1. Board Of Selectmen's Meeting Materials
   Documents:
   BOS MEETING PACKET 2020-07-20.PDF

1.I. Board Of Selectmen's Meeting Materials
   Documents:
   AGENDA FOR JULY 20 2020.PDF
BOARD OF SELECTMEN'S
MEETING AGENDA
6:00/7:00 PM  MONDAY, JULY 20, 2020
VIRTUAL ONLY – Channel 1302 or Town: Hall Streams

6:00 PM Executive Session: Title MRSA § 405.6.D (Union Contracts)

Call to Order

Pledge of Allegiance

Annual Organizational Meeting
1. Election of Chair and Vice-Chair
2. Establish a Fixed Schedule of Meetings
3. Re-adopt Selectmen’s Policy Entitled “Transaction of Business”
4. Adopt the Town Budget as Certified by the Town Clerk and Set by the Voters per Article 2, Sections 14 (B) & (C) of the Town Charter
5. Re-adopt the Selectmen’s Policy Entitled “Disbursement of Wages to Municipal Employees”
6. Public Timelines for Future Referenda
7. Training Requirements and Opportunities for Board Members
8. Elect a member to serve on the Hartley Mason Board of Trustees
9. Review Selectmen’s Code of Ethics
10. Annual Adoption of Emergency Plan
11. Review Selectmen’s Policy Entitled “Public Participation at Selectmen’s Meeting”

A. Consent Agenda
1. July 13, 2020 Meeting Minutes
2. Business License Renewals
   • Wiggly Bridge Distillery – 19 Railroad Ave.
   • Wiggly Bridge Distillery – 441 US Rt. 1
   • Lobster in the Rough

B. Minutes

C. Chairman’s Report

D. Manager’s Report

E. Awards

7/17/2020 10:46:38 AM
1. Crack Seal Bid
2. Collection of Town Trash

F. Reports

G. Citizens' Forum - E-mailed input only. No in person testimony allowed at this meeting. Please use the form ‘Ask a question to the Board of Selectmen for Citizen’s Forum (non-confidential)’ on the yorkmaine.org website under Government/Board of Selectmen. (This form is used if you have a question for the BOS for Citizen's Forum in their upcoming BOS meetings. This is non-confidential and can be put in the packet and on the website under Meeting Materials. However, your address, phone number and email will remain confidential). Please keep to a limit of 300 words or less.

H. Public Hearings

I. Endorsements

J. Old Business
   1. Discussion: Next steps on combating racism in our community
   2. Discussion: Protocols for meeting in the auditorium
   3. Action: Town Manager Contract
   4. Action: Re-opening of Town Parks and Facilities

K. New Business
   1. Action: Contract with YCSA for General Assistance
   2. Discussion: COVID Operational Update
   3. Discussion: Goals for the Board for the upcoming year
   4. Action: Planning Board appointment
   5. Action: Establishment of a Building Committee for Town Hall

L. Future Agendas

M. Other Business

N. Citizens' Forum

Adjourn
MEMO

TO:    Board of Selectmen
FROM:  Stephen H. Burns, Town Manager
DATE:  July 16, 2020
RE:    Business of the Organizational Meeting

Per the Charter, the first meeting of the Board following the May referendum elections is considered the annual Organizational Meeting. With Covid the referenda elections were delayed until July, but no matter. There are certain actions required at the annual Organizational Meeting. Here are the requirements and a couple suggestions.

Required by Town Charter

1. Election of Chair and Vice-Chair – Article III, Section 1(D)(3)
2. Establish a Fixed Schedule of Meetings – Article III, Section 1(D)(1)
3. Annual Adoption of Selectmen’s Policy Entitled, “Transaction of Business” – Article III, Section 1(D)(2)
4. Adoption of the Town Budget as Certified by the Town Clerk and Approved or Rejected by the Voters – Article II, Sections 14(B) & (C)
5. (Possibly) Call a Special Budget Referendum for Defeated Budget Requests – Article II, Section 14(F). I didn’t include this on the agenda this year because there was only one article defeated and it seems extremely unlikely the Board would seek immediate reconsideration of this matter. If it does want this, it could be addressed under Other Business.

Required by Statute

1. Adopt Selectmen’s Policy Entitled, “Disbursement of Wages to Municipal Employees” – Title 30-A MRS §5603(2)(1)

Required by Board of Selectmen’s Policy

2. **Set dates for Next Two Legal Training Sessions with the Town Attorney**, for the Board of Selectmen and for members of other boards and committees – Selectmen’s Policy entitled, “Legal Training for Board and Committee Members,” Section 1. The Board should focus on the content/subject matter you want covered, and the months. From there, I’ll make the arrangements for specific dates.

**Other**

1. **Elect One Member to Serve on the Hartley Mason Board of Trustees** – Mr. Mason’s will establishes a 3-person board of trustees, and calls for one member to be the Chair of the Board of Selectmen. If the Chair doesn’t wish to serve, another member may be appointed.

2. **Review Selectmen’s Code of Ethics** – not expressly required at this meeting, but consistent with Section 16. Here I suggest you look at the Code of Ethics and think about integrating the Proclamation into it. All Town officials are bound by the Code of Ethics, so this is a good place to convert from concept to policy.

3. **Annual Adoption of the Town’s Comprehensive Emergency Plan** – this action is required annually by the Board pursuant to Section 9 of the Town’s Emergency Management Ordinance. Though not required at this meeting, we have started to make this standard practice because there were a few years when this simply didn’t get done. I have asked Chief Szeniawski to re-vamp the Emergency Plan in the coming year so you will see changes coming in the near future – this year it’s quite similar to years past. The Chief will explain.

4. **Annual Review of the Policy about Public Participation at Meetings** – this is not required, but I believe it is a useful review because we have been through many meetings where speakers at the Citizens’ Forum have gone well past the 5-minute time limit suggested in this policy.
REQUEST FOR ACTION BY BOARD OF SELECTMEN

<table>
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<td>DATE ACTION REQUESTED: July 20, 2020</td>
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☐ DISCUSSION
☐ ACTION
☐ APPROVED
☐ APPROVED W/ CHANGES
☐ DENIED
☐ NO ACTION TAKEN

VOTE: __________________________

SUBJECT: Election of Chair and Vice Chair

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: At the annual Organizational Meeting, the Board is required to elect officers – Chair and Vice Chair.

Normally, this task is completed by distributing pieces of paper (ballots) at a meeting, with the Manager gathering the ballots and announcing the count. This year, because the meeting is digital, the traditional system won’t work. This year the Board members will need to text votes to Kathryn and she will announce the results. The remainder of the process remains the same. Chair first. Call for nominations. Take the vote. Announce the result. Newly elected Chair then repeats the process for Vice Chair.

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

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<td>SUBJECT: Establish a Fixed Schedule of Meetings</td>
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DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: The Town Charter (Article III, Section 1.D.1) requires the Board to establish a fixed schedule of meetings. These are your regular meetings. To this you will likely add workshops and other special meetings as needed.

Diana and I have prepared a proposed set of meeting dates for your consideration. These are highlighted in yellow on the attached calendar and extend through next year’s annual organizational meeting. Also highlighted are the required quarterly meetings with the Planning Board and the referenda in November and May.

Points worth noting in this proposed schedule:
- one meeting per month only in October and December because of the holidays;
- we don’t need to worry about the Library book sale in this era of zoom meetings;
- Some October and November meetings are on off-weeks to allow us to work around holidays; and
- Thanksgiving and Christmas weeks have no meetings.

RECOMMENDATION: I recommend approval of the proposed schedule of meetings.

PROPOSED MOTION: I move to approve the proposed schedule of meetings for the coming year, as required by the Town Charter.

Prepared by Stephen H. Burns, Town Manager: [Signature]
### Board of Selectmen's Meeting Schedule for FY21 (2020 - 2021)

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**Holidays (in red)**
- July 3, 2020: Independence Day
- September 7, 2020: Labor Day
- October 12, 2020: Columbus Day
- November 11, 2020: Veterans Day
- November 26, 2020: Thanksgiving Day
- November 27, 2020: Day After Thanksgiving
- December 25, 2020: Christmas Day (Observed)
- January 1, 2021: New Year's Day (Observed)
- January 18, 2021: Martin Luther King, Jr. Day
- February 15, 2021: Presidents Day
- April 2, 2021: Patriots Day
- May 31, 2021: Memorial Day

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**Quarterly Joint Planning Board Meetings**
- April: April 4, May 2, June 6
- July: July 5, August 2, September 6
- October: October 4, November 2, December 6
- January: January 5, February 2, March 6

**Annual Town Meetings**
- July 14, November 3, May 22, 2021

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**Meeting Nights**
- **Joint Planning Board Meetings**
- **Annual Town Meetings**
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: July 7, 2020

DATE ACTION REQUESTED: July 20, 2020

☐ ACTION

□ DISCUSSION ONLY

SUBJECT: Annual Adoption of the Policy – Transaction of Business

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: At the annual organizational meeting, the Town Charter requires the Board to re-adopt its policy about transaction of business. This policy establishes the Board’s practice for calling and conducting its meetings.

A copy of the currently adopted Policy is attached, as amended last year.

RECOMMENDATION: I recommend the Board re-adopt this policy.

PROPOSED MOTION: I move to re-adopt the Selectmen’s Policy, Transaction of Business.

Prepared by Stephen H. Burns, Town Manager:
TOWN OF YORK
SELECTMEN'S POLICY
TRANSACTION OF BUSINESS

The Board of Selectmen shall transact all official business at a public meeting. The following items deal with the transaction of business at official meetings of the Board of Selectmen.

Right to Know

Except for Executive Sessions, the proceedings of all meetings of the Board of Selectmen are open to the public.

Rules of Order

Roberts Rules of Order shall govern the proceedings of all Board of Selectmen meetings.

Regular Meetings and Work Sessions

Regular meetings and work sessions of the Board of Selectmen shall be held on the days and the time and place determined by the Board at the annual Organizational Meeting. Abbreviated Regular Meetings may be held at the same time as Work Sessions.

Selectmen will be furnished with the date, time and place for each meeting along with an agenda. This information will be provided by the Town Manager’s Office no later than two (2) workdays prior to the Regular Meeting. Agendas are to be provided by the end of the day Thursday for a meeting on Monday night. Packets with materials relating to the meeting agenda are to be provided at the same time. With regard to requested actions, the Board will not consider material unless it is included in the meeting packets, and the Board may choose to postpone the matter to a future meeting.

Special and Emergency Meetings

Special and Emergency Meetings of the Board may be called by the Chairman, or in the absence of the Chairman, by the Vice Chairman, or by a majority of the Board. The Selectmen will be furnished with the date, time and place and an agenda (if necessary) by the Town Manager’s Office. Meeting notification requirements are pursuant to State Statute. Upon receipt of a request for a special or emergency meeting by any member of the Board, all members of the Board shall be notified of the request.

Requests for Agenda Items

All Selectmen requests for regular meeting agenda items must be submitted to the Chairman of the Board of Selectmen along with supporting background material, or a position paper not less than one (1) week prior to the scheduled meeting date. The Chairman of the Board shall review agenda requests with the Town Manager to assure proper background and staff support has been
afforded the item requested. If, in the opinion of the Chairman additional information and/or study are required, the requested agenda item will be postponed until proper preparation has been made. The Chairman of the Board will subsequently notify the affected Selectman.

If the Chair refuses to place an item on the agenda that has been properly prepared, the written request of one Board member is sufficient to place the item on the Agenda for the next regular meeting.

**Order of Business**

The following shall generally be the order of business conducted at meetings of the Board of Selectmen, though the Chair shall have the latitude to adjust this as circumstances warrant.

A. Call to Order  
B. Pledge of Allegiance  
C. Consent Agenda  
D. Minutes  
E. Chair's Report  
F. Manager's Report  
G. Reports  
H. Awards  
I. Citizens' Forum  
J. Public Hearings  
K. Endorsements  
L. Old Business  
M. New Business  
N. Other Business  
O. Future Agendas  
P. Citizens' Forum  
Q. Adjournment

**Majority Vote**

Three affirmative votes are required for the transaction of business.

**Consent Agenda**

The Board Chair may prepare and propose a consent agenda for action on routine matters such as business license renewals, pole permits, special event permits, and off-site business directional sign approvals. The list of items to be considered by the Board on the Consent Agenda shall be identified in writing and included in the meeting packet, and all material associated with the individual items shall also be included in the meeting packet. Any member of the Board can request for any reason that an item be removed from the Consent Agenda prior to the Board’s vote, and that item will then be considered in the traditional manner. The Consent Agenda must be decided by vote of the Board, where a "yes" vote approves all matters on the Agenda and a "no" vote requires individual votes on each item.
Meeting Curfew

No new discussion should be initiated after 10:00 P.M. The Selectmen may, on a case by cases basis, waive this restriction if requested by a member of the board and a majority of the board is in agreement.
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: July 7, 2020
☑ ACTION
☐ DISCUSSION ONLY

DATE ACTION REQUESTED: July 20, 2020

SUBJECT: Adopt Town Budget

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: The Charter requires the Board to adopt the Town budget following the public voting. As the referendum has not yet taken place I haven’t included the necessary supporting documents, but will provide the documents at the meeting.

RECOMMENDATION: I recommend the Board adopt the Town budget as decided by the voters and certified by the Town Clerk, per Charter Article II, Sections B and C.

PROPOSED MOTION: I moved to adopt the Town budget as decided by the voters and certified by the Town Clerk, per Town of York Home Rule Charter Article II, Sections B and C.

(If any articles are defeated, motion should be expanded to identify each defeated article along with its resulting budget amount.)

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

DATE SUBMITTED: July 7, 2020

DATE ACTION REQUESTED: July 20, 2020

☐ ACTION

☐ DISCUSSION ONLY

SUBJECT: Annual Adoption of the Policy - Disbursement of Wages to Municipal Employees

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: State law, specifically Title 30-A MRS Section 5603(2)(1), allows the Board to adopt the policy regarding disbursement of wages and benefits to municipal employees, but requires it be re-adopted annually. Practice has been to do this at the annual organizational meeting.

This policy establishes that the signature of a single member of the Board of Selectmen is adequate to approve paying employees, but requires three or more signatures for any other payments to be made by the Town. In short, one signature on the warrant allows payroll to be process, but three are required to pay the rest of the bills.

RECOMMENDATION: I recommend the Board re-adopt this policy.

PROPOSED MOTION: I moved to re-adopt the Selectmen’s Policy, Disbursement of Wages to Municipal Employees, and to direct the Town Manager to file a copy of this action and the renewed policy with the Town Clerk.

Prepared by Stephen H. Burns, Town Manager:
Annual Policy Adoption

Disbursement of Wages to Municipal Employees
& Fees to the State of Maine

It shall be the policy of the Board of Selectmen of the Town of York to permit the disbursement of employees' wages and benefits when the applicable disbursement warrant has been signed by one or more designated municipal officers.

It shall be the policy of the Board of Selectmen of the Town of York to permit the disbursement of state fees when the applicable disbursement warrant has been signed by one or more designated municipal officers.

No other disbursements may be made until the majority of the municipal officers has signed the disbursement warrant.

This policy is made pursuant to Maine State Law, Title 30-A MRS §5603.

Date of annual adoption by Board: ____________________________

______________________________
Chair, Board of Selectmen
REQUEST FOR ACTION BY BOARD OF SELECTMEN

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<tr>
<th>DATE SUBMITTED: July 16, 2020</th>
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SUBJECT: Adopt timelines for next 3 planned referenda – non-budget matters

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Per the Board's Policy entitled, "Timing of Referendum-Related Requests," the Board annually sets and publishes the timelines for the next 3 planned referenda. This means November 2020, May 2021 and November 2021. Copies of each are attached.

The reason for doing this is to ensure staff and the public all have access to the deadlines for getting information to the Board. Among other things, the Board set a 6-month lead for outside requests for referendum articles – typically requests for ordinance amendments. These deadlines are shown on the schedules. If approved by the Board I will post these on the Board’s web page.

RECOMMENDATION: approve the timelines for the 3 referenda and post them on the Board’s web page.

PROPOSED MOTION: I move to approve the timelines for the November 2020, May 2021 and November 2021 referenda, and to direct the Town Manager to publish these on the Board's web page.

