town will vote to authorize the Town Treasurer to waive preclusion of any tax lien during the 2009 and 2010 calendar years, said waiver, requiring approval of the Board of Selectmen. The Board of Selectmen shall grant said approval only in circumstances where foreclosures would prove injurious to the Town of York, such as, but not limited to, the presence of hazardous waste upon the property, or the presence on the property of one or more standard structures for which the cost of removal or repair would exceed the value of the property.

Yes 2444
No 227

MUNICIPAL AND SCHOOL CAPITAL PLAN

ARTICLE FORTY

Shall the Town: (1) approve the acquisition at land for a new Public Safety Building (the "Project"); (2) appropriate a sum not to exceed $2,000,000 for the costs of the project; and (3) to fund this appropriation (a) authorize the Treasurer and the Chairperson of the Board of Selectmen to issue, at one time or from time to time, general obligation securities of the Town of York, Maine, including temporary notes in anticipation of the sale thereof, in an aggregate principal amount not to exceed $2,000,000 with the discretion to fix the date(s), maturity(ies), denomination(s), interest rate(s), place(s) of payment, call(s) for redemption, form(s), and other details of said securities, including execution and delivery of said securities against payment therefore, and to provide for the sale thereof, to be delegated to the Treasurer and the Chairperson of the Board of Selectmen?

Project Summary and Description: Approval of this article will allow the Board of Selectmen to enter into negotiations with the intent to purchase land suitable for a new Public Safety Building. No bonds will be issued under this article until a proposed site is selected and the public is advised of the location.

FINANCIAL STATEMENT

Total Town Indebtedness:
A. Bonds outstanding and unpaid $16,894,000
B. Bonds authorized and unissued $0
C. Bonds to be issued if the Article is approved $2,000,000
Total $18,894,000

Costs:
At an estimated maximum interest rate of 4.50% for a twenty (20) year maturity, the estimated interest costs of this bond issue will be:
Principal $0
Interest $387,000
Total Debt Service $387,000
Total estimated project costs including debt service: $1,178,000

Validity: The validity of the bonds and of the voters' ratification of the bonds may not be affected by any errors in the above estimates. If the actual amount of the total debt service for the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

s/Margaret M. McIntosh, Town Treasurer

Budget Committee recommends approval (7-0) YES 1972
Board of Selectmen recommends approval (5-0) NO 742

ARTICLE FORTY-ONE

Shall the Town: (1) approve the design and construction of the Short Sands Beach Drainage Enhancement Project; (2) appropriate a sum not to exceed $400,000 for the costs of the project; and (3) to fund this appropriation and authorize the Treasurer and the Chairperson of the Board of Selectmen to issue, at one time or from time to time, general obligation securities of the Town of York, Maine, including temporary notes in anticipation of the sale thereof, in an aggregate principal amount not to exceed $400,000 with the discretion to fix the date(s), maturity(ies), denomination(s), interest rate(s), place(s) of payment, call(s) for redemption, form(s), and other details of said securities, including execution and delivery of said securities against payment therefore, and to provide for the sale thereof, to be delegated to the Treasurer and the Chairperson of the Board of Selectmen?

Project Summary and Description: This Project will replace old failing and undersized underground storm drainage pipes and catch basins on Main Street, Bay Street, Franklin Street, Hake Avenue, Railroad Avenue and Ocean Avenue in York Beach.

FINANCIAL STATEMENT

Total Town Indebtedness:
A. Bonds outstanding and unpaid $16,894,000
B. Bonds authorized and unissued $0
C. Bonds to be issued if the Article is approved $300,000
Total $17,194,000

Costs:
At an estimated maximum interest rate of 4.50% for a twenty (20) year maturity, the estimated interest costs of this bond issue will be:
Principal $0
Interest $387,000
Total Debt Service $387,000
Total estimated project costs including debt service: $1,178,000

Validity: The validity of the bonds and of the voters' ratification of the bonds may not be affected by any errors in the above estimates. If the actual amount of the total debt service for the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

s/Margaret M. McIntosh, Town Treasurer

Budget Committee recommends approval (6-1) YES 1523
Board of Selectmen recommends approval (5-0) NO 1167

CONTINUE VOTING ON NEXT CARD
REQUEST FOR ACTION BY BOARD OF SELECTMEN

<table>
<thead>
<tr>
<th>DATE SUBMITTED: June 20, 2019</th>
<th>☒ ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE ACTION REQUESTED: June 24, 2019</td>
<td>□ DISCUSSION ONLY</td>
</tr>
<tr>
<td>SUBJECT: Reconsideration 294 and 302 Mountain Road</td>
<td></td>
</tr>
</tbody>
</table>

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: At the meeting of June 10th the Board declined a request to remove an environmental stipulation from the P&S Agreement relating to the sale of land at 294 and 302 Mountain Road. The buyer has asked the Board to reconsider both at the public forum at the end of that meeting, and in a subsequent letter (attached).

This stipulation in the P&S will cause a permanent obstacle in future sales of the property for anyone that requires title insurance, which is most people. If the Board’s goal is to get this property cleaned up and back on the tax rolls at a normal value then removal of the condition makes sense. There is some risk to the Town, but the environmental assessment demonstrated this is minimal. This is the same risk faced when any Town property taken for taxes is sold. Here the accumulated debris triggered careful a more cautious approach, and the buyer has responded appropriately.

The buyer also considered the VRAP program from DEP, by which the State essentially terminates environmental liability following a clean-up. However, where this site wasn’t contaminated it doesn’t appear to qualify.

Roberts Rules of Order allow a Board member who voted in the affirmative (Marilyn, Robert, Liz and Todd) to make a motion to reconsider. If so requested, the Chair would deal with this motion to decide whether or not to proceed. If the Board votes to reconsider, then the original matter is brought back before the Board for a new vote.

RECOMMENDATION: It is strictly a Board decision whether or not to reconsider.
PROPOSED MOTION: A motion to reconsider would be: I move to reconsider the vote of the Board on June 10th regarding conditions of sale of the properties at 294 and 302 Mountain Road.

If the Board proceeds, the original motion I recommended was: 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:
Roz Anton  
Parallax Properties, LLC  
6 Shannon Lane  
Saco, Maine 04072

Town of York  
186 York Street  
York, Maine 03909

RE: 294 – 302 Mountain Road, York Purchase  
Request for reconsideration of removing Section E. from the Purchase and Sale Agreement

Board of Selectman & Town Manager:

I’m writing to request a reconsideration of decision made on June 10, 2019 which was to keep Section E of the Addendum of the Purchase and Sale Agreement.