Prepared by Stephen H. Burns, Town Manager.
Timeline for November 2020 General Referendum

7/31/2019

Planning Board’s Last Possible Workshop for Ordinance and Comp Plan Amendments
April 9, 2020 7:00 PM

6 Months Prior to Referendum
5/3/2020 (is a Sunday)

Public Hearing - 1st ORDINANCES - Planning Board
May 14, 2020 7:00 PM decide if additional notifications are required
April 23rd e-mail hearing notice to newspaper for both legal ads
April 24th 14+ days post hearing notice at Town Hall, and distribute for posting around Town
April 28th 14+ days post hearing notice and draft amendments on the Web
April 28th 14+ days give hearing notice and draft amendments to the Town Clerk
April 29th 13+ days mail to water districts if required per 30-A Sec 4352(9)(E)
April 30th 13+ days send to SMRPC if required per 30-A Sec. 2342(7)
April 30th 13+ days send property owner notice if required per 30-A Sec. 4352(10)
May 6th 12+ days 1st legal notice published in York Weekly
May 6th 7+ days 2nd legal notice published in York Weekly

Joint Meeting - Board of Selectmen & Planning Board
6/8/2020

Public Hearing - 1st COMP PLAN - Planning Board
June 25, 2020 7:00 PM e-mail hearing notice to newspaper for legal ad
May 15th post hearing notice at Town Hall, and distribute for posting around Town
May 18th post hearing notice and draft amendments on the Web
May 19th give hearing notice and draft amendments to the Town Clerk
May 19th send to SMRPC for review per 30-A Sec. 2342(4)
May 20th required legal notice published in York Weekly

Public Hearing - 2nd ORDINANCES - Planning Board
June 11, 2020 7:00 PM decide if additional notifications are required
May 21st e-mail hearing notice to newspaper for both legal ads
May 22nd post hearing notice at Town Hall, and distribute for posting around Town
May 26th post hearing notice and draft amendments on the Web
May 26th give hearing notice and draft amendments to the Town Clerk
May 27th mail to water districts if required per 30-A Sec 4352(9)(E)
May 27th send to SMRPC if required per 30-A Sec. 2342(7)
May 27th send property owner notice if required per 30-A Sec. 4352(10)
May 27th 1st legal notice published in York Weekly
June 3rd 12+ days 2nd legal notice published in York Weekly

Selectmen Decide What Goes to Public Hearing
June 22, 2020

Public Hearing - 2nd COMP PLAN - Planning Board
July 23, 2020 7:00 PM decide if additional notifications are required
July 9th e-mail hearing notice to newspaper for legal ad
July 10th post hearing notice at Town Hall, and distribute for posting around Town
July 14th post hearing notice and draft amendments on the Web
July 14th give hearing notice and draft amendments to the Town Clerk
July 14th send to SMRPC for review per 30-A Sec. 2342(4)
July 14th required legal notice published in York Weekly

Public Hearing - 3rd ORDINANCES - Board of Selectmen
July 13, 2020 7:00 PM decide if additional public hearing needed
June 13th decide if additional notifications are required
June 13th e-mail hearing notice to newspaper for both legal ads
June 13th post hearing notice at Town Hall, and distribute for posting around Town
June 23rd post hearing notice and draft amendments on the Web
June 23rd give hearing notice and draft amendments to the Town Clerk
June 24th mail to water districts if required per 30-A Sec 4352(9)(E)
June 24th send to SMRPC if required per 30-A Sec. 2342(7)
June 24th send property owner notice if required per 30-A Sec. 4352(10)
June 24th 1st legal notice published in York Weekly
July 1st 7+ days 2nd legal notice published in York Weekly

Public Hearing - 4th ORDINANCES - Board of Selectmen
August 19, 2020 7:00 PM decide if additional notifications are required
July 19th e-mail hearing notice to newspaper for both legal ads
July 19th post hearing notice at Town Hall, and distribute for posting around Town
July 21st post hearing notice and draft amendments on the Web
July 21st give hearing notice and draft amendments to the Town Clerk
July 22nd mail to water districts if required per 30-A Sec 4352(9)(E)
July 22nd send to SMRPC if required per 30-A Sec. 2342(7)
July 22nd send property owner notice if required per 30-A Sec. 4352(10)
July 22nd 1st legal notice published in York Weekly
July 25th 7+ days 2nd legal notice published in York Weekly

WARRANT & REFERENDUM

Planning Board Preference Votes (Perhaps?)
August 13, 2020

Selectmen’s Public Hearing on Warrant and Preference Votes
August 24, 2020

Submittal Deadline
September 4, 2020 Deadline: 60 days in advance of Referendum (is a FRIDAY)

General Referendum
November 3, 2020
Timeline for May 2021 Special General Referendum
7/17/2020

ORDINANCE AMENDMENTS

6 Months Prior to Referendum
November 9, 2020

Joint Meeting - Board of Selectmen & Planning Board
December 14, 2020

Selectmen Decide What Goes to Public Hearing
December 14, 2020

Planning Board's Only Public Hearing
December 10, 2020 7:00 PM
decide if additional notifications are required
e-mail hearing notice to newspaper for both legal ads
post hearing notice at Town Hall, and distribute for posting around Town
post hearing notice and draft amendments on the Web
give hearing notice and draft amendments to the Town Clerk
mail to water districts if required per 30-A Sec 4352(9)(E)
send to SMRPC if required per 30-A Sec. 2342(7)
send property owner notice if required per 30-A Sec. 4352(10)
1st legal notice published in York Weekly
2nd legal notice published in York Weekly

Selectmen's First Public Hearing
January 25, 2021 7:00 PM
decide if additional public hearing needed
decide if additional notifications are required
post hearing notice at Town Hall, and distribute for posting around Town
post hearing notice and draft amendments on the Web
give hearing notice and draft amendments to the Town Clerk
mail to water districts if required per 30-A Sec 4352(9)(E)
send to SMRPC if required per 30-A Sec. 2342(7)
send property owner notice if required per 30-A Sec. 4352(10)
1st legal notice published in York Weekly
2nd legal notice published in York Weekly

Selectmen's Second Public Hearing
February 22, 2021 7:00 PM
decide if additional notifications are required
e-mail hearing notice to newspaper for both legal ads
post hearing notice at Town Hall, and distribute for posting around Town
post hearing notice and draft amendments on the Web
give hearing notice and draft amendments to the Town Clerk
mail to water districts if required per 30-A Sec 4352(9)(E)
send to SMRPC if required per 30-A Sec. 2342(7)
send property owner notice if required per 30-A Sec. 4352(10)
1st legal notice published in York Weekly
2nd legal notice published in York Weekly

Joint Meeting - Board of Selectmen & Planning Board
March 11, 2021

Preference Votes
February 25, 2021 Planning Board
March 8, 2021 Board of Selectmen

Selectmen's Public Hearing on Warrant
March 8, 2021 Final decisions by Selectmen about what goes to vote

Submittal Deadline
March 8, 2021 Deadline: 60 days in advance of Referendum

Special General Referendum
May 22, 2021 (originally the timeline was based on 5/15/21, so there's a little slack in the system)

Post-Referendum Follow-up
before the end of May Update codes following directions in the Code Improvement Plan
Timeline for November 2021 General Referendum

Planning Board’s Last Possible Workshop for Ordinance and Comp Plan Amendments
April 8, 2021 7:00 PM

6 Months Prior to Referendum
5/23/2021 (as is a Sunday)

Public Hearing - 1st ORDINANCES - Planning Board
May 13, 2021 7:00 PM
declare if additional notifications are required
e-mail hearing notice to newspaper for both legal ads
post hearing notice at Town Hall, and distribute for posting around Town
post hearing notice and draft amendments on the Web
give hearing notice and draft amendments to the Town Clerk
mail to water districts if required per 30-A Sec. 4352(9)(E)
send to SMRPC if required per 30-A Sec. 2342(7)
send property owner notice if required per 30-A Sec. 4352(10)
1st legal notice published in York Weekly
2nd legal notice published in York Weekly

Joint Meeting - Board of Selectmen & Planning Board
6/14/2021?

Public Hearing - 1st COMP PLAN - Planning Board
June 24, 2021 7:00 PM
e-mail hearing notice to newspaper for legal ad
post hearing notice at Town Hall, and distribute for posting around Town
post hearing notice and draft amendments on the Web
give hearing notice and draft amendments to the Town Clerk
send to SMRPC for review per 30-A Sec. 2342(4)
required legal notice published in York Weekly

Public Hearing - 2nd ORDINANCES - Planning Board
June 10, 2021 7:00 PM
declare if additional notifications are required
post hearing notice at Town Hall, and distribute for posting around Town
post hearing notice and draft amendments on the Web
give hearing notice and draft amendments to the Town Clerk
mail to water districts if required per 30-A Sec. 4352(9)(E)
send to SMRPC if required per 30-A Sec. 2342(7)
send property owner notice if required per 30-A Sec. 4352(10)
1st legal notice published in York Weekly
2nd legal notice published in York Weekly

Selectmen Decide Whr. Goes to Public Hearing
June 28, 2021

Public Hearing - 2nd CCP PLAN - Planning Board
July 22, 2021 7:00 PM
declare if additional notifications are required
post hearing notice at Town Hall, and distribute for posting around Town
post hearing notice and draft amendments to the Town Clerk
required legal notice published in York Weekly

Public Hearing - 3rd ORDINANCES - Board of Selectmen
July 12, 2021 7:00 PM
declare if additional public hearing needed
declare if additional notifications are required
e-mail hearing notice to newspaper for both legal ads
post hearing notice at Town Hall, and distribute for posting around Town
post hearing notice and draft amendments to the Town Clerk
mail to water districts if required per 30-A Sec. 4352(9)(E)
send to SMRPC if required per 30-A Sec. 2342(7)
send property owner notice if required per 30-A Sec. 4352(10)
1st legal notice published in York Weekly
2nd legal notice published in York Weekly

Public Hearing - 4th ORDINANCES - Board of Selectmen
August 9, 2021 7:00 PM
declare if additional notifications are required
post hearing notice at Town Hall, and distribute for posting around Town
post hearing notice and draft amendments to the Town Clerk
mail to water districts if required per 30-A Sec. 4352(9)(E)
send to SMRPC if required per 30-A Sec. 2342(7)
send property owner notice if required per 30-A Sec. 4352(10)
1st legal notice published in York Weekly
2nd legal notice published in York Weekly

WARRANT & REFERENDUM

Planning Board Preference Votes (Perhaps?)
August 12, 2021

Selectmen's Public Hearing on Warrant and Preference Votes
August 31, 2021

Submittal Deadline
September 3, 2021
Deadline: 60 days in advance of Referendum (as is a FRIDAY)

General Referendum
November 2, 2021
REQUEST FOR ACTION BY BOARD OF SELECTMEN

| DATE SUBMITTED: | July 16, 2020 | ☐ ACTION |
| DATE ACTION REQUESTED: | July 20, 2020 | ☒ DISCUSSION ONLY |
| SUBJECT: | Board training dates |

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: The Board’s policy (copy attached) is to offer two legal training sessions for member of the Board and other committees twice annually. I ask the Board to pick the months and the topics desired for training and I will make the arrangements with the attorneys.

I’d suggest one training include FOAA, public meetings and public hearings, especially in light of our Covid-altered meeting processes.

RECOMMENDATION: n.a.

PROPOSED MOTION: n.a.

Prepared by Stephen H. Burns, Town Manager:
TOWN OF YORK

SELECTMEN’S POLICY

Legal Training for Board and Committee Members

Volunteer boards and committees engage in a variety of matters relating to the functions of the municipal governance, all of which occur within a framework of federal, state and local laws and rules. To minimize the risk of inadvertent errors and to help ensure compliance with laws and rules, the Board of Selectmen shall ensure the following occur:

1. The Town attorney shall provide legal training twice annually on topics deemed relevant at the time. There should be general training in matters such as public records, public meetings, and due process. More specific matters may be addressed as needed. The Board of Selectmen shall select dates for these training sessions at their Annual Meeting.

2. Every attempt shall be made to broadcast the training sessions so they can be streamed and recorded. Recordings shall be made available to anyone needed training.

3. Members, including alternate members, of boards, committees and commissions shall be expected to attend the first training offered by the Town following their initial election or appointment, plus one additional training for each 3 years served, or as otherwise required in the committee’s charter. This shall apply to the following:
   a. Board of Selectmen
   b. Budget Committee
   c. Planning Board
   d. Board of Appeals
   e. Historic District Commission
   f. Harbor Board
   g. Conservation Commission
   h. Energy Steering Committee
   i. Cliff Walk Committee
   j. Bicycle & Pedestrian Committee

4. In the event a member is not able to attend a particular training session in person may stream the training, watch a recording of the training, or attend other equivalent legal training such as that provided by Maine Municipal Association or Southern Maine Planning and Development Commission.

ENACTED: 12/14/2015
**REQUEST FOR ACTION BY BOARD OF SELECTMEN**

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<tr>
<td>ACTION</td>
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<td>DATE ACTION REQUESTED:</td>
<td>July 20, 2020</td>
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<tr>
<td>SUBJECT:</td>
<td>Appoint member to serve on the Hartley Mason Reserve Board of Trustees</td>
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**DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:** Mr. Mason's will established the Reservation for public use and enjoyment. It also created a three-person board of trustees, one member of which shall be the Chair of the Board of Selectmen. I note that, at times in the past and now, the Chair has asked another member of the Board of Selectmen to serve instead. Robert currently serves in this capacity.

**RECOMMENDATION:** n.a.

**PROPOSED MOTION:** I move to appoint ______ to the Hartley Mason Reserve Board of Trustees.

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

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**SUBJECT:** Review the Selectmen's Code of Ethics

**DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:** Per Section 16, the Board has set an expectation for itself that it will review its Code of Ethics on a regular basis. This meeting is an opportunity to discuss the policy and raise questions or concerns. A copy is attached.

The Policy itself, in Section 16, requires that new members acknowledge that they have received, read and understand with this Policy. With two seats running unopposed, this is not applicable this year.

I think the Board should consider adding the Proclamation Against Racism, Discrimination and Bigotry in the Code of Ethics. I would insert this after Section 3, Conduct of Members, and I would include the text in its entirety. Then we need to start handing out the Code of Ethics to all our board and committee members, as is envisioned in the Code itself – see Section 16. In my experience, this hasn’t happened much if at all in many years.

**RECOMMENDATION:** I recommend the Board add the Proclamation to the Code of Ethics

**PROPOSED MOTION:** I move to insert the Proclamation Against Racism, Discrimination and Bigotry into the Code of Ethics after Section 3, and to re-number subsequent sections accordingly.

Prepared by Stephen H. Burns, Town Manager:
TOWN OF YORK
SELECTMEN'S POLICY
CODE OF ETHICS

For Members of All Town Boards, Committees, and Commissions Except the School Committee and their Appointments

Preamble

To ensure that the Citizens and businesses of York have fair, impartial, ethical, and accountable local government that is responsive to the needs of the people and each other and that has the Citizens' full confidence in the integrity of the Town's government, the Board of Selectmen has adopted this Code of Ethics. In keeping with a commitment to excellence, the effective functioning of democratic York Town government requires that:

i. Elected and appointed public officials comply with both the letter and spirit of laws and policies affecting the Town Government;

ii. Elected and appointed public officials be independent, impartial, and fair in judgment and action;

iii. Elected and appointed public office be used for the public good and not personal gain;

iv. Public deliberations and processes be conducted openly, unless legally confidential and;

v. All discussions and debate be conducted in an atmosphere of respect and civility.

This Code of Ethics applies to members of the Board of Selectmen and to all elected and appointed members of Town boards, committees, and commissions (hereinafter referred to as "Members") except for the School Committee and their appointees. The Town’s boards, committees, and commissions consist of all statutory and non-statutory boards, commissions or committees now existing or hereafter created.

The Town Manager shall endeavor to ensure that all Town employees adhere to the standards of this Code of Ethics.
Code of Ethics

1. Actions in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern; Members will work for the common good of the Citizens of York and not for any special interest or personal gain. Members shall provide fair and equal treatment of all persons, claims, and transactions that come before the Board of Selectmen or any Town board, committee, or commission.

2. Compliance with the Law

Members shall comply with the laws of the United States, the State of Maine, and the Town of York in the performance of their public duties. These laws include, but are not limited to, the United States and Maine State constitutions and statutes; the York Town Charter; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and Town ordinances and policies, all of which are hereby incorporated herein by reference and made applicable.

3. Conduct of Members

The professional and personal conduct of Members must be above reproach and must avoid any appearance of impropriety. Members shall refrain from abusive conduct, from making personal charges or disparaging remarks, or from verbal attacks upon the character or motives of Members of Town boards, committees, or commissions, of Town Staff or the Citizens.

4. Respect for the Process

Members shall perform their duties in accordance with the processes and rules of order established by the Board of Selectmen and by the other Town boards, committees, and commissions. Each member shall be committed to respect the democratic process that encourages meaningful involvement of the public and that governs the deliberation of public policy issues in the Town of York. Members should strive to thoughtfully consider the opinions and recommendations of other Members, Citizens, and Town staff appearing before Town boards, committees, or commissions and shall remain respectful in all interactions with these individuals. Members including the Chair shall have no legal authority outside of the meetings of their respective board, commission, or committee unless this authority has been specifically delegated to the Member through an adopted policy or majority vote of the board.

5. Conduct of Public Meetings

Members shall prepare themselves for open discussion of public issues, shall listen courteously and attentively to all public discussions before the body, and shall focus on the business at hand. Members shall refrain from unnecessarily interrupting other speakers, from making personal comments not germane to the business of the body, and from otherwise interfering with the orderly conduct of meetings. The Chairman of each board, committee, or commission shall use
his or her best efforts to ensure that the public who attend such meetings adhere to the same standards of conduct in this Code of Ethics as outlined for Members.

6. Communication

Members shall publicly share information that is relevant to any matter under consideration by a board, committee, or commission. Concerns involving the conduct of Town employees shall be communicated to the Town Manager.

7. Conflict of Interest

A. General Standard

Members shall avoid any situation that may give rise to an actual or perceived conflict of interest. Where circumstances may cause a reasonable person to question the Member’s impartiality or may otherwise give rise to an appearance of a conflict of interest, the Member shall not participate in a matter unless the Member has appropriately disclosed the situation and there has been a determination by the Member’s board, committee, commission, staff official, or the Board of Selectmen that the Member’s participation is appropriate.

B. Definitions

Immediate Family: The Immediate Family of a Member shall include the Member’s spouse, children, parents, in-laws and siblings.

Financial Interest: Financial Interest shall mean any direct or indirect interest having monetary or pecuniary value, including but not limited to the ownership of shares or stock.

Conflict of Interest: A conflict between a person's private interests and public obligations.

C. Disclosure of Conflict

Any Member who believes that they or a member of their Immediate Family has a Financial Interest other than an interest held by the public generally, in any agenda item before their collective body, shall disclose the nature and extent of such interest. Additionally, any Member who believes that any fellow Member, or any member of such fellow Member’s Immediate Family, has a Financial Interest other than an interest held by the public generally, in any agenda item before their collective body, shall disclose such interest. Such disclosure shall be made no later than at the time the agenda items are to be discussed.

D. Determination of Conflict
All conflict-of-interest questions relating to a particular agenda item shall be resolved prior to any consideration of the item concerned. Each Member of that board, committee, or commission shall be entitled to vote on all conflict-of-interest questions relating to that Town board, committee, or commission.

All votes of conflict-of-interest questions shall be recorded. A majority vote shall determine the question except that a tie vote shall have the effect of determining that a conflict exists. If there is a determination that a conflict of interest in fact exists, the Member concerned shall be excused from participating in discussion, deliberation, or vote on the relevant agenda item for so long as the agenda item shall appear on the agenda.

E. Record of the Conflict of Interest Decision

A written record by the Chairperson of the Town board, committee, or commission making the determination, explaining and summarizing any consideration of conflict of interest or intervention and the action taken shall be promptly forwarded to the Chairman of the Board of Selectmen for review by the Board of Selectmen. The Town Manager shall maintain these records on behalf of the Board of Selectmen for a period of five years.

F. Avoidance of Appearance of Conflict of Interest

Once any Member is determined to have a conflict of interest in respect to any agenda item, and once all conflict-of-interest questions relating to the agenda item concerned have been determined, as provided in this Code, the Member should either immediately leave the meeting room or, if the Member has a personal interest in the matter to be discussed, move to the area of the room occupied by the general public. The Member shall not return to their regular seat as a member of the body until deliberation and action on the item has been completed. Nothing herein shall require an individual Member to remove himself or herself for any item on which there is no deliberation, on which the individual’s conflict has been determined by the other members, or on which the right to abstain from voting on the item has been granted.

G. Incompatible Offices

No Member shall occupy any other elected or appointed office when the duties of such office are incompatible with the proper discharge of the Member’s official duties to the Town. The occupancy of any other office by a Member is prohibited by any one of the following circumstances:

1. Where the duties of the other office make it impossible to discharge the duties of the Town office, or
2. Where one office is subordinate of the other, or
3. Where one office carries the power of appointment or removal of the other, or
4. Where the occupancy of both offices is prohibited by Charter or by law.
Notwithstanding the foregoing, a Member may serve as a non-voting liaison or ex-officio Member of a board, committee, or commission with the approval of the Board of Selectmen; or in special circumstances a member may serve as a voting member of a board, committee, or commission if so designated by the Board of Selectmen.