The goal of my letter is to impress upon the Board the importance of being able to convey property that is insurable and thereby marketable. Title Insurance is a lender requirement from any buyer seeking a mortgage and often times it is a requirement through an attorney performing a cash closing. When a property is unable to qualify for title insurance, the lender will not grant the loan for the buyer, and the attorney of a cash closing may refuse to perform the closing. As you can imagine the inability to acquire title insurance has a significant impact on its resale. Attached are Settlement Statements from 8 different Settlement Attorney for closings in 2019 to prove this point:

- Phenix Title Services, 119 Middle Street, Portland, ME 04101
- Red Door Title, 1 New Hampshire Ave, #320, Portsmouth, NH 03801
- Market Street Settlement Group, 70 Market St, Manchester, NH 03101
- Ingraham Title Company, 338 Main Street, Saco, Maine 04072
- Phenix Title Services, 30 International Drive, Portsmouth, NH 03801
- Schaeffer Douglas Title, LLC, 181 Center Street, #2 Auburn, ME 04210
- Hull Law Office, LLC 409 Alfred Street, Biddeford, ME 04005
- Cumberland Title Services, LLC 178 Middle Street, #402, Portland, ME 04101

The second page of each of these statements references title insurance being purchased with lender financing as well as cash. As displayed, it is critical to the transfer of title.

We understand that it is not the Town’s intent to place a property up for sale to the public, require the buyer to clean it prior to closing, and then purposely inhibit a future owner’s ability to transfer title. However, that’s what Section E does. We realize that the Town’s intent is to simply distant itself from future liability.

Please take the time to review the attached SRW Environmental Consulting from Todd Scheffer. I am told that Mr. Scheffer has worked on several properties in York and is well respected. This report has been delivered to Code Enforcement and we believe this report is sufficient as it states that although the property has been nuisance, “it does not pose a risk of significant environmental impact”. Should you feel otherwise, we would be open to an alternative solution that would limit the Town’s liability, yet, at the same time allows us to have a deed that would be insurable and thereby marketable.
Please respond at your earliest convenience.

Thank you.

Roslind Anton
Parallax Properties, LLC
207-450-3230
roz@parallaxpropertiesllc.com
roz@rozanton.com
# U.S. DEPARTMENT OF HOUSING & URBAN DEVELOPMENT
## SETTLEMENT STATEMENT

### A. NAME AND ADDRESS OF BUYER:
- [Redacted]

### C. PROPERTY LOCATION:
- 3 Industrial Park, Road
- Saco, ME 04072
- York County, Maine

### E. NAME AND ADDRESS OF SELLER:
- [Redacted]

### G. NAME AND ADDRESS OF LOANING:
- [Redacted]

### F. NAME AND ADDRESS OF LENDER:
- [Redacted]

### J. SUMMARY OF BUYER'S TRANSACTION

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<td>106</td>
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The undersigned hereby acknowledge receipt of a completed copy of this statement & any attachments referred to herein. 

Seller  

[Signature]

HUD Authorized Signer  

Printed by David  

Authorized Agent
### L. SETTLEMENT CHARGES

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<td>Loan Discount</td>
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<td>Appraisal fee</td>
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<td>Lender's fee</td>
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<td><strong>Mortgage insurance application fee</strong></td>
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<td>Assumption fee</td>
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<td><strong>500. TITLE CHARGES</strong></td>
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<td><strong>600. GOVERNMENT RECORDING AND TRANSFER CHARGES</strong></td>
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<td><strong>700. TOTAL SETTLEMENT CHARGES</strong></td>
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**Cash Closing**
**American Land Title Association**

**ALTA Settlement Statement - Combined**

**Phenix Title Services, LLC - Portland**

119 Middle Street
Portland, ME 04101

---

**File No./Escrow No.: 2019-54768**

**Print Date & Time:** 04/11/2019 2:40 PM

**Officer/Escrow Officer:** Misty Kashmer

**Settlement Location:** 119 Middle Street
Portland ME 04101

**Property Address:** 26 Faucher’s Lane, Lyman, ME 04002

**Buyer:** ____________

**Seller:** MTGLQ Investors, LP

**Lender:** Sanford Institution for Savings

**Settlement Date:** April 12, 2019

**Disbursement Date:** April 12, 2019

**Additional dates per state requirements:**

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<td>Title - CPL to Chicago Title Insurance Company</td>
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<td>Title - Settlement Agent Fee to Phenix Title Services, LLC - Portland</td>
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<td>Title - Owner's title insurance (Optional) to Chicago Title Insurance Company</td>
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<td>General Building Inspection to Up-Country Building Inspections ($350.00 POCB)</td>
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## American Land Title Association

### ALTA Settlement Statement - Combined

**Adopted 05-01-2015**

---

**File No./Escrow No.: 2019-21074**

**Print Date & Time:** 05/01/2019 9:53 AM

**Officer/Escrow Officer:** Judy Loeffler

**Settlement Location:** 265 Main Street

Biddeford ME 04005

---

**Red Door Title**

1 New Hampshire Ave

Suite 320

Portsmouth, NH 03801

---

**Property Address:** [Redacted]

**Buyer:** [Redacted]

**Seller:** [Redacted]

**Lender:** Wells Fargo Bank, NA

**Settlement Date:** May 1, 2019

**Disbursement Date:** May 1, 2019

**Additional dates per state requirements:**

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<td>145.00</td>
<td></td>
<td>Loan Charges to Wells Fargo Bank, NA</td>
</tr>
<tr>
<td>952.32</td>
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<td>Processing Fee to Wells Fargo, NA to Wells Fargo Bank, NA</td>
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<td>463.00</td>
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<td>Appraisal Fee to Corelogic Valuation Solutions ($635.00 POCB)</td>
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<td>Credit Report Fee to Corelogic Credco, LLC ($15.43 POCB)</td>
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<td>Homeowner's Insurance to Interinsurance Exchange</td>
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Page 1 of 3

File # 2019-21074

Printed on May 1, 2019 at 9:53 AM
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<tr>
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<td>Initial Payment to M. Welch and Sons Inc.</td>
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<td>Homebuyer Education to Framework ($75.00 POCB)</td>
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<td>Totals</td>
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<td>257,207.24</td>
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# ALTA Settlement Statement - Combined

**File No./Escrow No.:** 1310219-00451  
**Print Date & Time:** 05/21/2019 1:39 PM  
**Officer/Escrow Officer:** [Redacted]  
**Settlement Location:** 70 Market St. Manchester, NH 03101

**Property Address:** 126 Flag Pond Road, Saco, ME 04072  
**County:** York

**Buyer:** [Redacted]  
**Seller:** [Redacted]  
**Lender:** [Redacted]  
**Settlement Date:** 05/23/2019  
**Disbursement Date:** 05/23/2019