8. Gifts and Favors

Members shall not take advantage of services or opportunities for personal gain, by virtue of their public office that is not available to the public in general. Members shall refrain from accepting gifts, favors, or promises of future benefits that might compromise their independence of judgment or action, or that might give the appearance of such compromise.

No Member shall accept anything of value unless it can be clearly established that it has a de minimus market value ($25 or less) and is received infrequently from any source.

9. Confidential Information

No member shall, without proper legal authorization, discuss or disclose confidential information concerning the property, personnel, government or affairs of the Town, nor shall any member use such information to advance the private or financial interests of himself or herself or members of his or her immediate family or any other individual or group’s financial interest. Members shall not discuss the privileged knowledge, executive sessions, or confidential business of the board, committee, or commission with unauthorized parties, either orally or in writing. For purposes of this subsection, “confidential information” shall mean any information, oral or written, which comes to the attention of or is available to such Member due to his or her position with the Town and is not a matter of public record. Information received and discussed during any executive session shall be considered within the constraints of this section and shall not be disclosed to any party unless permitted by affirmative vote of a majority of such board.

10. Use of Public Resources

Members shall not use public resources not available to the general public for private gain or personal purposes, such as Town staff time, equipment, supplies, or facilities.

11. Representation of Third Party Interests

As stewards of the public interest, Members of the Board of Selectmen, the Planning Board, and the Board of Appeals shall not represent the interests of third parties before any Town board, committee, or commission, nor shall they appear before any of these bodies on behalf of the interests of third parties on matters related to the areas of service of these bodies. Members of all other boards, committees, or commissions must give notice to the Board of Selectmen prior to any representation of any third party interests before any Town board, committee, or commission. Nothing herein shall be construed to prohibit any Member from representing his or her own personal interest or personal point of view, or the interest of immediate family, by appearing before any Board on any item.
12. Advocacy

Members shall represent the official policies and positions of the Board of Selectmen and of other Town boards, committees, and commissions when designated as delegates for this purpose to the best of their ability. When presenting personal opinions and positions Members shall explicitly state that these opinions and positions do not represent their body or the Town of York, and they shall not allow any inference that they do.

13. Policy Role of Members

Members shall respect and adhere to the Town Manager Structure of Town government, as outlined in the York Town Charter. The Board of Selectmen shall determine the policies of the Town, with advice, information, and analysis provided by Town staff, by the Town’s boards, committees, and commissions, and by the Citizens.

Members shall therefore not interfere with the administrative functions of the Town or with the professional duties of Town staff, nor shall they impair the ability of Town staff to implement the policy decisions of the Board of Selectmen except as provided by the Town Charter.

14. Independence of Boards, Committees, and Commissions

Members shall refrain from using their positions to attempt to unduly influence the deliberations or outcomes of any board, committee, or commission proceedings or to inhibit free discussion and exchange of ideas of these groups.

15. Positive Workplace Environment

Members shall support a positive and constructive workplace environment for Town employees and for Citizens and businesses dealing with the Town. Members shall recognize their special role when dealing with Town employees and shall in no way create the perception of inappropriate direction of staff.

16. Implementation

This expression of the standards of conduct expected of Members of boards, committees, and commissions is intended to be self-enforcing. It is most effective when Members are thoroughly familiar with it and embrace its provisions.

For this reason, this Code of Ethics shall be included in the orientation of candidates for, or applicants to boards, committees, and commissions; and of newly elected or appointed Town officials. Members entering office shall sign a statement acknowledging that they have received a copy, and read, and understand the Town of York Code of Ethics. This Code of Ethics shall be reviewed regularly by the Board of Selectmen as well as by the Town’s other boards, committees, and commissions. The Board of Selectmen shall consider recommendations from these bodies in updating the Code of Ethics as necessary.
17. Freedom of Access Training

Members of boards, committees and commissions, and newly elected and/or appointed Town Officials are to complete the Freedom of Access Training that is located on the State of Maine website under Your Right to Know Law/Frequently Asked Questions. This training is to be completed within one year of initial appointment or election.

18. Compliance and Enforcement

The Town of York Code of Ethics expresses standards of conduct expected of Members of the Town’s boards, committees, and commissions. Members themselves have the primary responsibility for ensuring that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The Chairs and Vice-Chairs of boards, committees, and commissions have the responsibility for intervening when actions of Members appear to be in violation of this Code of Ethics.

The penalty for any violation of the Town of York Code of Ethics may vary dependent on the position held by the offending individual:

1. Board of Selectmen/Municipal Officers: Action taken against any member of the Board of Selectmen shall result from the remaining members of the board voting to take said action. The action may vary from a public admonishment to public censure. The recall of any Selectmen is a remedy available to the public pursuant to the Town of York Home Rule Charter.

2. Elected Officials: Action taken against any elected official, other than a member of the Board of Selectmen, may vary from a reprimand by the Chair of the elected body to a public censure after a majority vote by the elected body. The Board of Selectmen, after a majority vote, may intervene if the board feels that the ethics violation is not be being adequately addressed. The recall of any elected official is a remedy available to the public pursuant to the Town of York Home Rule Charter.

3. Appointed Officials: Action taken against any appointed official may vary from a letter of reprimand by the Chair of the appointed board to a public censure after a majority vote by the appointed board. Additionally, the appointed board may vote to request the resignation of the offending individual. If the requested resignation is not forthcoming the appointed board may request that the Board of Selectmen remove the offending individual from the appointed board. As the appointing authority, the Board of Selectmen on their own initiative may remove the offending individual from the appointed board.

In addition to any other penalties or remedies as may be provided by law, the Board of Selectmen may intervene and counsel Members whose conduct does not comply with the Town’s ethical standards and may censure Members or remove them from office, after notice.
and hearing conducted by the Board of Selectmen. The Board of Selectmen may issue interpretative policy statements to clarify any ambiguities in this Code. Members of boards, committees, and commissions may seek clarifying opinions from, or appeal decisions of their boards, committees, and commissions to the Board of Selectmen on particular situations addressed by this Code of Ethics.

A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a board, committee, or commission decision but may be used as a basis for the board, committee, or commission to reconsider its decision.

19. Separability

If any section, subsection, sentence clause or phrase of this Code is for any reason held to be invalid or unconstitutional, such validity or unconstitutionality shall not affect the validity of the remaining portions of this Code.
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: July 15, 2020

DATE ACTION REQUESTED: July 20, 2020

□ DISCUSSION
☒ ACTION
□ APPROVED
□ APPROVED W/ CHANGES
□ DENIED
□ NO ACTION TAKEN

VOTE: 

SUBJECT: Discussion Adoption of the 2020 Town of York Comprehensive Community Emergency Checklist Plan

DISCUSSION OF OPTIONS: The Plan which has been provided to the Town manager and available for review by the Board of Selectmen is the current Emergency Response Plan for the Town of York which has been updated as of July 15, 2020. Under the Emergency Management Ordinance, it is the duty of the Emergency Management Director to keep these plans up to date and submit them to the Board of Selectmen to adopt on a yearly basis.


FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared By: [Signature] Reviewed By: [Signature]
DATE: July 15, 2020
TO: Town Manager Stephen H. Burns
CC: Board of Selectmen
FROM: Chief Charles J. Szeniawski
SUBJECT: Discussion of Emergency Management and Adoption of Town's Comprehensive Community Emergency Plan

The intent of this discussion is to review and understand the Town's Emergency Management Program. The Town of York Emergency Management Ordinance and the present Town of York Emergency Management Plans are to be reviewed annually. I am providing a copy of the ordinance and the State Statute – MRS Title 37-B Chapter 13 for reference.

A copy of the Emergency Plans will be housed in the Chief of Police/EMA Director's Office. Sections of the plan are confidential and should only be shared with those officials and employees involved in their implementation.

Our Emergency Management Ordinance requires that the plan be updated as necessary to stay current with changing requirements as well as keep the list of contacts updated.

We conduct annual refresher training for all school employees prior to the start of the school year on safety plans and test plans with drills in each school periodically during the school year.

We also work with local businesses, town facilities, and churches to conduct safety reviews of the facilities and provide training as well as guidance on physical equipment to enhance safety.

We are still working on various sections of the plan to update and add operational sections. COVID Pandemic will require a further review. I wish to have small group
meetings with various stake holders to abstract "Best Practices" and compile a plan to be used moving forward.

I want to eventually have the entire plan automated so changes in information can be made more efficiently and share more easily. The general Emergency Plan I would like to see us post on the Town website to be viewed for operational and educational purposes.
Basic Plan

PURPOSE

This plan identifies hazards and methods to lessen the effects before, during and after an emergency.

SITUATION

Emergencies may occur at the local level and affect one or more communities. The cumulative effect or geographic distribution determines the declaration of a "disaster".

CONCEPT OF OPERATIONS

The Emergency Management Agency (EMA) Director is responsible to the Town Manager for decisions and actions taken. The Board of Selectman is legally responsible for the function of this local government.

Mutual aid is exercised when additional resources are needed. Assistance may come from other jurisdictions, the private sector or volunteer organizations.

The elected officials issue an emergency declaration when the situation warrants the full use of resources to save lives and protect property. When the emergency is beyond the control and resources of local government a request for assistance may be made through County and State EMA channels to the Governor. He may declare a disaster within certain or all parts of the County and make State resources available to save lives, protect property and aid in disaster recovery.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

Most departments have been assigned emergency functions that complement normal duties. Each maintains its own Standard Operating Procedures (SOP). Organizations that are not a part of government also have responsibilities.

B. Task Assignments

Responsibilities are shown on the Task Assignment Chart. Detailed task assignments are included in each annex.

ADMINISTRATION AND LOGISTICS

A. Policies

7/5/2020
The EMA Director, Town Manager and Board of Selectmen are responsible for activation of this plan.

B. Reporting

The EMA Director is responsible for the submission of reports to the State EOC, through the County EMA. Departments and agencies provide reports of response activities, damages, and other related information to the EMA Director. Each agency keeps records of actions, expenditures and financial obligations in emergency operations.

C. Agreements and Understandings

If local resources are inadequate during emergency operations, assistance is requested through mutual aid agreements and negotiated emergency understandings. Agreements and understandings exist with communities in York County and Seacoast New Hampshire for police, fire, and rescue emergency services. They also exist with County and State agencies for forest fire suppression, rural search and rescue, and crowd control.

PLAN DEVELOPMENT AND MAINTENANCE

A. Responsibilities

Agencies develop and maintain their organizational policies and procedures.

B. Deficiencies

Deficiencies are summarized and submitted in writing to the EMA Director when noted.

C. Updating & Revision Procedures

The EMA Director maintains a file of recommended changes or improvements. He reviews this plan annually and ensures that all procedures, policies, data and responsibilities are current and reflect actual assignments.

AUTHORITIES AND REFERENCES

1. Authorities
   c. Maine Revised Statutes Annotated, Title 37-B, Chapter 13, the Maine Emergency Management Act, as amended.
d. Public Law 920-81, the Federal Civil Defense Act of 1950, as amended.

e. Public Law 99-149, the Superfund Amendments and Reauthorization Act of 1986 (SARA).


i. Civil Rights Act of 1964, Title VI, Public Law 88-352.


o. Fair Housing Act as amended in 1988, 42 U.S.C 3601.


2. References


b. State and Local I-XX Guide for All-Hazards Emergency Operations Planning, 03/06.

c. PDD 39 – Presidential Declaration for Weapons of Mass Destruction


Respond to Disasters. Paper No. 227. Newark, DE: Disaster Research Center, University of Delaware.


# Basic Plan

## Task Assignment Chart

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>Alert &amp; Warning</th>
<th>Dir &amp; Control</th>
<th>Emergency Info &amp; Evac</th>
<th>Energ</th>
<th>Shelf</th>
<th>Resource Mgmt</th>
<th>RAD Post</th>
<th>Disass Assem</th>
<th>Tta Aug</th>
<th>Mitigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flushed Off-site/Decontam.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>Emergency Management</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>X</td>
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<tr>
<td>Law Enforcement</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Fire Department</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>Health &amp; Welfare</td>
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<td>Public Works</td>
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<tr>
<td>School Department</td>
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<tr>
<td>Harbor Master</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>X</td>
<td>X</td>
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<tr>
<td>Public Information Panel (Sp)</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Resident Advocate</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Phone (2)</td>
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<td>X</td>
<td>X</td>
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<tr>
<td>Code Enforcement</td>
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<td>X</td>
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<tr>
<td>Senior Center</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tbody>
</table>

7/15/2020
Basic Plan
Hazard Assessment

The Town of York has a number of hazards considered to be significant. The term "significant" recognizes those hazards capable of becoming emergencies. They are divided into three groups: natural hazards, technological hazards and national security. Those identified are:

Natural Hazards: Wildfire/forest fire, urban fire, severe winter storm, severe summer storm, earthquake, tornado, hurricane, flooding, drought, erosion, blight, windstorm, heat wave.

Technological Hazards: Dam failure, bridge/building collapse, pollution, hazardous materials spill/release, explosion, contamination, energy shortage/outage.

National Security: International terrorism, domestic terrorism, mass gathering, civil/political disorder.

Note: The Town should consult with County EMA Director when identifying significant hazards. Refer to York County Hazard Mitigation Plan, Town of York Mitigation Plan, Weapons of Mass Destruction Annex, and MEMA Hazard Identification and Vulnerability Assessment submitted for the Town of York.

See map below for potential of impact.
Jurisdiction Description

1. Jurisdiction Name:
   Town of York
   Town, City or County

2. Name, address, and telephone number of emergency management organization:
   York Emergency Management Agency
   Organization Name
   c/o York Police Department
   Street Address
   9 Hannaford Drive
   Mailing Address
   York, Maine 03909
   City, State, Zip Code
   (207) 363-1031
   Telephone Number

3. Name, title and telephone number of person responsible for coordinating emergency management activities:
   Charles J. Szeniawski
   Name
   EMA Director/Police Chief
   Title
   Residential Phone Number
   (207) 363-1031
   Work Phone Number
   (207) 363-1035
   Fax Number
   oszeniawski@yorkpolice.org
   E-Mail Address

4. Do significant daily or seasonal peaks of population occur in the jurisdiction?
   [ ] Yes  [ ] No

5. If Yes to question 4, enter an estimate of the population total at it's peak:
   Daily: 50,000 – 75,000
   Spring: 35,000
   Summer: 50,000
   Fall: 35,000
   Winter: 15,000

6. Emergency Program Manager:
   [X] Paid full-time
   [ ] Paid part-time
   [ ] Volunteer

7. Number of other Emergency Program Staff:
   [X] Paid full-time
   [ ] Paid part-time
   [ ] Volunteer

8. Names of members of the Planning Team filling out this report:
   Chief Charles J. Szeniawski
   Deputy Chief Owen T. Davis
   Lieutenant Steven J. Scrofford
   Lieutenant John P. Lizaneck
   GIS Manager Brent R. Hoor
   Communication Specialist Patrick Moulton

7/15/2020
## Hazard Identification and Rating

<table>
<thead>
<tr>
<th>Hazard Name: Note: All hazards marked by an asterisk (*) could be caused by a terrorist event.</th>
<th>Hazard ID:</th>
<th>Vulnerability:</th>
<th>Conclusion:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AVALANCHE</strong>&lt;sup&gt;*&lt;/sup&gt;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mass of sliding snow occurs in concentrated term whose snow is deposited on slopes of 20 degrees or more.</td>
<td>Yes</td>
<td>Low</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Moderate</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>High</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>BLIGHT/INFESTATION</strong>&lt;sup&gt;*&lt;/sup&gt;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any injury to plants resulting in wilting, cessation of growth and death of the above ground part of plants including frozen and stems caused by disease organisms, fungi, bacteria or virus, insects, or unfavorable environmental conditions.</td>
<td>Yes</td>
<td>Low</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Moderate</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>High</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>BUILDING OR BRIDGE COLLAPSE</strong>&lt;sup&gt;*&lt;/sup&gt;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loss of structural integrity of buildings and bridges resulting in significant personal injury or economic loss.</td>
<td>Yes</td>
<td>Low</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Moderate</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>High</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

1. Could the hazard affect this jurisdiction? If NO, go down to next hazard, if YES, continue across row.

2. What is the likelihood of the event occurring in this jurisdiction?
3. Could property damage or loss of the use of property result if this event occurred?
4. Could any person be killed or injured if this event occurred?
5. **If you answered "yes" to either question 3A or 4A, then this hazard is "significant" and must be addressed in your IEP.**

7/15/2020
<table>
<thead>
<tr>
<th>Hazard ID</th>
<th>Vulnerability</th>
<th>Conclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. UNEMPLOYMENT - Loss of personal, governmental, or commercial economic stability.</td>
<td>Low Moderate High</td>
<td>Yes No Yes No</td>
</tr>
<tr>
<td>2. ECONOMIC EMERGENCY - Loss of personal, governmental, or commercial economic stability.</td>
<td>Low Moderate High</td>
<td>Yes No Yes No</td>
</tr>
<tr>
<td>3. ARMED CONFLICT - Conventional Warfare/NIMIB Action.</td>
<td>Low Moderate High</td>
<td>Yes No Yes No</td>
</tr>
<tr>
<td>4. DEMONSTRATION - A public protest.</td>
<td>Low Moderate High</td>
<td>Yes No Yes No</td>
</tr>
<tr>
<td>5. disruption of property or loss of property result of this event occurred?</td>
<td>Low Moderate High</td>
<td>Yes No Yes No</td>
</tr>
<tr>
<td>6. Could any person be killed or injured if this event occurred?</td>
<td>Low Moderate High</td>
<td>Yes No Yes No</td>
</tr>
<tr>
<td>7. If you answered &quot;yes&quot; to either question 6 or 8, then this hazard is &quot;significant&quot; and must be addressed in your ICP.</td>
<td>Low Moderate High</td>
<td>Yes No Yes No</td>
</tr>
</tbody>
</table>

**CIVIL/POLITICAL DISORDER**

Civic types of facilities, such as government buildings, schools and universities, military bases, nuclear power facilities, detention centers, work sites, mass gathering places and commercial facilities are more vulnerable than others.