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<th>Description</th>
<th>Debit/Borrower/Buyer</th>
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<td>Contract Sales Price</td>
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<td>$5,000.00</td>
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<td></td>
<td>$250,200.00</td>
<td>Principal Loan Amount from Bangor Savings Bank</td>
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<td>Home Warranty to American Home Shield</td>
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<td>$845.00</td>
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<td>Prorations/Adjustments</td>
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<td>$6,394.29</td>
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<td>Seller Paid Closing Costs</td>
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<td>$359.74</td>
<td>City/Town Taxes 1,669.58/6 mos. 5/23/2019 to 7/1/2019</td>
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<td>Loan Charges to Bangor Savings Bank</td>
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<td>$281.52</td>
<td>Daily Interest charges from 5/23/2019 to 6/1/2019 @ 3.1828/day Bangor Savings Bank</td>
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<td>$495.00</td>
<td>Origination Processing Fee</td>
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<td>$550.00</td>
<td>Appraisal Fee to Hart Appraisal</td>
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<td>$561.00</td>
<td>Homeowner's Insurance for 12 Month(s) AAA</td>
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<td>Impounds/Escrows</td>
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<td>$187.00</td>
<td>Aggregate Accounting Adjustment to Bangor Savings Bank</td>
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<td>Description</td>
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<td>City Property Taxes 4 Month(s) @ 278.26 per Month(s) Bangor Savings Bank</td>
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<td>$1,113.04</td>
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<td>Hazard Ins. Reserve 2 Month(s) @ 46.75 per Month(s) Bangor Savings Bank</td>
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<td><strong>Title Charges &amp; Escrow / Settlement Charges</strong></td>
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<td>Comprehensive - ALTA 9.0 to Market Street Settlement Group, LLC</td>
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<td>CPL Fee to Title Resources Guaranty Company</td>
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<td>Document preparation to Bergen &amp; Parkinson</td>
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<td>Lender's Coverage ($250,200.00) to Market Street Settlement Group, LLC</td>
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<td>$483.18</td>
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<td>Miscellaneous to Livingston - Hughes Surveyors</td>
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<td>Owner's Coverage ($278,000.00) to Market Street Settlement Group, LLC</td>
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<td>Settlement/Closing Fee Buyer to Market Street Settlement Group, LLC</td>
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<td>Survey Affidavit to Market Street Settlement Group, LLC</td>
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<td>Title examination to Market Street Settlement Group, LLC</td>
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<td><strong>Commission</strong></td>
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<td>Listing Commission to RE/MAX Realty One</td>
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<td>$356.00</td>
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<td>Selling Commission to Coldwell Banker Residential Brokerage</td>
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<td><strong>Government Recording and Transfer Charges</strong></td>
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<td>Recording Fees for Deed to Market Street Settlement Group, LLC</td>
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<td>Recording Fees for Mortgage to Market Street Settlement Group, LLC</td>
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<td><strong>Totals</strong></td>
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<td>$284,481.81</td>
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</table>

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A. Settlement Statement (HUD-1)

**CASH SALE**

<table>
<thead>
<tr>
<th>Date: June 07, 2019</th>
</tr>
</thead>
</table>

**D. Name & Address of Borrower:**

**E. Name & Address of Seller:**

**F. Name & Address of Lender:**

**G. Property Location:**

**H. Settlement Agent:**

Ingraham Title Company
338 Main Street, Saco, ME 04072
(207) 283-3224

**J. Summary of Borrower’s Transfer:**

100. Gross Amount Due from Borrower

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>101. Contract price</td>
<td>$981,60</td>
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<tr>
<td>102. Personal property</td>
<td>$113.85</td>
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<tr>
<td>103. Settlement charges to Borrower (from Line 1400)</td>
<td>$981,60</td>
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**K. Summary of Seller’s Transfer:**

400. Gross Amount Due to Seller

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<th>Line Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>401. Contract sales price</td>
<td>$981,60</td>
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<tr>
<td>402. Personal property</td>
<td>$113.85</td>
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</tbody>
</table>

**L. Settlement Date:**

June 07, 2019

**M. Place of Settlement:**

338 Main Street, Saco, ME 04072

**N. Disbursement Date:**

June 07, 2019

**Adjustments for items paid by seller in advance**

105. Adjustments for items paid by seller in advance

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>106. City/town taxes</td>
<td>$54,095.45</td>
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<tr>
<td>107. County taxes</td>
<td>$113.85</td>
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<tr>
<td>108. Assessments</td>
<td>$54,095.45</td>
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</table>

**Mortgage from Seller**

208. Mortgage from Seller

| Amount | $8,000.00 |

**Adjustments for items unpaid by seller**

209. Adjustments for items unpaid by seller

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<td>210. City/town taxes</td>
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<td>211. County taxes</td>
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<td>212. Assessments</td>
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**Total Paid by/for Borrower**

226. Total Paid by/for Borrower

| Amount | $8,000.00 |

**Total Reduction Amount Due Seller**

520. Total Reduction Amount Due Seller

| Amount | $11,066.40 |

**Cash at Settlement from Borrower**

300. Cash at Settlement from Borrower

| Amount | $5,000.00 |

**Cash at Settlement to/from Seller**

600. Cash at Settlement to/from Seller

| Amount | $0.00 |

**Savings to/for Seller**

603. Savings to/for Seller

| Amount | $0.00 |

---

**We, the undersigned, identified in Section D hereof and Seller in Section E hereof, hereby acknowledge receipt of this completed Settlement Statement on June 07, 2019.**

**SELLER(S)**

---

**BORROWER(S)**
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<th>Description</th>
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<td>Division of commission (line 700) as follows:</td>
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<td>701. $2,720.00</td>
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<td>702. Commision paid at settlement</td>
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<td>703. Deposit Retained by RE. Broker</td>
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<td>800. Items Payable in Connection with Loan</td>
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<td>801. Our Origination Charge</td>
<td>(from GFE $1)</td>
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<td>802. Your credit or charge cards for the specific interest rate choice</td>
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<td>803. Your adjusted origination charges</td>
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<td>804. Attorney Fee</td>
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<td>805. Credit Report</td>
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<td>806. Tax Service</td>
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<td>807. Flood Certification</td>
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<td>900. Items Required by Lender to Be Paid in Advance</td>
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<td>903. Hazard Insurance Premium for 6 Years</td>
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<td>1000. Reserves Deposited with Lender</td>
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<td>1001. Initial deposit for your escrow account</td>
<td>(from GFE $9)</td>
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<td>1005. County Tax</td>
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<td>1103. Owner's title insurance Commonwealth Land Title Insurance Company</td>
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<td>1105. Judge's claim limit</td>
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<td>1106. Owner's title policy limit</td>
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<td>1107. Owner's title policy limit</td>
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<td>$511,900.00</td>
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<td>1109. Title Insurance</td>
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<td>1110. to Engraham Title Company</td>
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<td>1111. to Commonwealth Land Title Insurance Company</td>
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<td>1112. to</td>
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<td>1200. Government Recording and Transfer Charges</td>
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<td>1201. Government recording charges</td>
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<td>Mortgage $32,000</td>
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<td>1203. Transfer taxes</td>
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<td>1204. CA-County tax stamps: Deed and Mortgage</td>
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<td>1205. State tax stamps: Deed and Mortgage</td>
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<td>1300. Additional Settlement Charges</td>
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<td>1301. Requested services that you can also pay</td>
<td>(from GFE $60)</td>
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<td>1302. Offer/Review Survey</td>
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<td>1303. Post Insulation</td>
<td>to</td>
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<td>1304. Legal Services to Jones &amp; Warren</td>
<td>to</td>
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<td>1305. Survey Fee</td>
<td>to Bow &amp; Cumber, Inc.</td>
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<td>1309. to</td>
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<td>1310. Total settlement charges (enter on lines 100, 130, and 132, Section 1)</td>
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<td>$981.60</td>
<td>$2,486.60</td>
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"POC" = Paid outside of closing, "L" = Lender, "Bl" = Borrower, "S" = Seller, "U" = Other

We, the undersigned, identified in Section 9 as Buyer and Seller as Section 10 of thisEscrow, hereby acknowledge receipt of this completed Settlement Statement on June 07, 2019.

SIGNED(S)

Casa Sale

DATE

[signature]
### Settlement Statement

**Property Address:** 1691 Milton Mills Road, Acton, ME 04001  
**Buyer:** [redacted]  
**Seller:** [redacted]  
**Lender:** HomeBridge Financial Services, Inc.  
**Settlement Date:** April 3, 2019  
**Disbursement Date:** April 3, 2019  
**Additional dates per state requirements:**

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<td>Deposit RE/MAX Realty One</td>
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<td><strong>B</strong>orrower's Loan Amount</td>
<td><strong>S</strong>eller Credit</td>
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<td>.8710% of Loan Amount (Points) to HomeBridge Financial Services, Inc.</td>
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<td>Credit Report to CoreLogic</td>
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<td>Flood Certification to ServiceLink National Flood</td>
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<td>Mortgage Insurance Premium to Federal Housing Administration</td>
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<td>Prepaid Interest to HomeBridge Financial Services, Inc.</td>
<td>941.64</td>
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<td><strong>O</strong>ther Loan Charges</td>
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<td>Homeowner's Insurance to National General Assurance Co</td>
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<td>Seller</td>
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<td>Title - Settlement Agent Fee to Phenix Title Services, LLC - Portsmouth</td>
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<td>Title - Owner's title insurance (Optional) to Stewart Title Guaranty Company</td>
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<td>Title - E-Recording to Simplifile</td>
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<td>Title - Closing Protection Letter Fee to Stewart Title Guaranty Company</td>
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<td>April 2019 Tax Bill</td>
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<td>Discharge Compliance Fee (x2) to Phenix Title Services, LLC - Portsmouth</td>
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<td>Wire Fee (M&amp;T Bank Payoff) to Phenix Title Services, LLC - Portsmouth</td>
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<td></td>
<td>Overnight Mail Fee (Biddeford Savings Bank Payoff) to UPS</td>
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<table>
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<td>Subtotals</td>
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<td>Totals</td>
<td>263,294.12</td>
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**Signature:** [Signature]

Copyright 2015 American Land Title Association. All rights reserved.
**Schaeffer Douglas Title, LLC**  
**ALTA Universal ID:**  
181 Center Street  
Suite 2  
Auburn, ME 04210

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<th>File No./Escrow No.</th>
<th>19AUB00015</th>
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<td>Print Date &amp; Time</td>
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<td>Officer/Escrow Officer</td>
<td>Devon Dalgle</td>
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| Settlement Location | 181 Center Street, Suite 2  
Auburn, ME 04210 |
| Property Address    | 19 Mechanic Street  
Saco, ME 04072 |
| Borrower:           | Michael L. Baker and Haylee M. Biagi |
| Seller:             | Cameron Real Estate  
P.O. Box 1716  
Biddeford, ME 04005 |
| Lender:             | Infinity Federal Credit Union |
| Settlement Date:    | February 20, 2019 |
| Disbursement Date:  | February 20, 2019 |

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<td>City/Town Taxes 02/21/19 - 07/01/19</td>
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<td>Loan Charges to Infinity Federal Credit Union</td>
<td>Processing Fee</td>
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<td>Rate Lock Fee</td>
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<td>Appraisal Fee to Property Valuation Services $640.00 paid outside closing by Borrower</td>
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<td>Birchwood Credit Services to Birchwood Credit Services</td>
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<td>Credit Bureau Report to Birchwood Credit Services</td>
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<td>Debit</td>
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<td><strong>Loan Charges to Infinity Federal Credit Union (continued)</strong></td>
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<td>Flood Determination Fee to Servicelink</td>
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<td>Mortgage Insurance Premium</td>
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<td>$32,520 per day from 02/20/19 to 03/01/19</td>
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<td>Infinity Federal Credit Union</td>
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<td><strong>Other Loan Charges</strong></td>
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<td>Mortgage Loan Inspection to Livingston-Hughes Surveyans</td>
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<td>Closing Protection Letter to First American Title Insurance Company</td>
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<td><strong>Lender’s Title Insurance to Schaeffer Douglas Title, LLC</strong></td>
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<td>Coverage: 246,500.00</td>
<td>433.00</td>
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<td>Disclosed Premium: 433.00</td>
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<td><strong>Deed Preparation to Schaeffer Douglas Title, LLC</strong></td>
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<td>7,250.00</td>
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<td>5,800.00</td>
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<td>Selling Broker Commission to Keller Williams Realty</td>
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<td><strong>Government Recording and Transfer Charges</strong></td>
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<td>Recording Fees to York County Register of Deeds</td>
<td>78.00</td>
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American Land Title Association

Hull Law Office, LLC
ALTA Universal ID
409 Alfred Street
Biddeford, ME 04005

File No./Escrow No.: RES5165
Print Date & Time: February 21, 2019 at 11:48 AM
Officer/Escrow Officer: Hull Law Office
Settlement Location: 409 Alfred Street
Biddeford, ME 04005

Property Address: 15 Everett Lane
Wells, ME 04090

Borrower: ________________________________
Seller: ________________________________
Lender: Residential Mortgage Services,
Inc.
Settlement Date: February 22, 2019
Disbursement Date: February 22, 2019

<table>
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<tr>
<th>Seller</th>
<th>Description</th>
<th>Borrower/Buyer</th>
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<tbody>
<tr>
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<td>Credit</td>
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<tr>
<td>$ 299,000.00</td>
<td>Sale Price of Property $ 299,000.00</td>
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<td>$ 330.25</td>
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<td>01/01/19 to 02/23/19</td>
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<td>Appraisal Fee $ 495.00</td>
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<td>Credit Monitoring Fee $ 14.00</td>
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<td>Credit Report $ 43.50</td>
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<td>Flood Certificate $ 8.50</td>
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<td>MERS Registration Fee $ 11.95</td>
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<td>Prepaid Interest $ 217.90</td>
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| Other Loan Charges     |                                  |                                                   |
| Survey to Livingston   | $ 250.00                         |                                                   |
| Hughes Land Surveying  |                                  |                                                   |

<p>| Impounds               |                                  |                                                   |
| Homeowner's Insurance  | $ 320.07                         |                                                   |</p>
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<td>3 mo @ $106.69/mo</td>
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<td>3 mo @ $443.50/mo</td>
<td>$-563.91</td>
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<td>Aggregate Adjustment</td>
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<td>Property Taxes</td>
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<td>6 mo @ $187.97/mo</td>
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**Title Charges & Escrow / Settlement Charges**

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<td>Title - Lender's Title Insurance</td>
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<td>Coverage: $239,200.00</td>
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<td>Premium: $50.00</td>
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<td>$677.00</td>
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<td>Title - Owner's Title Insurance (optional)</td>
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<td>Coverage: $299,000.00</td>
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<td>Premium: $94.20</td>
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<td>$25.00</td>
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**Commission**

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**Government Recording and Transfer Charges**

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February 9, 2019

Parallax Properties, L.L.C.
c/o Roz Anton
4 Scamman Street, #19-303
Saco, ME 04072

Re: Purchase of Mountain Road Property
YORK

Dear Roz:

You have asked me to examine the title to the above property which you intend to acquire from the Town of York. The Town has ostensibly obtained title as the result of the foreclosure of certain tax liens. You and I have discussed the pitfalls of tax acquired property and I am in the process of seeking title insurance coverage.