<p>| RISK/VIOLANCE - A violent public disturbance by one or more individuals. | Low Moderate High | No Yes No Yes |
| STRIKE/LOCKOUT - A work stoppage to protest or influence policies. | Low Moderate High | Yes No Yes No |
| SABOTAGE - Intentional destruction of property or obstruction of normal operations. | Low Moderate High | Yes No Yes No |
| WEAPONS OF MASS DESTRUCTION - Biological, nuclear, secondary, chemical or explosive threat. | Low Moderate High | Yes No Yes No |</p>
<table>
<thead>
<tr>
<th>Hazard Name</th>
<th>Hazard ID</th>
<th>Vulnerability</th>
<th>Conclusion</th>
</tr>
</thead>
</table>
| **CONTAMINATION OF FOOD/DRINKING WATER/AIR/SOIL**
  The accidental or deliberate introduction of hazardous substances into food, beverages, medications, water, and other exposed conduits. | Yes | Low Moderate High | Yes No | Yes No | Yes No |
| **DAM FAILURE**
  Dam failure is the spontaneous release of water resulting from improper operation or structural collapse of the structure, etc. | Yes No | Low Moderate High | Yes No | Yes No | Yes No |
| **DROUGHT**
  Prolonged period without rain. A twelve-month period during which precipitation is less than 80% of normal as defined by the National Weather Service (44 inches is the average precipitation level per year). Droughts occur about every 30 years and cause significant crop loss every 5 or 10 years. Annual precipitation in Idaho has been decreasing by 0.4 inches every decade since 1960. | Yes No | Low Moderate High | Yes No | Yes No | Yes No |
| **EARTHQUAKE**
  Sudden motion of the ground which may result in surface faulting (ground rupture), ground shaking, and ground failure. | Yes No | Low Moderate High | Yes No | Yes No | Yes No |

5. If you answered "yes" to either question #3 or #4, then the hazard is "applicable" and must be addressed in your EOP.
<table>
<thead>
<tr>
<th>Hazard ID</th>
<th>Vulnerability</th>
<th>Conclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Could this hazard occur in this jurisdiction? If NO, go down: rest hazard. If YES, continue across row.</td>
<td>2. What is the likelihood of the event occurring in this jurisdiction?</td>
<td>3. Could property damage or loss of the use of property result if this event occurred?</td>
</tr>
</tbody>
</table>

**ENERGY SHORTAGE/POWER/UTILITY FAILURE**

**Energy Shortage**: A significant shortage of any energy resource which results in a loss of fuel supplies for space heating, emergency and health care services, thereby undermining both life and property.

**Power/Utility Failure**: Interruption or loss of service for an extended period of time (Gas, electricity, fiber optics, telephone, microwave towers, water and sewer systems, etc.)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Low</th>
<th>Moderate</th>
<th>High</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**EPIDEMIC/DISEASE**

**Disease**: A condition of the body that presents a group of symptoms.

**Disease Epidemic**: A disease which affects a large number of individuals (or animals) at the same time or in rapid progression. The number varying according to the type and severity of disease (i.e., one case of polio is an epidemic; twice: odds are not an epidemic).

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Low</th>
<th>Moderate</th>
<th>High</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**EROSION/COASTAL EROSION**

The wearing away and removal of soil particles by bypassing water, waves, currents, moving ice or wind resulting in erosion and destruction and/or site damage.
<table>
<thead>
<tr>
<th>Hazard Name</th>
<th>Hazard ID</th>
<th>Vulnerability</th>
<th>Conclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLOOD*</td>
<td>Remains: Periodic constrict flow of streams and streams.</td>
<td>Moderate High</td>
<td>Yes No</td>
</tr>
<tr>
<td></td>
<td>Floods: Quickly rising small streams; when heavy rain, ice, or snow melt.</td>
<td>Moderate High</td>
<td>Yes No</td>
</tr>
<tr>
<td></td>
<td>Upland: Overflow of storm sewer systems, usually due to poor drainage, following heavy rain or snow melt.</td>
<td>Moderate High</td>
<td>Yes No</td>
</tr>
<tr>
<td>Coastal flooding from ocean.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEAT WAVE</td>
<td>A spell of three or more consecutive days on each of which the maximum temperature reaches or exceeds 90°.</td>
<td>Moderate High</td>
<td>Yes No</td>
</tr>
<tr>
<td>HAZARDOUS MATERIALS INCIDENT – FIXED FACILITY*</td>
<td>Low</td>
<td>Moderate High</td>
<td>Yes No</td>
</tr>
<tr>
<td>HAZARDOUS MATERIALS INCIDENT – MARINE OIL SPILL*</td>
<td>Low</td>
<td>Moderate High</td>
<td>Yes No</td>
</tr>
</tbody>
</table>

Note: All hazards marked by an asterisk (*) could be caused by a terrorist event.
<table>
<thead>
<tr>
<th>Hazard Name</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>
| HAZARDOUS MATERIALS INCIDENT - TRANSPORTATION* | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Moderate | High | Rail: | Low | Modera...
<table>
<thead>
<tr>
<th>Hazard Name</th>
<th>Hazard ID</th>
<th>Vulnerability</th>
<th>Conclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUMMER STORM - SEVERE</td>
<td>☑ Yes ☑ No</td>
<td>☑ Low ☑ Moderate ☑ High</td>
<td>☑ Yes ☑ No</td>
</tr>
<tr>
<td>SUBSIDENCE</td>
<td>☑ Yes ☑ No</td>
<td>☑ Low ☑ Moderate ☑ High</td>
<td>☑ Yes ☑ No</td>
</tr>
<tr>
<td>TORNADO</td>
<td>☑ Yes ☑ No</td>
<td>☑ Low ☑ Moderate ☑ High</td>
<td>☑ Yes ☑ No</td>
</tr>
<tr>
<td>TRANSPORTATION INCIDENT - PASSENGER*</td>
<td>☑ Air: Low ☑ Moderate ☑ High</td>
<td>☑ Air: Yes ☑ No</td>
<td>☑ Air: Yes ☑ No</td>
</tr>
<tr>
<td>Hazard Name</td>
<td>Note: All hazards marked by an asterisk (*) could be caused by a terrorist event.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TRANSPORTATION INCIDENT—</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PAASSENGER</strong> (cont.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rail: An accident or</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>derailment involving</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>multiple railroad cars which</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>cause abnormal interaction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>with the general public by</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>blocking roads and/or causing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>property damage.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highway: An automobile</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>accident involving a</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>rapid transit, multi-passenger</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>vehicle or large supply truck</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>which results in severe</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>injuries, fatalities, and</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>damage.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water: An accident involving</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a motor vehicle, either</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>public or private,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>resulting in injuries, loss</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>of life and destruction of</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>property and requiring</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>support and rescue by boat.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TSUNAMI</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>URBAN FIRE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1/15/2023
<table>
<thead>
<tr>
<th>Hazard Name</th>
<th>Hazard ID</th>
<th>Vulnerability</th>
<th>Conclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>WILDFIRE*</td>
<td>Yes</td>
<td>Low</td>
<td>Yes</td>
</tr>
<tr>
<td>Any instance of uncontrolled burning in grasslands, brush, or woodlands. Minimum requirement for an event to be listed as a threat for requires involvement of two units or more.</td>
<td>No</td>
<td>Moderate</td>
<td>No</td>
</tr>
</tbody>
</table>

| WINTER STORM - SEVERE | Yes | Low | Yes | Yes | Yes |
| Includes ice storms, blizzards, snow and snow storms, with extreme cold. A storm would be subject to heavy snowfall, combined snow and high winds, and/or ice storms. | No | Moderate | No | No | No |
## Demographics

### Population Statistics, 2016 Census (or estimates)

<table>
<thead>
<tr>
<th>Population Statistics, 2016 Census (or estimates)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Year-Round Population</td>
<td>13,282</td>
</tr>
<tr>
<td>Under 5 Years Old To 14 Years Old</td>
<td>474</td>
</tr>
<tr>
<td>5 Years Old to 18 Years Old</td>
<td>1,591</td>
</tr>
<tr>
<td>19 Years Old and Over To 64 Years Old</td>
<td>8874</td>
</tr>
<tr>
<td>65 Years Old and Over</td>
<td>3344</td>
</tr>
<tr>
<td>Median Age</td>
<td>50.2</td>
</tr>
<tr>
<td>Non-English Speaking at home</td>
<td></td>
</tr>
<tr>
<td>Seasonal Population Estimate*</td>
<td>60,000</td>
</tr>
</tbody>
</table>

### Housing Statistics, 2016 Census (or estimates)

<table>
<thead>
<tr>
<th>Housing Statistics, 2016 Census (or estimates)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Housing Units</td>
<td>9,519</td>
</tr>
<tr>
<td>Owner Occupied</td>
<td>4,602</td>
</tr>
<tr>
<td>Renter-Occupied Housing Units</td>
<td>1,152</td>
</tr>
<tr>
<td>Vacation Housing Units</td>
<td>3,220</td>
</tr>
<tr>
<td>Mobile Home, Trailer, Other</td>
<td>547</td>
</tr>
<tr>
<td>Persons Per Household</td>
<td>2.81</td>
</tr>
</tbody>
</table>

### Social and Economic Statistics

<table>
<thead>
<tr>
<th>Social and Economic Statistics</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Labor Force</td>
<td>7,866</td>
</tr>
<tr>
<td>Per Capita Income</td>
<td>$46,413</td>
</tr>
<tr>
<td>Median Household Income</td>
<td>$84,550</td>
</tr>
<tr>
<td>Total Municipal Valuation</td>
<td>$4,039,100,000.00</td>
</tr>
</tbody>
</table>

### Employment

<table>
<thead>
<tr>
<th>Employment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td># of Employed – 16 yrs. +</td>
<td>7,866</td>
</tr>
<tr>
<td>Agriculture</td>
<td>118</td>
</tr>
<tr>
<td>Construction</td>
<td>543</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>614</td>
</tr>
<tr>
<td>Wholesale/Retail Trade</td>
<td>1,046</td>
</tr>
<tr>
<td>Transportation/Utilities</td>
<td>291</td>
</tr>
<tr>
<td>Information Technology</td>
<td>152</td>
</tr>
<tr>
<td>Finance/Insurance/Real Estate</td>
<td>550</td>
</tr>
<tr>
<td>Services</td>
<td>4,263</td>
</tr>
<tr>
<td>Public Administration</td>
<td>289</td>
</tr>
</tbody>
</table>

### Largest Employers in Town

<table>
<thead>
<tr>
<th>Largest Employers in Town</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>York Hospital - 1,100</td>
<td></td>
</tr>
<tr>
<td>Hanaford – 260</td>
<td></td>
</tr>
<tr>
<td>Stonewall Kitchen - 240</td>
<td></td>
</tr>
</tbody>
</table>
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: July 7, 2020
DATE ACTION REQUESTED: July 20, 2020

□ ACTION
☑ DISCUSSION ONLY

SUBJECT: Review the Selectmen’s Policy – Public Participation at Selectmen’s Meeting

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Given the Board’s meeting time is limited and the significant amount of time some presentations during the Citizens’ Forum at some meetings, I believe it would be helpful for the Board to review this policy again. No action is required. I think it’s just helpful to level set each year.

The Board has a great deal of flexibility in applying its policy, but with flexibility can come discomfort in trying to enforce limits at any particular moment. It is a balance, and talking this over ahead of time can help the Board members establish shared expectations and thus work better in unison.

A copy of the Policy is attached.

RECOMMENDATION: n.a.

PROPOSED MOTION: n.a.

Prepared by Stephen H. Burns, Town Manager:
TOWN OF YORK
SELECTMEN'S POLICY
PUBLIC PARTICIPATION AT SELECTMEN'S MEETING

All regular and special meetings of the Board shall be open to the public and the media. Only those executive session meetings, where the Board discusses personnel, labor negotiations, or other matters where private sessions are required or permitted pursuant to State Statute, shall be closed to the public and media. Pursuant to State Law, matters discussed during such executive sessions may require public action at a regular or special Board of Selectmen’s Meeting.

The Selectmen desire to hear the viewpoints of citizens throughout the Town, but also need to conduct the Board’s business in an orderly and efficient manner. The Board shall schedule two periods during each regular Selectmen’s Meeting for public participation and comment. The Board may set a time limit on the length of these periods and/or a time limit for individual speakers.

If a presentation requires more than such time limits allow, the Town Manager shall be contacted at least one week in advance of a regular meeting so that the presentation may be considered for inclusion as a formal agenda item.

The Board shall accept comments and questions from the public concerning any issue during a short period at the beginning and end of the agenda following public hearings (if any). The Chair shall be responsible for recognizing all speakers (who properly identify themselves for the record). The Selectmen shall be given an opportunity to respond to the concerns or questions the Selectmen wish to address officially which are not in response to public comment or questions at said meeting, must be held over for the next available agenda and handled pursuant to the Selectmen Policy on Transaction of Business except that, by unanimous consent, the Selectmen may deal with emergency or special items.

The Selectmen shall give due attention to comments and contributions from the audience, but shall not be required to respond or take action immediately. Audience inquiries, other than simple questions, shall be referred to the Town Manager or that item may be included in the agenda for a subsequent meeting if necessary.

Citizens shall not be recognized by the Chair as the Board conducts its official business, except when the Board schedules, in advance, an interim public discussion period on a particular item or the majority of the Board feels that such input is pertinent to the discussion subject matter.

During the Citizens Forum and the Citizens/Selectmen’s Forum sections of the regular meeting, Citizens should limit their comments to no more than five minutes. Additional extensions of time may be granted, unless objected to by a majority vote of the Board. Members of public may speak more than once during each of these sections of the meeting unless objected to by a majority vote of the Board.
Board of Selectmen’s Consent Agenda
July 20, 2020

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. July 13, 2020 Meeting Minutes
2. Business License Renewals
   - Wiggly Bridge Distillery - 19 Railroad Ave.
   - Wiggly Bridge Distillery - 441 US Rt. 1
   - Lobster in the Rough

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
6:007:00 PM, MONDAY, JULY 13, 2020
VIRTUAL ONLY – Channel 1302 or Town Hall Streams

6:00 PM – Interviews
Harbor Board
  Matthew Donnell
  Amanda Bouchard
  John Lund
Appeals Board
  Ian Shaw
Planning Board
  Ian Shaw

7:00 PM – Regular Meeting

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

Others Present: Town Manager Stephen H. Burns, Director of Human Resources and Assistant Town Manager Kathryn Lagasse, Director of GIS and Technology Brett Horr, Seacoast Online reporter Dan Bancroft, Assistant to the Town Manager Diana Jantos, Public Works Director Dean Lessard, Planning Director Dylan Smith, Parks and Rec. Director Rob Cogger, Members of the Planning Board – Kathleen Kluger, Wayne Boardman, Gerry Rude, Members of the York Diversity Forum – Susan Glick, Victoria Simon, Jdy Gitelson, Chief of Police Charles J. Szeniawski

Not Present: Elizabeth Blanchard excused herself at 8:40 PM.

Call to Order

Chairman Todd A. Frederick called the meeting to order at 7:13 PM.

Pledge of Allegiance

A. Consent Agenda
  1. July 6, 2020 Meeting Minutes
  2. Business License Renewals
     • Mr. Mikes York
     • The Kettle Boys, Inc.

Moved by Robert Palmer, seconded by Mike Estes to accept the Consent Agenda. Vote 5-0, motion passes.
C. Chairman’s Report

- Marilyn McLaughlin
  Discussed that the Proclamation is dear to her heart. It is interesting that it is taking a Proclamation to put humanity in what it means to be a person of color. It is sad that it takes a Proclamation to say we are human beings. Thanks to the people of the Town of York for really being forward thinking and working hard at this. There are groups of teachers teaching the right things and putting forward curriculum that is touching on all these issues. Thank you. Looking forward to working hard to make sure that we don’t stop and that the committee moves forward and we are doing the work of making sure that every single person of color knows their worth. I know a lot of people are uncomfortable talking about racism. Hats off to all of you and thank you.

- Robert Palmer mentioned Robin Cogger’s beach report and that we have another one tonight and that Jeff Patton who is the beach operations manager discussed how the trash in trash out is working. I think it has worked really well and would like to thank the citizens of York. Also thank our friends from away who have embraced this. They love our town like we do. Mentioned David Brinkman who used to come to every meeting. He sent an article recently about racial injustice that was in the Huff Post, by author Holbert. David is an incredible resource on finding things out. It was an incredible and moving article.

- Mike Estes said it was great to see the people back in York. The beaches were crowded this weekend and it looked like they were pretty well managed. Now drug testing 7 days a week, would like a report on how many people we are testing. We can now have the results in 15 minutes. Hopefully beneficial moving forward for the businesses to help them recover from some of their economic damage this pandemic has caused.

- Elizabeth Blanchard is looking forward to another 3-year term on the Select Board. She stated that she felt completely able to do her job. Thanks to Todd for putting off the vote of the Proclamation, appreciated him moving it to this week. Looking forward to looking forward.

- Todd A. Frederick mentioned that all of the Board wanted Elizabeth Blanchard to be part of that vote. He is proud of the Board, where we have gone and where we have come with the diversity issue that came to York. Hoping for a 5-0 vote tonight to send a strong message that York is a welcoming community and racism and any kind of prejudice is not welcome in our community. I’m sure moving forward after the vote we will talk about some sort of anti-racism task force and talk about what changes need to happen. Talked about that he served a little longer than usual due to Covid and the election being moved to July instead of May. Also mentioned
that tonight could be his last meeting as Chair, next week is the leadership meeting and the vote. Its been an honor and privilege to work with all of you and conduct business under some of the most trying circumstances. Would like to continue. Its great to see that folks are wearing masks.

D. Manager’s Report

David Brinkman also volunteers to help out at the elections. He and a whole host of people help out to make everything possible. A huge amount of volunteerism that goes into making the elections work. Thanks to all the volunteers. The beaches are starting to get crowded, getting feedback on things like that. Thanks to people for wearing masks and social distancing. The BOS will hold their meeting in 2 weeks at the York Community auditorium. That will be a live-in person meeting. On the agenda there will be a public hearing on that shoreland fix that precludes all docks. There will be an attorney that represents a medical marijuana business that is coming to talk about a possible zoning change for next May. Question about FEMA money and project management is postponed to the first meeting in August. It won’t be broadcast live on TV. It will go out live on WES and then we can rebroadcast to TV, Ch. 1302 the next day. York Hospital clinic testing has done about 700 rapid tests at the walk-in clinic, 9 positives, a low rate, a little over 1%. York Hospital between the walk-in clinic and the outpatient testing has done about 4300 tests, to date there has been 79 positives, around 1.8%. The average testing is about 145 a day. They did 178 tests today. They need to bring in a lot more capacity statewide. We are doing well; we are getting a lot of tests out. Sent out the Parks and Rec. report to the Board today. One performance issue on a beach ambassador that we will address, 99.5% positive. The carry in carry out trash is working well. Water line in Sodier Park broke today. Will take care of it as best we can. Police report mentioned the diving accidents, one successful rescue, one not. It is posted now ‘no scuba diving’ for the short term. They are still helping businesses with outside seating. Provided responses from the Public Works Director on the MUTCD and the seawall signage and construction zones. Executive order FY2021, strengthening the use of face coverings. Masks or shields. This should take care of the Hannaford issue. If you have 50,000 square feet of retail space, you need to require face masks and shields. They need to enforce that. I think the word got out and the Governor took care of it.