As a result of my search, I reviewed the provisions of the sales agreement and Addendum #1 dated January 11, 2019. I am struck by the essentially unworkable provisions of Section c. In that Parallax not only agrees to hold the Town harmless from any damages as the result of the presence of hazardous waste or materials on the property past, present or future, but also requires that a provision be inserted in any conveyance from you that any subsequent Buyer will similarly agree to indemnify the Town. It is one thing to agree to indemnify for wastes placed on the property by the then owner; it is entirely another thing to require that any future owner indemnify the Town for hazardous wastes which may have been placed on the property by past owners, especially considering how the property was operated by the delinquent taxpayer.

In my opinion, such a provision would make it impossible to obtain bank financing for your development. If the bank foreclosed it would be in the position of taking responsibility for any hazardous wastes. In addition to this, I would never counsel a buyer to accept such open-ended liability.
I would suggest that this provision be eliminated or modified in some acceptable manner. If it isn’t, the risk to you is too great in my opinion.

Sincerely,

Richard A. Hull, III
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: June 19, 2019

DATE ACTION REQUESTED: June 24, 2019

SUBJECT: Food Trucks

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Per the request of the Town Manager I was asked to discuss food trucks and how they are, or are not, permitted in town. Currently, food trucks or any vehicles that sell food, are not permitted to do so within the limits of any public way (see Vehicles for Sale of Food Ordinance Adopted in 1982). However, food trucks/vehicles that sell food are permitted on private property and are required to have state inspection permits. In my opinion food trucks would typically be allowed within a zoning district where the sale of food and or restaurants are permitted. Also, they may be approved as an accessory use to an established principal commercial use assuming they are not violating an already approved site plan. Also, in my opinion, they would not typically be permitted within residential zoning districts unless they are part of a specific special event (think weddings etc.) (see Special Event Ordinance as well as Zoning section 7.16- Commercial Functions on Residential Lots Accessory to Residential Use). According to the code office they have not received complaints, have not issued any permits or reviewed any applications as it relates to them.

RECOMMENDATION: Food trucks seem to be the rave and are generally thought of as a unique and distinctive dining experience in most cities and towns. The Town Manager’s Department receives many calls regarding whether or not we permit them and why we don’t. I think a carefully designed ordinance(s) that perhaps defines what they are, sets performance standards and a business licensing permit procedure is needed. I also think that potentially designating some areas in town (possibly Beach Ball Field, Town Hall area, Bog Road Fields, Short Sands Road, and Mount Agamenticus etc.) where these unique dinning opportunities could be permitted might benefit, diversify and add positive market competition to York’s culinary experience for visitors and locals alike. To do so I recommend a change to the Vehicles for Sale of Food Ordinance, Business Licensing Ordinance and Zoning Ordinance. Perhaps within the rules the town could establish a leasing/permitting fee program that would allow for the limited siting and operation (hours of the day/days of the week) of these type of uses and ensure they are paying their fair share to operate in town.
<table>
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<tr>
<td>FISCAL IMPACT:</td>
<td>Perhaps revenue gained from permitting and/or leasing fees</td>
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<td>DEPARTMENT LINE ITEM ACCOUNT:</td>
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<tr>
<td>BALANCE IN LINE ITEM IF APPROVED:</td>
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PREPARED BY: Dylan Smith, Planning Director  REVIEWED BY:
Vehicles for the Sale of Food Ordinance

Town of York, Maine

Most Recently Amended: May 16, 2015

Prior Dates of Amendment:

Date of Original Enactment: June 23, 1982

ENACTMENT BY THE LEGISLATIVE BODY

Date of the vote to amend this Ordinance: May 16, 2015.

Certified by the Town Clerk: [signature] on [date]
VEHICLES FOR THE SALE OF FOOD

Section 1. Prohibition

Every person, firm or corporation in hereby prohibited, within the limits of the Town of York, from maintaining or standing, within the limits of any public way, any vehicle for the sale of food.

Section 2. Enforcement

Enforcement of this ordinance shall be and is hereby declared to be within the authority of the town's Police Department.

Section 3. Penalty

Any person who violates this ordinance shall be subject to a civil penalty of $100.00 for the first offense, $150.00 for the second offense, and $250.00 for the third and subsequent offenses.

Section 4. Waiver/Payment of Fines

Any person charged with a violation of this section, shall be allowed to waive such violation and tender to the Town of York the fine amount if paid within 20 days of issuance of the summons. If the waiver fine is paid, no appearance before a District Court Judge or other judicial officer shall be required. If the offender pays the waiver fine, the matter will be closed in the York Police Records system and listed as a subsequent offense for future violations.

If the offender chooses not to pay the waiver fine, he/she shall appear in court on the specified date to answer for the ordinance violation. If the offender is found to have committed the offense in court, fines, applicable court fees, attorney's fees, and prosecution costs may apply.

Adopted June 23, 1982
H. Permit Authority. Authority to review and decide on an application for conversion to affordable apartments shall rest with the Code Enforcement Officer, except the Planning Board shall have such authority if the number of units being created constitutes a subdivision.

I. Abandonment of Use. In the future, if the affordable apartment use is abandoned and the building is converted to other residential use, the new number of residential units shall comply with all Ordinance requirements in effect at that time, and any additional lot coverage gained per §7.13.E.1 shall be restored to pervious surface. - AMENDED 11/03/2009

7.14 Occupancy of Seasonal Dwellings
A seasonal dwelling shall be vacated for a minimum of 90 consecutive days annually. Because the 90-day period will often occur during the winter, “annually” does not need to correspond to a calendar year. - AMENDED 11/03/2009

7.15 Cultural Facility Standards

7.15.1 Dimensional Regulations
In addition to the dimensional regulations of the Base Zone or Overlay District, the following regulations are applicable to Cultural Facilities.

a. Minimum Land Area: Minimum 5 acres in size. Where Cultural Facilities share land area with residential dwellings, the minimum lot size requirement shall be met separately for each dwelling unit for the base zone or any applicable Overlay Districts, plus 5,000 square feet per Artist Studio.

b. Front, Rear and Side Yard Setbacks: In no case shall new construction occur within 40 feet of any property line. When there is a conflict between these setback requirements and the base zone or Overlay District, the more restrictive shall prevail.

c. Number of Artist Studios per Structure: A structure shall have no more than 6 Artist Studios per structure.

7.15.2 Off-Street Parking
Off-street parking shall be provided on the lot with 1 space for each residential unit and .5 space per Artist Studio. One visitor parking per 1,000 square feet of common use area shall be provided in addition to the parking required for the other uses on the lot. The required parking can be reduced by up to 50% if documentation can be provided showing that the required parking will not be needed to serve the facility. Parking Reductions can be granted by the Planning Board, as outlined in §15.1.1.4.

7.15.3 Retail or Commercial Activity
No retail or commercial activity shall be permitted except for incidental sales of works made on site. - AMENDED 5/22/2010

7.16 Commercial Functions on Residential Lots Accessory to Residential Use
Owners of parcels can host up to 12 commercial functions per calendar year on their property provided they obtain a use permit from the Code Enforcement Office and meet all of the following criteria:
1. No more than 250 people present at the function.
2. Lot size is at least 5 acres.
3. Lot has 1 parking spot for every 3 people attending the function, or there is satellite parking and a shuttle service. (To be determined by the Police Department)
4. Provide either portable toilets, or other toilet facilities if connected to public sewer. Provide at least 1 toilet per 100 people (or fraction thereof) attending.
5. Function activities are at least 200 feet from the nearest abutter’s dwelling.
6. Noise Ordinance is adhered to.
7. Obtain a Special Event Permit from the Board of Selectmen.
8. There shall be no more than 3 functions in any calendar month.
9. All activities must end prior to 11pm.
10. All other applicable ordinances are adhered to. - AMENDED 05/22/2010, 05/17/2014

7.17 Accessory Dwelling Units
REQUEST FOR ACTION BY BOARD OF SELECTMEN

<table>
<thead>
<tr>
<th>DATE SUBMITTED: June 19, 2019</th>
<th>☑ ACTION</th>
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<tbody>
<tr>
<td>DATE ACTION REQUESTED: June 24, 2019</td>
<td>☐ DISCUSSION ONLY</td>
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</table>

SUBJECT: Clay Hill Subdivision Release of Irrevocable Letter of Credit for Helen's Way

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Clay Hill Subdivision was an approved 13 lot subdivision off of Clay Hill Road. An irrevocable letter of credit was submitted to address one of the phases of the subdivision to be built, specifically "Helen's Way." That part of the subdivision (see highlighted overall site plan and letter from developer) will not be constructed therefore the irrevocable letter of credit is not needed at this time for that approved part of the development.

RECOMMENDATION: Release the irrevocable letter of credit regarding construction and improvements to Helen's Way of the Clay Hill Subdivision based on the information provided.

PROPOSED MOTION: Motion to release the irrevocable letter of credit regarding construction and improvements for Helen’s Way, a phase of the Clay Hill Subdivision approval.

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: [Signature]
June 19, 2019

Dylan Smith  
Planning Director  
Town of York  
186 York Street  
York, Maine 03909

RE: Weare Woods Subdivision 40 Clay Hill Road  
Map 96, Parcel 93

Dear Dylan,

Per our discussions, I am writing to inform you that Jefferson Homes will not be building the first part of Weare Woods Subdivision Map 96, Parcel 93. We have SOLD the Lots 9-10-11-12-13 and the road way called Helen's Way to the neighbor Mr. Leon Moulton. We will not be building homes nor developing in this section of Weare Woods. We sold this piece to raise capital for another project we are looking at in York. I am sure Mr. Moulton will not be developing this section per the discussions we have had. We will be continuing on with the development of Johnny's Way Lots 2-3-4-5-6-7 and road Johnny's Way.

Could you please put in motion the Letter of Credit released from the BOS since we have not drawn on it nor developed? This is the Letter Of Credit that is on file for Helen's Way. We will be submitting a new Letter of Credit for Johnny's Way.

Thank You for your continuing support and assistance on Weare Woods Subdivision.

Warm regards,

[Signature]

Dave Lauze  
President

PO Box 840 | Exeter | NH | 03833  
JeffersonHomesInc.com
IRREVOCABLE LETTER OF CREDIT

Borrower: Jefferson Homes, Inc.  
24 Front Street  
Exeter, NH 03833

Lender: Haverhill Bank  
Main Office  
180 Merrimack Street  
Haverhill, MA 01830

Beneficiary: Town of York  
188 York Street  
York, ME 03909

NO.: 82309446

EXPIRATION DATE. This letter of credit shall expire upon the close of business on 06-29-2020 and all drafts and accompanying statements or documents must be presented to Lender on or before that time (the "Expiration Date").

AMOUNT OF CREDIT. Lender hereby establishes at the request and for the account of Borrower, an irrevocable Letter of Credit in favor of Beneficiary for a sum of Two Hundred Fifty Thousand & 00/100 Dollars ($250,000.00) (the "Letter of Credit"). These funds shall be made available to Beneficiary upon Lender's receipt from Beneficiary of eight drafts drawn on Lender at Lender's address indicated above (or other such address that Lender may provide Beneficiary in writing) during regular business hours and accompanied by the signed written statements or documents indicated below.

WARNING TO BENEFICIARY: PLEASE EXAMINE THIS LETTER OF CREDIT AT ONCE. IF YOU FEEL UNABLE TO MEET ANY OF ITS REQUIREMENTS, EITHER SIMPLY OR TOGETHER, YOU SHOULD CONTACT BORROWER IMMEDIATELY TO SEE IF THE LETTER OF CREDIT CAN BE AMENDED. OTHERWISE, YOU WILL RISK LOSING PAYMENT UNDER THIS LETTER OF CREDIT FOR FAILURE TO COMPLY STRICTLY WITH ITS TERMS AS WRITTEN.

DRAFT TERMS AND CONDITIONS. Lender shall honor drafts submitted by Beneficiary under the following terms and conditions:

Upon Lender's honor of such drafts, Lender shall be fully discharged of Lender's obligations under this Letter of Credit and shall not be obligated to make any further payments under this Letter of Credit once the full amount of credit available under this Letter of Credit has been drawn.

Beneficiary shall have no recourse against Lender for any amount paid under this Letter of Credit once Lender has honored any draft or other document which complies strictly with this Letter of Credit, and which on its face appears otherwise in order but which is signed, issued, or presented by a party or under the name of a party purporting to act for Beneficiary, purporting to claim through Beneficiary, or posing as Beneficiary without Beneficiary's authorization. By paying an amount demanded in accordance with this Letter of Credit, Lender makes no representation as to the correctness of the amount demanded and Lender shall not be liable to Beneficiary, or any other person, for any amount paid or disbursed for any reason whatsoever, including, without limitation, any nonapplication or misapplication by Beneficiary of the proceeds of such payment. By presenting upon Lender or a confirming bank, Beneficiary certifies that Beneficiary has not and will not present upon the other, unless and until Beneficiary meets with dishonor. Beneficiary promises to return to Lender any funds received by Beneficiary in excess of the Letter of Credit's maximum drawing amount.

USE RESTRICTIONS. All drafts must be marked "DRAWN UNDER Haverhill Bank IRREVOCABLE LETTER OF CREDIT NO. 82309446 DATED 06-18-2019," and the amount of each draft shall be marked on the draft. Only Beneficiary or Beneficiary's transferees may complete a draft and accompanying statements or documents required by this Letter of Credit and make a deposit under this Letter of Credit. This original Letter of Credit must accompany any draft drawn hereunder.

Partial draws are permitted under this Letter of Credit. Lender's honor of a partial draw shall correspondingly reduce the amount of credit available under this Letter of Credit. Following a partial draw, Lender shall return this original Letter of Credit to Beneficiary with the partial draw noted hereon; in the alternative, and in its sole discretion, Lender may issue a substitute Letter of Credit to Beneficiary in the amount shown above, less any partial draw(s).