E. Awards

F. Reports

1. York Diversity Forum – Idy Giltoson and others
2. Parks and Rec Update

G. Citizens’ Forum

Public Comment –
1. Danielle Demers
2. Lisa Martell
3. Beth Knight
4. Stephanie Martin
H. Public Hearings
   1. Zoning - Stormwater Mgt. Facilities Setbacks
   2. Zoning - Outdoor Lighting Ordinance
   3. Zoning - Lighting Standards for Signs

Moved by Robert Palmer, seconded by Mike Estes to open the public hearing. Without objection, so ordered.

Public Comment: None

Moved by Todd A. Frederick to close the public hearing. Without objection, so ordered.

I. Endorsements

J. Old Business
   1. Action: Re-opening of Town Parks and Facilities
      No action tonight

   2. Action: Policy regarding signs on Town Property
      Will re-word and bring back next week

   3. Action: Adoption of Proclamation Against Racism in our Community
      Moved by Marilyn McLaughlin, seconded by Robert Palmer to adopt the
      Proclamation Against Racism, Discrimination and Bigotry, and direct the Town
      Manager to distribute the Proclamation and to report back to the Board about this
      distribution with an amendment added at the end of No. 5 in parenthesis (has not
      done justice to people of color as it pertains to the history of the United States). Vote
      5-0, motion passes.

K. New Business
   1. Action: Proposed Ordinance Amendments
      Moved by Marilyn McLaughlin, seconded by Robert Palmer to place the proposed
      zoning amendments on the November 2020 ballot – Stormwater Mgt. Facilities
      Setbacks. Vote 4-0, motion passes

      Moved by Marilyn McLaughlin, seconded by Robert Palmer to place the proposed
      zoning amendments on the November 2020 ballot – Outdoor Lighting Ordinance.
      Vote 4-0, motion passes

      Moved by Marilyn McLaughlin, seconded by Robert Palmer to place the proposed
      zoning amendments on the November 2020 ballot – Lighting Standards for Signs.
      Vote 4-0, motion passes

   2. Action: Committee Appointments
Moved by Mikes Estes, seconded by Robert Palmer to re-appoint Matt Donnell as a Regular member to the Harbor Board and Amanda Bouchard as the Alternate member to the Harbor Board. Vote 4-0, motion passes

3. Action: Hazard Pay for First Responders
Moved by Marilyn McLaughlin, seconded by Mike Estes to approve a one-time $1,000 Hazard pay stipend for our full-time first responders and a $250 stipend for call firefighters. Vote 4-0, motion passes

L. Future Agendas
- July 20th Annual organizational meeting
- Re-opening of Town Parks and Facilities
- Next steps on combatting racism in our community
- Protocols for meeting at the auditorium
- Policy around the signs at the town memorials
- July 27th in the auditorium, the public hearing on piers, docks, wharfs and breakwaters
- Conversation around the Ogunquit Road
- Proposed amendment for recreational marijuana sale

M. Other Business

N. Citizens' Forum

Adjourn

Chairman Todd A. Frederick adjourned the meeting at 9:25 PM. Without objection, so ordered.

Respectfully Submitted,

Diana Janetsos
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: Wissy Bridge Distillery
Street Address: 19 Railroad Ave, York, ME 03902
Business Owner: Wissy Bridge Distillery
Business Manager: Dave Weens
Mailing Address: 19 Railroad Ave
Phone Number: 207-363-9322
E-mail Address: maple.corn@wissybridge.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:
☐ Good Service License (C/F)
Number of Seats: 40 (Existing/Proposed)
☐ Liquor License (F/P)
☐ Bottle Club License (F/P)

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

Miscellaneous:
☐ Transient Seller’s License (P)
☐ Flea Market License (C)
☐ Junkyard, Auto Graveyard/Recycling License (C/F/P)
☐ Medical Marijuana (P)
☐ Other:

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

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

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

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

<table>
<thead>
<tr>
<th>STATE LICENSE INFORMATION</th>
<th>2-28-516</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID Number(s):</td>
<td>924-2-13-17</td>
</tr>
<tr>
<td>Expiration Date(s):</td>
<td>7-2-2021</td>
</tr>
<tr>
<td>Classification(s):</td>
<td>Law</td>
</tr>
</tbody>
</table>

FEES: Each application will incur a $60 fee, plus $30 for each license after the first. All NEW applications will have an additional $50 fee, and all license amendments will have a $25 fee. All fees are to be paid at time of submittal and shall be non-refundable. Cash or Check only; Please make check payable to Town of York.

Please read the following and sign to complete your application:

I understand that a license is required before operating or conducting any business or activity governed by the Town’s Business Licensing Ordinance and that ongoing compliance with the provisions of the Town’s Business Licensing Ordinance and other applicable Town codes is required throughout the entire license period.

I understand that this Business License Application must be filled out completely, all fees must be paid, and all necessary department inspections must be completed and passed before the license(s) will be considered by the Board of Selectmen.

Business Owner: [Signature]

Have you ever been convicted of a Felony? YES / NO

Business Manager: [Signature]

Have you ever been convicted of a Felony? YES / NO

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

FOR OFFICE USE ONLY

<table>
<thead>
<tr>
<th>FEES</th>
<th>Amount</th>
<th>Map – Lot:</th>
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</thead>
<tbody>
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<td></td>
</tr>
<tr>
<td>Subsequent Licenses (30 each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New License Fee ($50)</td>
<td></td>
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<tr>
<td>License Amendment ($25)</td>
<td></td>
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<tr>
<td>Other:</td>
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TOTAL DUE: $60

LICENSE #: [blank]

Department Approvals:

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<tr>
<th>Code Enforcement</th>
<th>Fire</th>
<th>Police</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sewer</td>
<td>Water</td>
<td>Tax Collector</td>
</tr>
</tbody>
</table>

Board of Selectmen:

<table>
<thead>
<tr>
<th>Town Manager for the Board of Selectmen</th>
<th>Date</th>
</tr>
</thead>
</table>

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

YORK, MAINE
186 York Street, York, Maine 03909

BUSINESS LICENSE APPLICATION

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

Business Name: WFJELY BRIDGE DISTILLERY

Street Address: 461 US RT 1 YORK ME 03909

Business Owner: WFJELY BRIDGE DISTILLERY

Business Manager: DAVE WOODS

Mailing Address: 19 RAILROAD AVE YONK ME 03909

Phone Number: 207-363-9366

E-mail Address: FJEPWY@BBDISTILLERY.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)

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

Number of Rooms: ______

Number of Seats: ______ (Existing / Proposed)

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

Miscellaneous:
- [ ] Transient Seller’s License (P)
- [ ] Flea Market License (C)
- [ ] Junkyard, Auto Graveyard/Recycling License (C/F/P)
- [ ] Medical Marijuana (P)
- [ ] 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 -
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<th>STATE LICENSE INFORMATION</th>
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</thead>
<tbody>
<tr>
<td>ID Number(s):</td>
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<td>EMD 2016 - PA</td>
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<tr>
<td>Expiration Date(s):</td>
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<tr>
<td>11-4-2023</td>
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<tr>
<td>Classification(s):</td>
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<tr>
<td>S-2-2-1</td>
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I understand that this Business License Application must be filled out completely, all fees must be paid, and all necessary department inspections must be completed and passed before the license(s) will be considered by the Board of Selectmen.

Business Owner: ___________________________  Have you ever been convicted of a Felony? YES / NO

Signature: _________________________________

Business Manager: __________________________  Have you ever been convicted of a Felony? YES / NO

Signature: _________________________________

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

<table>
<thead>
<tr>
<th>FOR OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEE</td>
</tr>
<tr>
<td>Application and First License ($60)</td>
</tr>
<tr>
<td>Subsequent Licenses ($20 each)</td>
</tr>
<tr>
<td>New License Fee ($50)</td>
</tr>
<tr>
<td>License Amendment ($25)</td>
</tr>
<tr>
<td>Other:</td>
</tr>
<tr>
<td>TOTAL DUE:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Approvals</th>
<th>Date of Approval</th>
<th>Department Approvals</th>
<th>Date of Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code Enforcement</td>
<td>Sewer</td>
<td>Fire</td>
<td>Water</td>
</tr>
</tbody>
</table>

<table>
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<tbody>
<tr>
<td>Town Manager for the Board of Selectmen Date</td>
</tr>
</tbody>
</table>

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

BUSINESS LICENSE APPLICATION

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

Business Name: Lobster in the Rough

Street Address: 1000 U.S. Rte 1

Business Owner: Sean Mitchell

Business Manager: Same

Mailing Address: P.O. Box 479

Phone Number: 337-2786

E-mail Address: Thelobster@gmail.com

Mailing Address: Cape Neddick, Kennebunk, ME 03952

Phone Number:

E-mail Address:

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

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

Please indicate which Licenses or Local Approvals you need:

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

Number of Rooms: ___

Food and Beverage:
- Food Service License (C/F)
- Liquor License (F/P)

Number of Seats: ___ (Existing / Proposed)

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

Miscellaneous:
- Transient Seller's License (P)
- Flea Market License (C)
- Junkyard, Auto Graveyard/Recycling License (C/F/P)
- Medical Marijuana (P)

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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<th>STATE LICENSE INFORMATION</th>
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<td>ID Number(s): 4996</td>
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<tr>
<td>Expiration Date(s): 5/18/20</td>
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<tr>
<td>Classification(s):</td>
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</tbody>
</table>

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

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

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

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<thead>
<tr>
<th>FEES</th>
<th>Amount</th>
<th>Made/Lod:</th>
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<tbody>
<tr>
<td>Application and First License ($60)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subsequent Licenses ($30 each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New License Fee ($50)</td>
<td>Amount Received: $</td>
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</tr>
<tr>
<td>License Amendment ($25)</td>
<td>Check  or Cash</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
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</tbody>
</table>

TOTAL DUE $  

<table>
<thead>
<tr>
<th>LICENSE #:</th>
<th></th>
</tr>
</thead>
</table>

Department Approvals Date of Approval Department Approvals Date of Approval

Code Enforcement
Sewer

Fire
Water

Police
Tax Collector

Board of Selectmen [Signature] Town Manager for the Board of Selectmen Date 4/21/2020

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

DATE SUBMITTED: July 15, 2020

DATE ACTION REQUESTED: July 20, 2020

☐ ACTION

☐ DISCUSSION ONLY

SUBJECT: 2021 Crack Seal Bid Award

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:

York DPW has historically used the Maine DOT Southern Region’s (Region 1) crack seal competitive bid process for its crack seal work. Maine DOT advertised crack seal projects for all its Regions back in April of 2020. DPW monitors Crack seal bids in our area and around the state. Some of the bid results are listed below. Sealcoating Inc. dba Indus has been the Town’s crack seal contractor since 2016 and the low bidder on most of the major projects in the State. Sealcoating Inc. has agreed to keep price the same in FY 2020 as last year for the Town of York.

RECOMMENDATION: Award the FY2021 Town Crack Seal bid to Sealcoating, Inc. dba Indus.

PROPOSED MOTION: I move to award the FY2021 Crack Seal bid to Sealcoating, Inc. dba Indus in the amount of $1.16 per pound.

FISCAL IMPACT: Sealcoating, Inc’s dba Indus proposed price per pound for Crack Seal is $1.16. The following table shows the Maine DOT Crack Seal bid results throughout the State of Maine in 2020.

<table>
<thead>
<tr>
<th>Location</th>
<th>MDOT Region 1</th>
<th>MDOT Region 2</th>
<th>MDOT Region 3</th>
<th>MDOT Region 4</th>
<th>MDOT Region 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sealcoating, Inc. dba Indus</td>
<td>$2.99</td>
<td>$2.07</td>
<td>$2.76</td>
<td>$2.96</td>
<td>$2.17</td>
</tr>
<tr>
<td>Braintree, MA</td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Coastal Road Repair, Inc.</td>
<td>$4.65</td>
<td>No Bid</td>
<td>$2.46</td>
<td>$3.33</td>
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<tr>
<td>Windham, ME</td>
<td></td>
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</tr>
<tr>
<td>Nicoll Coatings Corporation</td>
<td>No Bid</td>
<td>$2.45</td>
<td>No Bid</td>
<td>$2.78</td>
<td>$3.20</td>
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<tr>
<td>Barre, VT</td>
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</tr>
<tr>
<td>Michael Hopkins Landscaping</td>
<td>No Bid</td>
<td>$4.00</td>
<td>$2.75</td>
<td>No Bid</td>
<td></td>
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<tr>
<td>Binghamton, NY</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>DEPARTMENT LINE ITEM ACCOUNT: 100.0303.9606</td>
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<tr>
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PREPARED BY: Dean Lessard REVIEWED BY: [Signature]
Technical Specifications

SECTION 02206 - ASPHALT CRACK SEALING, ASPHALT CRACK FILLING

PART 1 – GENERAL

1. SECTION INCLUDES
   A. Reference Standards: The following standards are referenced directly in this section. The latest version of these standards shall be used.

<table>
<thead>
<tr>
<th>ASTM</th>
<th>Description</th>
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<tbody>
<tr>
<td>C 88</td>
<td>Test Method for Soundness of Aggregates by Use of Sodium Sulfate or Magnesium Sulfate</td>
</tr>
<tr>
<td>C 117</td>
<td>Test Method for Materials Finer than 75-μm (No. 200) Sieve in Mineral Aggregates by Washing</td>
</tr>
<tr>
<td>C 131</td>
<td>Test Method for Resistance to Degradation of Small-Size Coarse Aggregate by Abrasion and Impact in the Los Angeles Machine</td>
</tr>
<tr>
<td>C 136</td>
<td>Test Method for Sieve Analysis of Fine and Coarse Aggregates</td>
</tr>
<tr>
<td>D 36</td>
<td>Standard Test Method for Softening Point of Bitumen (Ring-and-Ball Apparatus)</td>
</tr>
<tr>
<td>D 140</td>
<td>Practice for Sampling Bituminous Materials</td>
</tr>
<tr>
<td>D 242</td>
<td>Standard Specification for Mineral Filler For Bituminous Paving Mixtures</td>
</tr>
<tr>
<td>D 244</td>
<td>Standard Test Methods for Emulsified Asphalts</td>
</tr>
<tr>
<td>D 946</td>
<td>Standard Specification for Penetration-Graded Asphalt Cement for Use in Pavement Construction</td>
</tr>
<tr>
<td>D 977</td>
<td>Standard Specification for Emulsified Asphalt</td>
</tr>
<tr>
<td>D 1073</td>
<td>Standard Specification for Fine Aggregate for Bituminous Paving Mixtures</td>
</tr>
<tr>
<td>D 1190</td>
<td>Standard Specification for Concrete Joint Sealer, Hot-Applied Elastic Type</td>
</tr>
<tr>
<td>D 2027</td>
<td>Standard Specification for Cutback Asphalt (Medium-Curing Type)</td>
</tr>
<tr>
<td>D 2028</td>
<td>Standard Specification for Cutback Asphalt (Rapid-Curing Type)</td>
</tr>
<tr>
<td>D 2397</td>
<td>Standard Specification for Cationic Emulsified Asphalt</td>
</tr>
</tbody>
</table>
D 2419  Standard Test Method for Sand Equivalent Value of Soils and Fine Aggregate
D 3381  Standard Specification for Viscosity-Graded Asphalt Cement for Use in Pavement Construction
D 3405  Standard Specification for Joint Sealants, Hot-Applied, for Concrete and Asphalt Pavements
D 5078  Standard Specification for Crack Filler, Hot-Applied, for Asphalt Concrete and Portland Cement Concrete Pavements
D 6690-15 Standard Specification for Joint and Crack Sealants, Hot Applied, for Concrete and Asphalt Pavements

ISSA
Bulletin #139 “Test Method to Classify Emulsified Asphalt/Aggregate Mixture Systems by Modified Cohesion Tester Measurement of Set and Cure Characteristics”

AASHTO
T 53  Softening Point of Bitumen (Ring-and-Ball Apparatus)
T 59  Testing Emulsified Asphalts
T 104 Soundness of Aggregate by Use of Sodium Sulfate or Magnesium Sulfate
T 112 Clay Lumps and Friable Particles in Aggregate
MP 1  Specification for Performance Graded Asphalt Binder
M 208 Cationic Emulsified Asphalt


B. Traffic Control, Mobilization & Demobilization
i. The contractor shall be responsible for maintaining a safe work zone which may necessitate the use of Traffic Control Officers (flaggers) and other traffic control devices (cones, barrels and signage). All traffic control devices should comply with the Manual of Uniform Traffic Control Devices, latest Edition (MUTCD). The work zone shall be
maintained for a duration adequate to protect the product that has been applied.

PART 2 – PRODUCTS

I. MATERIALS

A. Material used in performance of this contract shall be a hot pour elastic type sealer such as KOCH 9005 or equal and shall meet ASTM 3405 as indicated in the following specification:

<table>
<thead>
<tr>
<th>Test</th>
<th>ASTM 3405</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cone Penetration, 77°F</td>
<td>90 max. Flow, 140°F 1.0 cm max.</td>
</tr>
<tr>
<td>Resilience</td>
<td>60% min.</td>
</tr>
<tr>
<td>Ductility, 77°F (ASTM D113)</td>
<td>40 cm max.</td>
</tr>
<tr>
<td>Bond, @ 0°/degrees F, 100% ext.</td>
<td>Pass 5 cycles</td>
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<tr>
<td>Bond, @ -20°/degrees F, 50% ext.</td>
<td>Pass 3 cycles</td>
</tr>
<tr>
<td>Compression Recovery</td>
<td>0.40 min.</td>
</tr>
<tr>
<td>Recommended Pour Temperature</td>
<td>370°F (not ASTM)</td>
</tr>
<tr>
<td>Safe Heating Temperature</td>
<td>390°F to 400°F (not ASTM)</td>
</tr>
</tbody>
</table>

B. Crack Sealant Application: Material used for crack sealing shall be a modified asphalt product selected to be compatible with the environment of application and found to meet the criteria of one of the following specifications, ASTM D 1190 or ASTM D3405 with a modified resilience value between 30 and 60 percent, or material meeting the requirements of ASTM D 5078. Crack Sealing shall be understood to be the process of placing an asphaltic material into and/or above working cracks to prevent the intrusion of surface water and/or incompressibles into the crack. A working crack shall be understood to correspond to cracks that sustain more than 0.1 inches (2.5 mm) movement during the course of the year.

C. Crack Filling Application: Material used for crack filling shall be a viscosity graded AC-20 asphalt product meeting the criteria of ASTM D 3381 Table 1, a penetration-graded asphalt product having a penetration number in the range of 85-100 measured in accordance with ASTM D 946, or material meeting the criteria of ASTM D-5078. Crack filling material may contain polyester or polypropylene fibers. Material satisfying the criteria of a crack sealant may also be used as a crack filling material. Crack filling shall be understood to be the process of placing an asphaltic material into non-working cracks to substantially
reduce water infiltration and reinforce adjacent cracks. Crack filling materials shall not be used for sealing pavements in preparation for an overlay.

PART 3 – EXECUTION

I. SECTION INCLUDES:
   A. Crack cleaning and sealing complete, in place, at the locations specified in this section and as directed by the Engineer.
   B. Preparation of road surface for placement of Polymer Modified Asphalt Sealant for Streets
   C. Installation/Placement of Polymer Modified Asphalt Sealant for Streets

II. CRACK SEALING/FILLING:
   A. Equipment:
      i. Router:
         1. This machine shall be an impact cutterhead with a minimum of 6 tungsten-carbide cutters. The router blades shall be driven with a minimum 25-hp gasoline engine.
      ii. Compressor:
         1. The compressor shall be a two-stage compressor rated as a minimum 40 CFM unit capable of delivering compressed air to the nozzle at a minimum pressure of 100 psi. The compressor shall be equipped with a filter trap to eliminate oil and moisture from the air line.
      iii. Hot-Air Lance (HCA):
         1. The hot air lance shall be capable of delivering super-heated air at an exit temperature in excess of 1500° F and at a velocity in excess of 1000 ft/sec against the side walls of the crack. The hose shall be wrapped with reflective tape to keep hoses together and to protect worker in low light situations.
      iv. Melter/Applicator:
         1. The melting pot shall consist of double-boiler type jacket and shall be equipped with a full sweep agitator that promotes proper mixing and maintains uniform heat
distribution throughout the melting pot. The melting pot shall have sufficient capacity of the heat transfer oil reservoir that heat transfer oil is able to come in contact with 100 percent of the outside area of the jacket. The melting pot shall be equipped with a drain plug to permit 100% of the heat transfer oil to drain from the boiler. The heat transfer oil shall consist of ISO grade 68.

2. The heat transfer oil shall be heated with a properly sized vapor fuel LP or diesel fuel burner. The heat shall be applied directly to the bottom of the heat transfer tank. The burner shall be lit by an electric spark igniter controlled by a sensor, which detects a lack of burn or ignition and subsequently shuts down the fuel supply. The unit must be capable of starting at ambient temperature and bringing the sealant up to the required application temperature within the period of approximately one hour while continuously agitating and recirculating the sealant. The unit shall have the capability of independently monitoring both the transfer oil and melting pot temperatures. The unit shall be capable of heating a variety of application materials within a range of temperatures between 200°F (93.3°C) and 425°F (218.3°C). The sealant should not be heated to a temperature in excess of that specified by the manufacturer.

3. The agitator and material pump shall be actuated by hydraulic motors driven by a single, pressure-compensated hydraulic pump. Hydraulic fluid should only be pumped to the agitator or material pump motor on demand.

4. The sealant shall be applied to the pavement through an application system consisting of a pressure feed hose and wand. The hose shall be specially manufactured to handle liquid asphalt products up to 450°F at 350 psi (2400 kPa) working pressure. The hose shall not be less than 15 feet in length. The hand wand shall be constructed of steel of sufficient strength to withstand normal day-to-day operations. Material flow through the wand shall be controlled with a toggle switch. A squeegee shall be used to distribute the asphalt evenly and uniformly in the recommended configuration.

5. All equipment shall be in good working order, as determined by the Engineer, on a day-to-day basis. The Engineer shall not be responsible for payment of labor or rental charges on days when the equipment is not in good working order.

B. Preparation:
i. Cracks shall be cleaned free of all deleterious materials, including any old sealant, incompressibles and organic material. The crack shall be free of any standing water and any moisture along the sidewalks of the crack as evidenced by a darker color than the adjacent pavement. This shall be accomplished in one of these manners:

a. wire-brushing - where the crack channels are cleaned with a mechanical wire brush followed by high-pressure compressed air;

b. hot air blasting - where the crack channels are cleaned, heated, dried with hot compressed air (HCA) lance connected to a high pressure air compressor; or

c. high-pressure air blasting - where the crack channels are cleaned with high-pressure compressed air. Pavement cracks to be sealed or filled shall be cleaned and dried using one of the methods described previously within 10 minutes of the application of the sealer/filler. Equipment for the two operations should be kept in a compact configuration such that not more than 50 feet separates equipment required by the two operations. Additionally, not more than 10 minutes time shall pass between the cleaning of a crack and the filling of the crack with the appropriate sealing/filling material.

C. Installation:

i. Crack sealing shall be limited to working, longitudinal, transverse and block cracks that are more than 1/4 inch (6mm) in width. Cracks 1/4 - to 5/8 inches (6mm to 16 mm) in width requiring sealing shall be routed to 5/8-inches (16 mm) in width. Cracks 5/8- to 1 inch (16mm to 25 mm) in width requiring sealing do not require routing, but shall be thoroughly cleaned and sealed. Cracks shall be sealed using either the Standard Reservoir and Flush or Standard Recessed Band-Aid configurations. Cracks greater than 1-inch (25 mm) in width shall be filled with either an emulsion slurry and sand, widened and backfilled with Hot-Mix Asphalt (HMA), or repaired in a manner approved by the Engineer. Cracks requiring filling do not require any routing but simply thorough cleaning. Cracks shall be filled using either the Simple Band-Aid, Simple Flush Fill, or Capped Configurations.

ii. Sealer/filler materials should not be applied when the pavement surface is wet or when the pavement temperature is less than 40°F without the use of hot air blasting or the approval of the Engineer.
iii. Sealant/Crack filler should be applied to fill the crack from the bottom to the top in order to prevent air bubbles from forming and creating a point of weakness in the sealant. Upon application, hot sealant/filler material should not make a hissing or popping noise indicative of moisture in the crack. Noises of this kind should indicate that additional drying of the crack is necessary in order to facilitate proper bonding of the material to the sidewalls of the crack.

Application of the sealant/filler material shall be made in such a way as to completely fill the crack and provide enough excess to facilitate completion of the seal/fill consistent with the configuration selected. The use of a squeegee or applicator disk to shape the application material to conform to one of the material placement configurations shown on Figure 1 is required.

Care shall be taken not to place any sealant/filler material on top of any pavement markings, manholes, or drainage castings. The Contractor shall be responsible to prevent tracking of the sealant/filler material onto the adjacent pavement surfaces to the satisfaction of the Engineer.

iv. Prior to beginning the work, the Contractor will be required to demonstrate to the satisfaction of the Engineer and the manufacturer's representative his ability to apply the material in accordance with the manufacturer's specifications. Operations and procedures which are considered by the Engineer as detrimental to the effectiveness of the material will not be permitted.
# Proposal

**Town of York**
115 Cities Pond Rd.
York, ME 03909

**FAX:** 207 363-1000
7/13/2020

**York, ME Crack Seal PG (LB) 2020**
Various streets throughout Town
York, ME

**ATTN:** Dean Lessard

Furnish all labor, material and equipment to perform the following item(s) of work.

<table>
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<tr>
<th>ITEM NO</th>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>PRICE</th>
<th>EXTENDED PRICE</th>
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<tr>
<td>180-103</td>
<td>86,206 LB</td>
<td>Fiber Reinforced Crack Seal W/ Flaggers</td>
<td>$1.16/LB</td>
<td>$99,998.96</td>
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**Quote Notes:**
1. Final quantities to be determined by actual field measure.
2. Traffic control includes two (2) Flaggers.
3. No work is to be performed on weekends or holidays unless stated in the items above.
4. This quote is valid through 12/31/2020.
5. Prices are subject to asphalt adjustments to be determined at time of work; the base asphalt index used for this quote is 99.98.96.

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**Grain Total:** $99,998.96

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**NOTE:** Please sign and return. Submit Tax Exempt Certificate if applicable.

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All material is guaranteed to be as specified. All work to be in a workmanlike manner. Any variation or deviation from the above specifications involving extra costs will be itemized only upon written notice, and will become an extra charge over and above the estimate. All agreements contingent upon arrears, accidents or delays beyond our control. Oweil to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

**Authorized Signature:**

**Alan Viall**

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment terms are net upon completion, unless stated otherwise.

**Date of Acceptance:**

**Signature:**
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: July 16, 2020

DATE ACTION REQUESTED: July 20, 2020

☐ ACTION
☐ DISCUSSION ONLY

SUBJECT: 3-year agreement extension between the Town of York and Waste Management of New Hampshire Inc. for the weekly collection, transportation and disposal of Municipal Solid Waste (MSW) from dumpsters at Town Facilities.

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:
The Town of York currently contracts with Waste Management Services ("current Contractor") for the weekly collection and disposal of Municipal Solid Waste ("MSW") from dumpsters at Town Facilities. The current three-year contract expired on June 30, 2020.

DPW solicited pricing for the weekly collection, transportation and disposal of Municipal Solid Waste (MSW) from dumpsters at Town Facilities from the responsive bidders of the 2017 Curbside RFP.

Included with the selectmen’s action form is a spreadsheet summarizing the results of the contractor’s proposals, and the Town’s existing contract with Waste Management.

RECOMMENDATION: Approve the Town Manager to sign the 3-year agreement extension between the Town of York and Waste Management of New Hampshire Inc. for the weekly curbside collection, transportation and disposal of Municipal Solid Waste (MSW) from dumpsters at Town facilities.

PROPOSED MOTION: I move to approve the Town Manager to sign the 3-year agreement extension between the Town of York and Waste Management of New Hampshire Inc. for the weekly collection, transportation and disposal of Municipal Solid Waste (MSW) from dumpsters at Town facilities.

FISCAL IMPACT: $32,360/Yr. (Averaged)

DEPARTMENT LINE ITEM ACCOUNT: 100.0305.9005

BALANCE IN LINE ITEM IF APPROVED:
## Existing Costs

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<tr>
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<th>Type of Service</th>
<th>Service Days</th>
<th>Container Size</th>
<th>FY 2020 Monthly Pricing</th>
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**$2,304.07**

## Proposed 2.5% Annual Increase

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**TOTAL MONTHLY COST FY2021 $2,708.00**
## Proposed 2.5% Annual Increase

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**TOTAL MONTHLY COST FY2022**: $2,775.70

## Proposed 2.5% Annual Increase

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<tr>
<td>276-22765</td>
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<td>15 Ferry Lane S</td>
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<td>4 - Yard</td>
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**TOTAL MONTHLY COST FY2023**: $2,845.09

**TOTAL 3 YEAR MONTHLY COST**: $8,328.79
# Town of York, Maine - Proposed Pricing - Waste Management

## Existing Costs

<table>
<thead>
<tr>
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<th>Location</th>
<th>Address</th>
<th>Type of Service</th>
<th>Service Days</th>
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<tbody>
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<td>276-620</td>
<td>York Harbor Docks #1</td>
<td>13 Harris Island Rd</td>
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</tr>
<tr>
<td>276-1404</td>
<td>York Beach Fire Dept</td>
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<td>York Highway Garage</td>
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<td>Wed</td>
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<td>York Town Hall</td>
<td>186 York St</td>
<td>MSW</td>
<td>Mon/Fri</td>
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</tr>
<tr>
<td>276-1407</td>
<td>York Senior Center</td>
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<td>Mon - Bi-weekly</td>
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<tr>
<td>York Senior Center</td>
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**TOTAL MONTHLY COST FY2020**: $2,304.07

## Proposed 5% Annual Increase

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<th>Location</th>
<th>Address</th>
<th>Type of Service</th>
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**TOTAL MONTHLY COST FY2021**: $2,566.23
### Proposed 5% Annual Increase

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**TOTAL MONTHLY COST FY2022** $2,694.54

## Proposed 5% Annual Increase

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<th>Service Days</th>
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**TOTAL MONTHLY COST FY2023** $2,829.27

**TOTAL 3 YEAR MONTHLY COST:** $8,090.04
SERVICE AGREEMENT
NON-HAZARDOUS WASTES

Waste Management of New Hampshire, Inc.
30 Rochester Neck Road
Gonic, NH 03839
Phone: (800)684-5303

Account:
Name: Town of York
Contact: Stephen Burns
Address: 180 York Street
City, ST: York, ME 03909
Tel. #: 207-383-1011
E-Mail: 

Billing:
Name: Town of York
Contact: Lt Hayden
Address: 180 York Street
City, ST: York, ME 03909
Tel. #: 207-383-1011
E-Mail: lhayden@townofyork.com

SIC Code: 9111 County Code: NH
Type of Business: Waste
WM Agreement No.: 276-1948
Customer Account No.: 641
Reason Code: Update
Effective Date: July 1, 2017

Equipment / Service Specifications

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<th>Qty</th>
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<th>Lists</th>
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<th>Lock</th>
<th>Freq</th>
<th>On-Call</th>
<th>Notes</th>
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Schedule

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</table>

Total: $3,273.00

Special Instructions / Drive Notes
Annual increases will be read at three percent (3%).

Customer Deposit: 
Renewal: Yes
P.O. Number: 
Term: 36 Months
Job Number: 
Bill to: 
Account #: 
Receipt Required: 
Disposal Site: TREE
Taxable: 

Under the undersigned individual signing this agreement on behalf of the customer acknowledges that he/she has read and understands the terms and conditions of this agreement, and that he/she has the authority to sign on behalf of the customer.

Customer:

Terry Due Upon Receipt

Terms Due Upon Receipt

Customer: Stephen H. Burns

Waste Management of New Hampshire, Inc.
30 Rochester Neck Road
Gonic, NH 03839

Date: 8/14/17

Waste Management of New Hampshire, Inc.
30 Rochester Neck Road
Gonic, NH 03839

Date: 8/14/17

Name (Print or Type) Stephen H. Burns

Name (Print or Type) Peter Lachapelle

Fees Basis

Fees Basis

Fees Basis

Fees Basis

Fees Basis

Fees Basis

Fees Basis

Fees Basis

Fees Basis
Waist Management of Malo, Inc.

Collection Service Agreement

Terms and Conditions

1. SERVICE REQUIREMENTS: Customer agrees to have a representative of the Service Provider enter Customer’s premises at reasonable times in order to perform the Services as defined herein. Any failure to provide access at the times requested by the Service Provider shall result in the cancellation of the Services and shall be chargeable to the Customer. Customer agrees to provide a representative of the Service Provider at a mutually agreed-upon time and location to review and approve the Services provided by the Service Provider.

2. EQUIPMENT ACCESS: All equipment furnished by Company shall remain the property of Company. Customer hereby grants to Company, its agents, and its employees the right to enter Customer’s premises at any time in order to perform the Services as defined herein. Customer shall provide reasonable access to the Equipment as necessary to perform the Services.

3. LIQUIDATED DAMAGES: In the event Customer terminates this Agreement prior to the expiration of any term for any reason other than default by Company, or in the event Company terminates this Agreement for Customer’s default, Customer shall pay the following liquidated damages in addition to any legal fees as an amount equal to the then-most-recent monthly charge multiplied by three (3). Customer acknowledges that the actual damages to Company in the event of termination is difficult to fix in money, and the foregoing liquidated damages amount is reasonable and consistent with the anticipated harm to Company resulting from such termination and is not imposed as a penalty. Company shall not be liable under any circumstances for any special, incidental or consequential damages arising out of or in connection with the performance of this Agreement.

4. INDEMNITY: The Company agrees to indemnify, defend and hold Customer harmless from and against any and all liability which Customer may be responsible for or on account of any bodily injury (including death), property damage, or any violation or alleged violation of the same. The aforesaid notices of any negligent, reckless or willful misconduct or failure on the part of the Company or its employees, agents or contractors in the performance of this Agreement or Customer, or operation or possession of any equipment furnished by the Company. Neither party shall be liable for any further consequential, incidental or punitive damages arising out of the performance of this Agreement.

5. INDEMNIFICATION: The Company shall defend and hold Customer harmless from and against any and all liability which Customer may be responsible for or on account of any bodily injury (including death), property damage, or any violation or alleged violation of the same. The aforesaid notices of any negligent, reckless or willful misconduct or failure on the part of the Company or its employees, agents or contractors in the performance of this Agreement or Customer, or operation or possession of any equipment furnished by the Company. Neither party shall be liable for any further consequential, incidental or punitive damages arising out of the performance of this Agreement.

6. CHANGES: In the event of any change in the Services, Services Agreement, or Service Requirements, Company shall provide written notice to Customer, and Customer shall have the right to accept or reject such changes. Any changes accepted by Customer shall be effective upon receipt of written notice from Company.

7. DISCUSSION AND SETTLEMENT: Any disputes arising under this Agreement shall be settled by arbitration in accordance with the rules of the American Arbitration Association. The award of the arbitrator shall be final and binding on both parties. The prevailing party in any arbitration shall be entitled to recover its reasonable attorney’s fees and costs.
<table>
<thead>
<tr>
<th>Account #</th>
<th>Location</th>
<th>Address</th>
<th>Type of Service</th>
<th>Service Days</th>
<th>Route #</th>
<th>Container Size</th>
<th>Price</th>
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<td>276-620</td>
<td>York Harbor Docks # 1</td>
<td>13 Harris Island Rd</td>
<td>MSW</td>
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<td>Un Call</td>
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<td>2 - Yard</td>
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$5,273.00

Stephen Burns - Town Manager
Town of York, ME

Peter Lachapelle - Public Sector
Waste Management of New Hampshire, Inc.

Date
8/4/17

Date
8/17/17
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: July 17, 2020

DATE ACTION REQUESTED: July 20, 2020

SUBJECT: Next Steps to Combat Racism in our Community

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: Over the past few months the Board of Selectmen have taken steps and actions to address the issue of racism in our community. Some of those actions include engaging guest speakers: Pastor Effie McAvoy, members of Black Lives Matter, and members of the York Diversity Forum, and recently the Board signed a Proclamation Against Racism, Discrimination and Bigotry. Tonight we will have discussion on how we continue to move forward and take the steps necessary to combat racism in our community. One suggestion has been to establish a committee that would work together with the Board to help guide us in actions, policies, and procedures that will be effective in identifying and combating racism and bias in the York Community. Tom Martine, Learning and Development Manager with Kaiser Permanente, will join us to help facilitate the creation of a committee. Tom is a York resident with a background in organizational culture and working with leadership to bring company visions to life.

On Wednesday, July 15th the York School Department reviewed recommendations made by the Inclusion Advisory Board. They will be using those recommendations to:
*Design intentional opportunities for shared learning and discussion among staff and students;
*Gather more data in order to better understand perspectives and needs in York;
*Develop districtwide Inclusion/Diversity/Equity Literacy to build a shared understanding and language;
*Involve all stakeholders in this work in order to build awareness and shared commitment

Attached is the report that the Board was given.