PERMITTED TRANSFEREES. This Letter of Credit may be transferred by Beneficiary upon prior written notice to Lender of the transfer. The transferee shall be deemed the new Beneficiary of this Letter of Credit and the documents of the transferee, including drafts required under this Letter of Credit, will be processed by Lender (or any intermediary) without the original Beneficiary's intervention and without any further obligation of Lender to the original Beneficiary.

TRANSFERRERS REQUIRED DOCUMENTS. When the presenter is a permitted transferee under the "Permitted Transferees" paragraph above (the "Permitted Transferees"), the documents required for a draw shall include all documents required elsewhere in this Letter of Credit, except that such documents may be in the name of and executed by either the original Beneficiary or the presenter permitted by the "Permitted Transferees" paragraph above.

COMPLIANCE BURDEN. Lender is not responsible for any impossibility or other difficulty in achieving strict compliance with the requirements of this Letter of Credit precisely as written. Beneficiary understands and acknowledges: (i) that unless and until the present wording of this Letter of Credit is amended with Lender's prior written consent, the burden of complying strictly with such wording remains solely upon Beneficiary, and (ii) that Lender is relying upon the lack of such amendment as constituting Beneficiary's initial and continued approval of such wording.

NON-SEVERABILITY. If any aspect of this Letter of Credit is ever declared unenforceable for any reason by any court or governmental body having jurisdiction, Lender's entire engagement under this Letter of Credit shall be deemed null and void ab initio, and both Lender and Beneficiary shall be restored to the position each would have occupied with all rights available as though this Letter of Credit had never occurred. This non-severability provision shall override all other provisions in this Letter of Credit, no matter where such provision appears within this Letter of Credit.

GOVERNING LAW. This Agreement will be governed by federal law applicable to Lender and, to the extent not preempted by federal law, the laws of the Commonwealth of Massachusetts without regard to its conflicts of law provisions, and except to the extent such laws are inconsistent with the 2007 Revision of the Uniform Customs and Practice for Documentary Credits of the International Chamber of Commerce, ICC Publication No. 600. This Agreement has been accepted by Lender in the Commonwealth of Massachusetts.

EXPIRATION. Lender hereby agrees with Beneficiary that drafts drawn under and in compliance with the terms of this Letter of Credit will be duly honored if presented to Lender on or before the Expiration Date unless otherwise provided for above.
Dated: May 15, 2019

LENDER:

HAVERHILL BANK

By: [Signature]

(Seal)

Harry J. Korslund III, Senior Vice President

ENDORSEMENT OF DRAFTS DRAWN:

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REQUEST FOR ACTION BY BOARD OF SELECTMEN

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<tr>
<td>DATE ACTION REQUESTED: June 24, 2019</td>
<td>□ DISCUSSION ONLY</td>
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<tr>
<td>SUBJECT: Capital Planning Committee</td>
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DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: I would like the Board to appoint two members to serve on the Capital Planning Committee.

Each year I seek an ad hoc committee to help prepare the Capital Program (5 years) and Capital Budget (the first year of the 5). This is the plan for and compilation of the Town's anticipated big-ticket purchases. This Committee is informal, created by one of the Town Managers before me, to broaden stakeholder input and ownership of the plan for capital spending. There is no requirement to have this Committee, and there are no set rules. It's relatively informal.

The attached memo provides an overview of the membership of the Committee and the 4 expected meeting dates. The meetings will be held on Thursday afternoons.

For your information, I have also attached my guidance to the Departments who have participated in this process in the past. I will be approaching this differently this year, trying to ensure that each Department has a solid multi-year plan that meets its priorities. In the past I focused more on annual total spending and things of that matter – important but not by itself adequate. I have told people that I will be looking for energy saving and efficiency initiatives this year because I want them thinking in these terms from the start of their planning efforts. I want energy matters baked in from the start, not sprinkled on afterward.

To the extent the Board of Selectmen wants to advance its thoughts about capital spending, we could set aside agenda time in July or August to talk through your thoughts and interests. To be effective, that discussion needs to happen before the Capital Planning Committee does its work, and the message needs to be conveyed to the Committee through the two members appointed.
RECOMMENDATION: n.a.

PROPOSED MOTION: I move to appoint ___ and ___ to serve on the Capital Planning Committee.

Prepared by Stephen H. Burns, Town Manager: __________________________
Greetings,

Okay, here we go again! It's time to start thinking about capital planning again. Right now we're trying to pull together the Capital Planning Committee and set the meeting schedule.

Capital planning Committee: we will have a 9-person committee and need appointments for the following:
- Board of Selectmen – 2 members
- School Committee – 2 members
- Budget Committee – 2 members
- Planning Board – 1 member
- Superintendent or designee – 1 member
- Town Manager – 1 member

We have reserved 4 meeting times at the Community Room in the Library:
- September 5th – introduction and review of draft Capital Program
- September 19th – presentation by half the requesting departments
- October 3rd – presentation by the other half of the requesting departments
- November 14th – final review and wrap-up

I hope it's not a problem, but we're switching to afternoon meetings. Meeting times will be 2:00 to 5:00 PM.

I plan to prepare a complete draft Capital Program with each of the involved departments prior to the start of the Committee's work. This will allow the Committee can begin with an overall picture and refine and modify from there. My goal is to have that draft completed and distributed to the Committee members by August 15th.

I plan to present the draft Capital Program to the Board of Selectmen on December 9th, and submit it to the Budget Committee on January 14th.

For now, please let Missy Chase know your chosen representatives and we’ll proceed from there. There's no rush on this, so a response by the end of July would be fine.

Thank you!

Steve

Stephen H. Burns, Town Manager
York Town Hall, 186 York St., York ME 03909
(207) 363-1000
sburns@yorkmaine.org
Greetings,

I’m writing to Department Heads that have capital items in the coming 4 years. If you want to keep your funding in the queue and potentially add more then read on!

I am going to modify my approach to capital planning this year. I’m going to sit down with each of you one-on-one to review your department needs and requests, add FY25, and create a department-specific write-up together. I want to be sure each of you is asking for enough, but not too much, and that your overall plan makes sense in terms of your needs and the overall community needs. I won’t ask you to get into the weeds of how things are to be funded, though we will need to be clear about any conditions or circumstances that might impact financing (ie: private business use). And finally, you’ll draft your ballot questions and statements of fact for each of your FY21 requests. We’ll include these in the draft document from the start.

Before we meet I’m going to want to receive from you a list of all your department’s motor vehicles. Let’s stick with cars, trucks and bigger equipment with license plates. I don’t want trailers, ATVs and that sort of little stuff. We are going to compile a vehicle inventory in the Capital Program this year because I want to start looking at our overall pattern of vehicle purchasing. This is the first step.

Regarding energy efficiency, I will be pushing all of you on this topic. If you’re purchasing vehicles, I want to see requests for efficient options. Plow trucks, fire trucks and other large-scale equipment won’t be in my sights, but cars and smaller trucks will be. Same for buildings and facilities – any new construction needs to be efficient. And I want to see if you’re looking for options to reduce energy use in existing buildings. I want to see if you’re looking at options to add solar or other innovative approaches. Please be prepared to address energy efficiency and reduction in greenhouse gas emissions.