Through all of these actions we can continue to move towards ending racism and bias in our community.
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<th>RECOMMENDATION:</th>
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<td>PROPOSED MOTION: N/A</td>
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PREPARED BY:  __Kathryn Lagasse__       REVIEWED BY: __________________________
Inclusion Advisory Group: Summary of Work and Recommendations

Introduction

A preliminary analysis of inclusion issues in the York School Department (YSD) by the Inclusion Advisory Group surfaced significant instances of prejudice, bias, and/or lack of collective awareness and action regarding issues related to race, ethnicity, gender identity, sexual orientation, socioeconomic status, cultural and linguistic norms, family composition, physical and cognitive variability, physical and mental health, and religion. These systemic gaps in awareness and action need to be addressed in a proactive, transparent, and strategic manner. This document summarizes the work of the Inclusion Advisory Group and recommends four clear priorities for the department, along with aligned focus areas and suggested action steps.

Background

In February of 2020, YSD formed the Inclusion Advisory Group. The department invited members of the York community to express their interest in joining the committee. The goal was to bring together a broad base of committed stakeholders who could:

- contribute a variety of perspectives, experiences, and areas of expertise;
- reach out to their networks to inform the department’s work;
- help share underrepresented perspectives;
- assist the department in identifying goals and strategies that will make YSD a safe and welcoming place for all students, staff, families and community members.

Starting in early March, a committed and passionate group of volunteer stakeholders came together monthly to analyze YSD’s current context and establish a baseline of priorities intentionally focused on diversity, inclusion, and equity. The group consisted of parents, students, teachers, administrators, and community members. It is important to note that many Inclusion Advisory Group participants were already engaged in ongoing conversations throughout the department and community regarding inclusion, diversity, and equity. This enriched and deepened the work the group was able to do in monthly meetings.

In the first two meetings, members of the Inclusion Advisory Group engaged in the School Reform Initiative’s Future Protocol in order to establish a vision for YSD, analyze current realities, and start brainstoming how to bridge current realities with that future vision.

As mentioned in the introduction, the analysis of the current context surfaced significant instances of prejudice, bias, and/or lack of collective awareness and action regarding inclusion issues related to race, ethnicity, gender identity, sexual orientation, socioeconomic status, cultural and linguistic norms, family composition, physical and cognitive variability, physical
and mental health, and religion. Although the Inclusion Advisory Group’s analysis also highlighted individuals or specific groups undertaking actions meant to counteract these issues, it was acknowledged that these actions are not currently aligned to a collective vision or larger strategic initiative.

In the third meeting, participants identified barriers to achieving the articulated vision and considered ways to overcome those barriers. This progression of conversations culminated in a fourth meeting where the group identified clear priorities for the upcoming school year and developed recommendations for actions aligned to those priorities.

**Priorities**

The meetings that took place over March, April, and May provided Inclusion Advisory Group members with multiple opportunities to brainstorm and collectively problem-solve. Participants were able to articulate a wide variety of observations, concerns, and hopes regarding the current context for inclusion work in the department. An analysis of data generated from the first three conversations revealed clear recurrent themes, which formed the basis for four recommended priorities:

1. Design intentional opportunities for shared learning and discussion among staff and students;
2. Gather more data in order to better understand perspectives and needs in York;
3. Develop Inclusion/Diversity/Equity literacy to build a shared understanding and language across the department;
4. Involve all stakeholders in this work in order to build awareness, trust, and shared commitment.

The aligned focus areas and recommended action steps that follow reflect the most impactful ideas that generated strongest consensus among group members.

**Parameters for Success and Recommended Actions**

Three distinct areas of focus were established in alignment with the four priorities detailed above. The three areas of focus are data, stakeholder conversations, and learning opportunities. Inclusion Advisory Group members worked in small groups to review resources related to each area of focus and develop a rationale for work in that area, brainstorm parameters for success, and recommend action steps.

The following parameters for success surfaced consistently in all groups’ conversations about how to ensure aligned and sustainable action:
• It is essential for YSD to transparently acknowledge inclusion issues and explicitly identify action steps and accountability measures;
• We must foster trust and buy-in by including all stakeholders in this work;
• There must be robust participation by the department’s principals and other administrators;
• This work is urgent. York School Department needs to intentionally set aside the time, space, and funds to make implementation of action steps possible.

A summary of recommendations in each focus area appears below.

Focus Area #1: Learning Opportunities

<table>
<thead>
<tr>
<th>Rationale</th>
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<tr>
<td>• We need to learn to have difficult conversations that are productive and promote restorative justice</td>
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<td>• We need to explicitly address issues of inclusion, diversity, and equity in order to resolve them rather than cover them up</td>
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<td>• We have an opportunity to recreate our system post-pandemic and to not go back to the status quo</td>
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<td>• We must develop comfort and eliminate fear when it comes to talking about and addressing systemic issues</td>
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<td>• It is essential to develop a common understanding and shared language regarding race and inclusion</td>
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<tr>
<td>• Our approach is systemic. There need to be K-12 opportunities for all stakeholders to be educated about inclusion issues and to examine their own biases and prejudices</td>
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<td>• Learning about inclusion, diversity, and equity is non-negotiable for staff; faculty and student voice and choice regarding learning opportunities is important</td>
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<td>• YSD curriculum review focuses on curriculum gaps and curriculum violence</td>
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<td>• Principals and other administrators are actively involved in and supportive of this work in each building; opting out is not an option</td>
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<td>• Professional development for staff and learning for students is ongoing, not a one-time opportunity</td>
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<td>• Our stance is oriented towards anti-racism and anti-bias (rather than limited to “celebrating diversity”)</td>
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<th>Action Steps</th>
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<tr>
<td>• Conduct an analysis of the curriculum to achieve the goal of increasing diversity and inclusion in the curriculum and anti-racist/anti-bias teaching</td>
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<td>• Implement a summer institute that allows staff to learn and plan together with a focus on inclusion</td>
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<td>• Run a comprehensive professional development program starting in September</td>
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<td>• Create staff-led book clubs and/or reading assignments over the</td>
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<tr>
<td>Rationale</td>
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| Action Steps | Develop guiding questions for data collection and analysis. Implement a tiered approach to data collection:  
   - First tier is to gather and analyze existing and readily available data on: demographics, documented cases of harassment, current status of curriculum with a lens on inclusion, diversity, and equity.  
   - Second tier is to formulate stakeholder surveys (staff, students, community) that gauge current knowledge, skills, perspectives, and concerns regarding inclusion, diversity, and equity in the department.  
   - Third tier is to research communities of southern Maine and New Hampshire of similar demographics to York in order to compare/contrast inclusion concerns and action steps.  
   - Develop a shared repository for data collected. |
Focus Area #3: Stakeholder Conversations

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<td>• There are stakeholder conversations that have already started to take root and this is an opportunity to build on those conversations</td>
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<td>• Inclusion, diversity, and equity is a community issue, so we need to engage broadly</td>
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<td>• We need to understand consistent experiences of inclusion and pervasive experiences of marginalization from the perspective of multiple stakeholders</td>
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<td>• Listening to each other is a cornerstone of trust building</td>
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<tr>
<td>• Intentionally reach out to all stakeholder voices</td>
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<td>• Conversations allow groups to explore both what’s working and what’s not working</td>
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<td>• Outside/neutral party facilitates conversations in order to account for lack of trust between stakeholders</td>
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<td>• Carefully identify stakeholder groups to include all voices</td>
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<td>• Collect information through both focus groups and surveys, distinguishing between the purpose of each method</td>
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<td>• Design conversations that serve a dual purpose: to provide essential data that can inform action steps, and to develop trust and closer relationships among stakeholders</td>
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<tr>
<td>• Engage an outsider/neutral BIPOC facilitator with professional experience in race and diversity issues to guide and help implement this piece</td>
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Additional Recommendations and Final Notes

There were some important recommendations that surfaced as a result of Inclusion Advisory Group meetings that do not fit neatly into the three priority areas identified above. They are:

• Creating a YSD position that focuses on issues of inclusion, diversity, and equity;
• Designing accountability measures and identifying an oversight team in order to ensure steady implementation of action steps;
• Focusing on hiring and retention practices as related to diversifying staff.

In closing, it is essential to reiterate that these priority areas and recommendations represent the group’s best thinking for initial work based on a preliminary analysis of the current YSD context. In other words, these recommendations do not represent the full extent of what needs to be implemented to ensure groups take aligned steps in a direction that promotes equity and strengthens inclusion. As these first steps are taken, the department will have to continue engaging in critical conversations with a broad base of stakeholders in order to continually revise the plan to be responsive to local needs.
REQUEST FOR ACTION BY BOARD OF SELECTMEN

DATE SUBMITTED: July 16, 2020
DATE ACTION REQUESTED: July 20, 2020
SUBJECT: Town Manager’s Contract

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: On March 23rd the Board took action to extend and amend my employment contract, and at that time deferred action on my salary because of the vast uncertainty at the start of the pandemic. As we are now past the initial stage of pandemic response and have a better handle on circumstances, I ask the Board to now consider my request for a salary increase.

RECOMMENDATION: I recommend the Board grant the salary increase previously discussed, to be made retroactive to pay period which includes my anniversary date of January 29, 2020.

PROPOSED MOTION: I move to amend the Town Manager’s employment contract to increase the annual salary from $126,620 to $132,318, and to make the raise effective retroactively to the weekly pay period which includes his employment anniversary date of January 28, 2020.

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

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<td>DATE ACTION REQUESTED:</td>
<td>July 20, 2020</td>
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<tr>
<td>SUBJECT:</td>
<td>Agreement between the Town of York and the York Community Service Association for the administration of the Town’s General Assistance and Property Tax Relief Ordinance</td>
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<th>DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:</th>
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<td>1. Renew the contract with York Community Service Association for the administration of Town’s General Assistance program. The proposed contract fee for FY21 will be $16,500, paid in monthly installments, as approved in the FY21 budget. The proposed agreement includes the administration of the Town’s Property Tax Relief Ordinance for an additional fee of $5,000.</td>
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<td>2. Decline to renew the proposed agreement and revert back to the internal administration of general assistance and the property tax relief ordinance. The decision to administer these programs internally would necessitate the hiring of additional staff.</td>
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<td>Renew the contract for the administration of the Town’s General Assistance program and Property Tax Relief Ordinance with the York Community Service Association.</td>
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<td>I move to approve the agreement with York Community Service Association, dated July 20, 2020, for the administration of the Town’s General Assistance program and Property Tax Relief ordinance, as set forth in the attached Agreement, for the period of July 1, 2020 through June 30, 2021.</td>
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<td>$21,500 ($16,500 for General Assistance Administration, $5,000 for Property Tax Relief Ordinance Administration)</td>
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| BALANCE IN LINE ITEM IF APPROVED: |
Agreement for Town of York
General Assistance Program
Administrative Services

This Agreement made this 20th day of July, 2020, by and between the Town of York, a municipal corporation existing under the laws of the State of Maine (hereinafter Town), and York Community Service Association, a 501(c)(3) organization incorporated in the Town of York, (hereinafter YCSA), whose business address is 855 US Route 1, P.O. Box 180, York, Maine 03909.

1. **Scope of Services:** The Town hereby hires and engages YCSA to provide services related to the Town’s General Assistance Program as described in Schedule A, attached to this Agreement and made a part hereof.

2. **Compensation:** YCSA shall be paid the sum of $16,500.00 annually for the services provided under this Agreement with the exception of Schedule A; 10. The payment for services will be made in equal monthly installments ($1,375.00/month) promptly upon presentation of an invoice.

YCSA shall be paid $5,000.00 annually for the administration of the Municipal Property Tax Relief Ordinance (Schedule A; 10). The payment for program administration will be paid in a single lump sum on, or after, February 1, 2021.

3. **Term:** The term of this agreement shall be from July 1, 2020 to June 30, 2021.

4. **Conditions Precedent:** As a condition to the full and faithful performance by YCSA of the services described in Schedule A, the Town shall perform the following services:

- The Town shall provide program information and assistance in a prompt and responsive manner, recognizing that time may be of the essence in connection with deadlines imposed under the General Assistance program.

- The Town shall assist with meeting organization.

- The Town shall assume responsibility for funds, disbursements and receipts.

- The Town shall pay for the cost of publishing all public notices.

- YCSA shall be responsible for the storage, security and integrity of client information be it in digital or paper form.

5. **Termination:** Either party may terminate this Agreement upon sixty (60) days’ notice in writing to the other party.

6. **YCSA staff shall be available to meet with the Town staff to report on the progress of the work hereunder as reasonably required by the Town.**

7. **Assignment:** No party to this Agreement shall assign, delegate, subcontract, or otherwise transfer its rights to obligations hereunder without the prior consent of the other party, which consent shall not be unreasonably delayed or withheld and in all instances only upon a
determination that the assignment, delegation, transfer or subcontract is permissible pursuant to Section 9 of this Agreement and Title 22 M.R.S.A. § 4302.

8. **Disclaimer of Relationship:** Neither this Agreement nor any act of either the Town or YCSA shall be deemed or construed by any party to create any relationship of third-party beneficiary, or of principal or agent, or of limited or general partnership or of joint venture or of any other association or relationship except as hereinafter provided, it being recognized that YCSA is an independent contractor of the Town.

9. **Delegation of Authority:** The Town and YCSA acknowledge that the provision of services hereunder involves General Assistance as defined in Title 22 M.R.S.A. § 4301(5). Moreover, Title 22 M.R.S.A. § 4302 requires the Town to be bonded to administer the General Assistance program in York. The Town warrants and represents to YCSA that the Town may delegate the functions described in this Agreement to YCSA and that the Town’s bond for the General Assistance program will cover and insure YCSA in its performance of this Agreement or its failure to perform under this Agreement to the same extent and as if the Town were performing such functions itself. YCSA shall cooperate with the Town for purposes of obtaining additional coverage or insurance to satisfy the bonding requirements, if applicable.

10. **Fair Hearing:** Notwithstanding any other term or condition of this Agreement, YCSA shall be responsible for scheduling and conducting fair hearings in accordance with Title 22 M.R.S.A. § 4321 and all other applicable law.

11. **Compliance with Laws and Regulations:** YCSA shall comply with all Federal and State laws and regulations including but not limited to Equal Employment Opportunity.

12. **Confidentiality:** YCSA shall not disclose any information pertaining to the services provided under this Agreement without express consent of the Town and notwithstanding such consent, will not disclose records determined by the relevant authority, upon the consultation with and advice of its counsel, to be confidential pursuant to Title 22 M.R.S.A. § 4306.

IN WITNESS WHEREOF, the parties hereunder duly authorized have executed and delivered this Agreement as of the date first above written.

Witness

Town of York

Date

Witness

York Community Service Association

Date
Schedule A

PROGRAM OBJECTIVE:

YCSA shall perform case management and supervision of the Town of York’s General Assistance Program. The overall goal of this position is to assist York residents achieve self-sufficiency.

ESSENTIAL FUNCTIONS:

1. In order to fulfill the program objective, YCSA shall administer the local, State and federal requirements of the General Assistance program including, but not limited to, the following:
   - to perform client assessments and make determinations of the suitability of programs for clients,
   - to set-up and monitor the services provided through a system of case management with respect to each client entitled to General Assistance benefits,
   - to assess the sufficiency of client fees and the appropriateness of program waivers,
   - to issue assistance vouchers to eligible clients,
   - to input purchase orders into the Town’s program,
   - to review program costs and provider invoices for cost containment purposes,
   - to fulfill all internal reporting, and other agency reporting as may be required,
   - to review, evaluate and recommend tax lien abatements to the Board of Selectmen.

2. YCSA shall provide case management services to General Assistance clients, as well as other participants that require Town of York provided services.

3. YCSA shall monitor program functions as documented in written care plans and agreements.

4. YCSA shall provide periodic reports as may be required under the General Assistance program.

5. As part of its case management function, YCSA shall do everything practicable to maintain positive working relationships between General Assistance clients, families, provider representatives, local agencies and organizations.

6. YCSA shall attend pertinent meetings, trainings and policy workshops.

7. YCSA shall assist the Board of Selectmen with state-mandated amendments to the General Assistance Ordinances.

8. Responsible to determine and report General Assistance funds to be distributed on behalf of the Town of York.

9. YCSA shall determine and report R.E.D. funds, to the degree funded, to be distributed on behalf of the Town of York for the purposes of remediation/reconstruction/repair, extermination and demolition of an eligible client’s primary dwelling.

10. YCSA shall oversee and administer the Town’s Property Tax Relief Ordinance

11. YCSA shall act as a liaison with Town of York and the State of Maine

12. YCSA shall monitor the GA clients that receive support services to ensure compliance with the Town Ordinance.
13. YCSA shall manage reimbursements from SSI/SSDI for York residents/clients to repay the town’s contribution towards their welfare.
REQUEST FOR ACTION BY BOARD OF SELECTMEN

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  - NO ACTION TAKEN

VOTE: ______________________

SUBJECT: Town Operational Update with respect to Covid

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: At the meeting I will provide an overview of how I see our response to Covid evolving. I will cover:
- timeframe for Covid – shifting from short term reactions to long-term adaptation
- impacts on departments – both what we do (Finance, P&R) and how we are doing it (TC/TC, Code, P&R, Finance)
- impacts on revenues, and on operating and capital budgets
- impacts on committees and meetings

I envision this as being more of a discussion than a written report. I will say, however, that my biggest concern is that there is no way for staff to manage remote (Zoom) meetings for all 20 Town boards and committees – soon to be 22 when we add committees for Town Hall building and combating racism. Meetings are a way of life in government, and we need to find a path forward that can be implemented when the weather gets colder. We can handle expanded Zoom licensing (to the tune of about $7-10K annually) but we don’t have enough staff time to host and manage meetings for every committee. Some committees are going to need to fend for themselves and others will probably need to hire support.

PREPARED BY: [Signature]    Stephen H. Burns, Town Manager
REQUEST FOR ACTION BY BOARD OF SELECTMEN

| DATE SUBMITTED: July 17, 2020 | ☑ DISCUSSION
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DATE ACTION REQUESTED: July 20, 2020

SUBJECT: Goals for the coming year

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: During my annual review just prior to the explosion of Covid-19, we established a series of goals. I believe these should form the basis for your goal-setting moving forward. These included:
- develop a plan to expand public sewer (important public input obtained through the non-binding vote);
- develop a plan for Town Hall expansion (additional funding for design now in hand);
- renovate the Center for Active Living/former Police Station (initial planning and design now funded);
- create a 10-year vision plan of Town government;
- take the next steps in the Fire Services facilitated process (now funded);
- create a plan for Town-wide cell phone and WIFI; and
- focus on the Green Enterprise Zone, with ordinance changes, sale of property and so forth.