My goal is to have met with each of you and completed all our work no later than August 15th. I want a complete draft 5-year capital program by that date. The Capital Planning Committee will review the draft between September 5th and November 14th and will make whatever changes it needs to. I’ll be asking each of you to present to the Committee on either September 19th or October 3rd. Please be available on one or both of these days (2-5 PM meetings this year). I’m hoping to be more efficient in our approach this year, so we can be done before the operating budget process really gets rolling. September/October will be operating budget crunch time for Town Department Heads so I’d like the heavy lifting of capital to be behind you by that point.

Attached is a spreadsheet with a list of the capital items in the current Capital Program for FY21-24. This is our starting point.

As soon as you’re ready to meet with me to begin your process please reach out to schedule our meeting.

Thanks!
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: June 17, 2019

DATE ACTION REQUESTED: June 24, 2019

SUBJECT: Selectmen’s Contingency

☐ ACTION

☐ DISCUSSION ONLY

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: As of today the Board has available to it $7,835.50 of its contingency fund.

I considered a few options for which this money could be spent (finish removing the fire tower on Mount A, goose buffers, etc.) and have decided to recommend the following the funds be used to provide a budget for the Veterans Affairs Committee (created too late to get into the budget process for FY20) and to help provide match for the Electric Vehicle car charging station grant application. In both cases, this will require the funds be carried forward to FY20.

The Board could let the funds go unused, thereby reverting to fund balance.

RECOMMENDATION: Allocate $2,800 as an operating budget for the Veterans Affairs Committee, and allocate $5,000 as match towards the Electric Vehicle car charging station grant application.

PROPOSED MOTION: I move to allocate $2,800 as an operating budget for the Veterans Affairs Committee, and to allocate $5,000 as match towards the Electric Vehicle car charging station grant application.

FISCAL IMPACT: -$7,800

DEPARTMENT LINE ITEM ACCOUNT: Selectmen’s Contingency – originally $50,000

BALANCE IN LINE ITEM IF APPROVED: $35.50

Prepared by Stephen H. Burns, Town Manager:
# FY19 Selectmen's Contingency Budget

SHB, 6/17/2019

**Amount approved:** $50,000.00

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<td>-$4,000.00</td>
</tr>
<tr>
<td>Remove Fire Tower cab</td>
<td>4/8/2019</td>
<td>-$2,930.00</td>
</tr>
<tr>
<td>Property Matter</td>
<td>6/3/2019</td>
<td>-$7,000.00</td>
</tr>
</tbody>
</table>

**Amount Remaining:** $7,835.50
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: June 18, 2019

DATE ACTION REQUESTED: June 24, 2019

SUBJECT: Board and Committee Reappointments

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: I reached out to the Board and Committee members that have terms expiring June 30, 2019 to see if they wish to be considered for reappointment. I have not heard from everyone that I reached out to, but below are the members who have confirmed they would like to be considered for reappointment for positions that we don’t currently have applications for (minus the Harbor Board, as we have interviews for that coming up). The typical term length is three years - Recommended motions for full term reappointments for each member are below.

Joseph Carr – Board of Appeals
Eugene Sullivan – Board of Appeals (Alternate)
Barbara Kinsman – Board of Assessment Review
Leah Drennan – Bicycle and Pedestrian Committee
Thomas Rose – Cliff Walk Committee (4-year terms, per Committee Charter)
Robert Gordon – Cliff Walk Committee (4-year terms, per Committee Charter)
Robert Luttman – Cliff Walk Committee (4-year terms, per Committee Charter)
Rozanna Patane – Energy Steering Committee
Gerry Runte – Energy Steering Committee
Bryce Waldrop – Historic District Commission
Amy Phalon – Historic District Commission
Roslyn Birger-Hershfield – Municipal Social Service Review Board
Ron McAllister – Parks and Recreation Board
Michael Modern – Parks and Recreation Board
Al Cotton – Planning Board
Peter Jones – Shellfish Commission
Jud Knox – York Housing Authority
Ellen Baldwin – York Housing Authority

RECOMMENDATION: Reappoint the members for full terms.
PROPOSED MOTION: I move to reappoint Joseph Carr as a Regular Member to the Board of Appeals, with a term expiring June 30, 2022.

I move to reappoint Eugene Sullivan as an Alternate Member to the Board of Appeals, with a term expiring June 30, 2022.

I move to reappoint Barbara Kinsman as a Regular Member to the Board of Assessment Review, with a term expiring June 30, 2022.

I move to reappoint Leah Drennan as a Regular Member to the Bicycle and Pedestrian Committee, with a term expiring June 30, 2022.

I move to reappoint Thomas Rose as a Regular Member to the Cliff Walk Committee, with a term expiring June 30, 2023.

I move to reappoint Robert Gordon as a Regular Member to the Cliff Walk Committee, with a term expiring June 30, 2023.

I move to reappoint Robert Luttmann as a Regular Member to the Cliff Walk Committee, with a term expiring June 30, 2023.

I move to reappoint Rozanna Patane as a Regular Member to the Energy Steering Committee, with a term expiring June 30, 2022.

I move to reappoint Gerry Runte as a Regular Member to the Energy Steering Committee, with a term expiring June 30, 2022.

I move to reappoint Bryce Waldrop as a Regular Member to the Historic District Commission, with a term expiring June 30, 2022.

I move to reappoint Amy Phalon as a Regular Member to the Historic District Commission, with a term expiring June 30, 2022.

I move to reappoint Roslyn Birger-Hershfield as a Regular Member to the Municipal Social Services Review Board, with a term expiring June 30, 2022.

I move to reappoint Ron McAllister as a Regular Member to the Parks and Recreation Board, with a term expiring June 30, 2022.

I move to reappoint Michael Modern as a Regular Member to the Parks and Recreation Board, with a term expiring June 30, 2022.

I move to reappoint Al Cotton as a Regular Member to the Planning Board, with a term expiring June 30, 2022.

I move to reappoint Peter Jones as a Regular Member to the Shellfish Commission, with a term expiring June 30, 2022.

I move to reappoint Jud Knox as a Regular Member to the York Housing Authority, with a term expiring June 30, 2022.

I move to reappoint Ellen Baldwin as a Regular Member to the York Housing Authority, with a term expiring June 30, 2022.
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: May 30, 2019

DATE ACTION REQUESTED: June 24, 2019

SUBJECT: Property Tax Abatement Request

☐ ACTION
☐ DISCUSSION ONLY

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

RECOMMENDATION:

PROPOSED MOTION: I move to grant/partially grant/deny a Property Tax Abatement Request for Case #FY19-01 made pursuant to MRSA Title 36 § 841.2 in the sum of $____ for Tax Year______.

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

PREPARED BY: [Signature]

REVIEWED BY: [Signature]
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: May 30, 2019

DATE ACTION REQUESTED: June 24, 2019

SUBJECT: Property Tax Abatement Request

☐ ACTION

□ DISCUSSION ONLY

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

RECOMMENDATION:

PROPOSED MOTION: I move to grant/partially grant/deny a Property Tax Abatement Request for Case #FY19-02 made pursuant to MRSA Title 36 § 841.2 in the sum of $____ for Tax Year ______.

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

PREPARED BY: [Signature]

REVIEWED BY: [Signature]