From here, the Board can proceed in any direction. I ask that you consider the limits of staffing and time. Beyond this, I leave you to your own devices to set your priorities. This should be a relatively open, free-flowing discussion that would allow for refinement at a subsequent meeting.

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

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**DATE ACTION REQUESTED:** July 20, 2020

**SUBJECT:** Committee Appointment

**DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:**
The Board conducted an interview with the following: Ian Shaw for the Harbor Board. The memberships for the Board are as follows:

- R Kathleen Kluger 2022
- R Al Cotton 2022
- R Gerry Rute 2022
- R Wayne Boardman 2021
- R Peter Smith 2020 (2023)
- R Kenneth Churchill 2022
- R VACANT 2023

**RECOMMENDATION:**

**PROPOSED MOTION:**
I move to appoint Ian Shaw as an Alternate member to the Planning Board, with a term expiring June 30, 2023.
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REQUEST FOR ACTION BY BOARD OF SELECTMEN

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|                             | VOTE:  

SUBJECT: Building Committee for Town Hall

DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD: The Town Charter requires the Selectmen to “appoint a committee to supervise the construction of all municipal buildings” (Article II, Section 15.B.5). Not much guidance. It also discusses School Building Committees and appears to require two Budget Committee representatives be voting members of those building committees.

I believe the next critical step in moving forward is to create a building committee to take charge of this project. To do this, the Board begins with a Committee Charter. I have drafted this document for the Board’s consideration. I used the Committee Charter for the Police Station and Connector Road Committee as my starting point.

RECOMMENDATION: I recommend the Board initiate an ad hoc Building Committee to take the Town Hall renovation and expansion project through planning, funding and construction.

PROPOSED MOTION: I move to approve the proposed Charter for a new ad hoc Town Hall Building Committee, and to begin seeking members to fill this committee.

PREPARED BY: Stephen H. Burns, Town Manager
Town Hall Building Committee

Committee Charter

DRAFT – July 17, 2020

Ad Hoc Committee. The Town Hall Building Committee is an ad hoc committee created by and answerable to the Board of Selectmen. It shall operate until completion of the Town Hall Renovation and Expansion Project (the Project).

Membership. The Committee shall be comprised of 7 voting members, which shall include:

- 5 at-large voting members, appointed by the Board of Selectmen;
- 1 voting member nominated by First Parish Church, appointed by the Board of Selectmen;
- one voting member of the Budget Committee, appointed by the Budget Committee; and
- one ex-officio (non-voting) member of the Board of Selectmen, appointed by the Board of Selectmen.

Code of Ethics. Prior to appointment to the Committee, members shall be provided with a copy of the Board of Selectmen’s Ethics Policy, and must agree to comply with this policy if appointed.

Meetings. All meetings of the Committee shall comply with State open meeting laws.

Quorum. A quorum for purposes of conducting business and voting shall require a minimum of 4 members present and voting, and decisions shall be by majority vote.

Minutes. Minutes shall be taken at all meetings, in accordance with Roberts Rules. Draft minutes shall be presented to the Committee at the next meeting and these shall be approved, with or without modification, by vote of the Committee. Approved minutes shall then be provided to the Board of Selectmen and to the Town Clerk for archiving.
COMMITTEE CHARTER – TOWN HALL BUILDING COMMITTEE

**Project Goal.** The Board of Selectmen seek to improve and expand the administrative space available for the conduct of municipal government. It is anticipated this will mean the existing Town Hall building will be fully renovated and there will be a significant addition attached to the building to roughly double available usable space. There are four key factors which must be taken into consideration:

- **Adding Space** – initial analysis showed the amount of space needs to roughly double – this analysis needs to be refined, both in terms of its reasonableness but also with respect to new challenges and opportunities made clear by the Covid-19 pandemic – social distancing, application of technologies, and so forth.
- **Historic Appropriateness** – the property is located in local and national historic districts in York Village, and the end result must be appropriate to these districts and to the Village.
- **Energy Efficiency** – the existing building must be made energy efficient, and the new addition should be net zero, or as close as possible, in terms of energy efficiency.
- **Public Space** – the Town Hall is sited next to and shares a public green with the First Parish Church, so the resulting design should:
  - be complimentary to our neighboring property as relates to historic character and to use of the public green;
  - incorporate a small outside stage in the building expansion, to enhance future options for use of the public green; and
  - incorporate public toilets in the building expansion, directly accessible to the public green.

**Scope of Responsibilities.** The Committee shall advise the Board of Selectmen with respect to completion of the Town Hall Renovation and Expansion Project, and with respect to related matters as are required to complete this Project. Further, the Committee shall supervise construction of the Project as required by the Town of York Home Rule Charter – see Article II. §15.8.3.

**Duties.** The Committee shall:

1. Become familiar with the Town Hall building, property, uses, anticipated needs.
2. Develop a path forward through design, funding and construction of the Project.
3. Engage the public in the design process, preferably through a design competition process, to ensure there is broad public support for the chosen design.
4. Solicit decisions by the Board of Selectmen needed to successfully complete the Project. At the very least, the Board shall make all spending decisions and shall approve in advance all applications for new or modified permits.
5. Implement decisions of the Board of Selectmen with regard to the Project.
6. Serve as the Town’s liaison with the design consultants and other contractors.
7. Supervise the Clerk of the Works with regard to construction to help ensure the Project is completed on time and within budget.
8. At least once every other month, report to the Board of Selectmen about the status and budget status of the Project.

Modification of Committee Charter. Any time after its formation, the Committee may propose to the Board of Selectmen any modification of it’s Charter believed necessary to enhance the ability to achieve the above-stated Project Goal. The Board of Selectmen may accept, modify or reject proposed changes.
**SPECIMEN BALLOT**

**BUDGET REFERENDUM and SPECIAL GENERAL REFERENDUM**

**YORK, MAINE**

**MAY 16, 2020**

---

**RESTRICTIONS FOR VOTERS**

A. To vote, completely fill in the OML; to the RIGHT of your choice(s), LIKE THIS ☑️

B. Follow directions as to the number of candidates to be marked for each office.

C. To vote for a person whose name is not printed on this ballot, write that person’s name on the line provided AND completely fill in the OML.

---

**SELECTMAN AND OVERSEER OF THE POOR**

From the Box

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blanchard, Elizabeth R.</td>
<td>2728</td>
</tr>
<tr>
<td>Palmer, Robert F., Jr.</td>
<td>2652</td>
</tr>
</tbody>
</table>

---

**BUDGET COMMITTEE MEMBER**

From the Box

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnson, Maria M.</td>
<td>2700</td>
</tr>
<tr>
<td>Spencer, Michael D.</td>
<td>2448</td>
</tr>
</tbody>
</table>

---

**SUPERINTENDING SCHOOL COMMITTEE MEMBER**

From the Box

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andro, Joseph</td>
<td>1460</td>
</tr>
<tr>
<td>Herbin, David E.</td>
<td>1542</td>
</tr>
</tbody>
</table>

---

**MUNICIPAL AND SCHOOL OPERATING BUDGETS**

Proposal: The Municipal and School Operating Budgets presented here have been approved by the Budget Committee and reviewed by the Board of Selectmen and School Committee. These recommendations are shown accurately under each article. The Municipal Operating Budget is comprised of Articles Forty through Thirty. The School Operating Budget is comprised of Articles Thirty-One through Fifty-One.

---

**MUNICIPAL OPERATING BUDGET**

**ARTICLE TWO**

Shall the Town require the first half of taxes to be paid no later than forty-five days from date of mailing, second payment to be paid by February 5, 2021? Town not paid by these dates shall be charged interest at the rate of 9% per annum.

2964 YES ☑️

959 NO ☑️

**ARTICLE THREE**

Shall the Town set an interest rate of 9% per annum to minimize taxes for taxes determined in FY2021 to have been overpaid or underpaid?

3518 YES ☑️

431 NO ☑️

---

**IF THE MAJORITY OF VOTERS VOTE IN THE NEGATIVE ON AN ARTICLE, THE BUDGET AMOUNT WILL REVERT EITHER TO THE FY2020 APPROPRIATION OR TO GO.**

---

**MUNICIPAL AND SCHOOL OPERATING BUDGETS**

**ARTICLE FOUR**

Shall the Town raise and appropriate a sum not to exceed $3,720,066 for the Board of Selectmen, Town Manager’s Department, Finance Department, Information Technology and GIS, Assessment’s Department, Code Enforcement, Town Clerk/Tax Collector’s Department, Amendments, Elected Account and Unemployment Costs, Selectmen’s Salaries, Cable TV Operational, Insurance and, Boards and Committees, and furthermore, shall the Board of Selectmen adopt this as the base line of the Town Budget, as proposed by the Budget Committee?

<table>
<thead>
<tr>
<th>Department/Function</th>
<th>FY2020</th>
<th>FY2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Selectmen</td>
<td>$36,934</td>
<td>$79,157</td>
</tr>
<tr>
<td>Town Manager’s Department</td>
<td>$570,310</td>
<td>$593,281</td>
</tr>
<tr>
<td>Finance Department</td>
<td>$495,020</td>
<td>$506,020</td>
</tr>
<tr>
<td>Information Technology/GIS</td>
<td>$408,591</td>
<td>$424,147</td>
</tr>
<tr>
<td>Treasurer’s Department</td>
<td>$328,245</td>
<td>$327,643</td>
</tr>
<tr>
<td>Code Enforcement</td>
<td>$233,100</td>
<td>$240,804</td>
</tr>
<tr>
<td>Town Clerk/Tax Collector</td>
<td>$489,503</td>
<td>$500,921</td>
</tr>
</tbody>
</table>

---

**TURN BALLOT OVER TO CONTINUE VOTING**
ARTICLE FIVE

Shall the Town raise and appropriate a sum not to exceed $5,080,416 for the Police Department, Communications, Animal Control, Harbor Management and Special Events and authorize the Selectmen to expend any remaining balanced in their respective departments including any money held in the Department's Stewardship Account and any other funds held in trust for them; and, further, shall the Board of Selectmen adopt this line item of the Town Budget, as proposed by the Budget Committee?

Department/Fund | FY2020 | FY2021
--- | --- | ---
Police Department | $4,225,113 | $4,301,018
Communications | $654,776 | $654,033
Animal Control | $61,750 | $64,933
Harbor Management | $103,785 | $99,700
Special Events | $0 | $18,654
Total | $5,045,434 | $5,080,418

Yes votes: 2612
No votes: 1441

ARTICLE SIX

Shall the Town raise and appropriate a sum not to exceed $2,370,033 for the York Village and York Beach Fire Departments, including pay for shiftfiremen, for the York Ambulance Association, for the Metropolitan Central program, and for Fire Equipment, and, further, shall the Board of Selectmen adopt this line item of the Town Budget, as proposed by the Budget Committee?

Department/Fund | FY2020 | FY2021
--- | --- | ---
York Village Fire Department | $245,612 | $264,631
York Beach Fire Department | $200,561 | $207,540
Firefighter Stewards | $100,000 | $0
York Ambulance | $40,000 | $50,000
Fire Equipment | $40,000 | $40,000
Total | $1,085,163 | $1,207,660

Yes votes: 2575
No votes: 1342

ARTICLE SEVEN

Shall the Town raise and appropriate a sum not to exceed $6,099,054 for Highway Maintenance and Storm Water Management (856), Transfer Station Operations, Solid Waste Recycling and Disposal, and Parking Management, and authorize the Board of Selectmen to expend all revenues received, and further, shall the Board of Selectmen adopt this line item of the Town Budget, as proposed by the Budget Committee?

Department/Fund | FY2020 | FY2021
--- | --- | ---
Highway Maintenance and MSW | $3,800,044 | $3,595,420
Transfer Station Operations | $139,431 | $139,291
Solid Waste Recycling and Disposal | $1,950,000 | $1,950,000
Parking Management | $6,063 | $6,063
Total | $6,077,489 | $6,099,054

Yes votes: 2960
No votes: 1090

ARTICLE EIGHT

Shall the Town raise and appropriate a sum not to exceed $9,550,024 for the Recreation Program, for Parks, Trees, Buildings, Taxes and School Grounds, Town and Dockland Affairs, Veterans' Gravens and Ancient Burial Grounds, and operation of the Recreation Program, and authorize the Board of Selectmen to expend all revenues received, and further, shall the Board of Selectmen adopt this line item of the Town Budget, as proposed by the Budget Committee?

Department/Fund | FY2020 | FY2021
--- | --- | ---
Recreation Program | $9,550,024 | $9,550,024
Total | $9,550,024 | $9,550,024

Yes votes: 2128
No votes: 1346

ARTICLE NINE

Shall the Town raise and appropriate a sum not to exceed $390,843 for the Operation of the Center for Active Living, formerly known as the York Senior Center, and authorize the Board of Selectmen to expend all revenues generated by rental of facilities to non-profit entities, and further, shall the Board of Selectmen adopt this line item of the Town Budget, as proposed by the Budget Committee?

Department/Fund | FY2020 | FY2021
--- | --- | ---
Center for Active Living | $390,843 | $390,843
Total | $390,843 | $390,843

Yes votes: 3062
No votes: 1019

CONTINUE VOTING ON CARD 2
ARTICLE TEN

Shall the Town raise and appropriate a sum not to exceed $86,105 for the operation of the Belits Clay Sands Park Bathhouse, and furthermore, shall the Board of Selectmen adopt this line item of the Town Budget, as proposed by the Budget Committee?

Board of Selectmen recommends approval (Y-0).
Budget Committee recommends approval (Y-0).

A YES vote authorizes an appropriation of $86,105.
A NO vote authorizes the previous year's appropriation of $74,131.

2691 YES 3512 YES
1390 NO 554 NO

ARTICLE ELEVEN

Shall the Town raise and appropriate a sum not to exceed $46,000 for Social Services and authorize the Board of Selectmen to reauthorize this amount if recommended by the Municipal Social Service Review Board, and furthermore, shall the Board of Selectmen adopt the five items of the Town Budget, as proposed by the Budget Committee?

<table>
<thead>
<tr>
<th>Organization</th>
<th>Recommended Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADSN Response Seacoast</td>
<td>$ 1,200</td>
</tr>
<tr>
<td>American Red Cross</td>
<td>$ 1,000</td>
</tr>
<tr>
<td>Caring Unlimited</td>
<td>$ 5,600</td>
</tr>
<tr>
<td>Companions VNA</td>
<td>$ 1,500</td>
</tr>
<tr>
<td>Green Roads House</td>
<td>$ 5,500</td>
</tr>
<tr>
<td>Kids Free to Grow</td>
<td>$ 1,500</td>
</tr>
<tr>
<td>Light of Peace</td>
<td>$ 2,000</td>
</tr>
<tr>
<td>Mainframe Care of Home</td>
<td>$ 2,000</td>
</tr>
<tr>
<td>Southern Maine Agency on Aging</td>
<td>$10,500</td>
</tr>
<tr>
<td>Supporter</td>
<td>$ 3,000</td>
</tr>
<tr>
<td>York County Community Action</td>
<td>$ 6,000</td>
</tr>
<tr>
<td>York County Shelter Programs</td>
<td>$ 3,000</td>
</tr>
<tr>
<td>York Community Service Assoc.</td>
<td>$ 10,000</td>
</tr>
<tr>
<td>Total</td>
<td>$ 40,685</td>
</tr>
</tbody>
</table>

Board of Selectmen recommends approval (Y-0).
Budget Committee recommends approval (Y-0).

A YES vote authorizes an appropriation of $46,000.
A NO vote authorizes an appropriation of $44,232.

3325 YES 2453 YES
758 NO 1650 NO

ARTICLE TWELVE

Shall the Town raise and appropriate a sum not to exceed $98,105 for General Assistance, and Property Tax Relief, and furthermore, shall the Board of Selectmen adopt this line item of the Town Budget, as proposed by the Budget Committee?

2691 YES 3119 YES
1390 NO 729 NO

ARTICLE THIRTEEN

Shall the Town raise and appropriate a sum not to exceed $60,105 for the operation of the York Public Library, and furthermore, shall the Board of Selectmen adopt this line item of the Town Budget, as proposed by the Budget Committee?

Board of Selectmen recommends approval (Y-0).
Budget Committee recommends approval (Y-0).

A YES vote authorizes an appropriation of $60,105.
A NO vote authorizes the previous year's appropriation of $59,105.

3512 YES 3512 YES
554 NO 554 NO
**ARTICLE SIXTEEN**

Shall the Town raise and appropriate a sum not to exceed $2,927,342 for Municipal Debt Service, and, furthermore, shall the Board of Selectmen adopt this line item of the Town Budget, as proposed by the Budget Committee?

<table>
<thead>
<tr>
<th>Article 16</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>3224</td>
<td>649</td>
</tr>
</tbody>
</table>

**A YES vote authorizes the appropriation of $2,927,342.**
**A NO vote authorizes the previous year's appropriation of $2,822,204.**

**ARTICLE SEVENTEEN**

Shall the Town appropriate $5,047,215, consisting of the estimated increases listed below for FY2021, and apply such funds to the FY2021 Tax Commitment?

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Excise</td>
<td>$3,790,000</td>
</tr>
<tr>
<td>Boat Excise</td>
<td>$20,000</td>
</tr>
<tr>
<td>Cable TV Franchise Fees</td>
<td>$323,000</td>
</tr>
<tr>
<td>Ella Short Sand Park Reimbursement</td>
<td>$74,618</td>
</tr>
<tr>
<td>General Assistance Reimbursement</td>
<td>$35,000</td>
</tr>
<tr>
<td>Investment Interest</td>
<td>$160,000</td>
</tr>
<tr>
<td>Local Roads Salaries</td>
<td>$220,000</td>
</tr>
<tr>
<td>Communication Tower Lease Renewals</td>
<td>$130,000</td>
</tr>
<tr>
<td>Parking Meter Collections</td>
<td>$365,000</td>
</tr>
<tr>
<td>Miscellaneous Income</td>
<td>$75,000</td>
</tr>
<tr>
<td>Parking Stickers</td>
<td>$167,600</td>
</tr>
<tr>
<td>Plumbing Permit</td>
<td>$41,000</td>
</tr>
<tr>
<td>FES Interest</td>
<td>$136,000</td>
</tr>
<tr>
<td>State Revenue Sharing</td>
<td>$620,000</td>
</tr>
<tr>
<td>Parking Tunnel/Meter Fees</td>
<td>$40,000</td>
</tr>
<tr>
<td>Town Clerk Fees</td>
<td>$90,000</td>
</tr>
<tr>
<td>Transfer Stations Permits</td>
<td>$40,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$5,047,215</td>
</tr>
</tbody>
</table>

**A YES vote authorizes the use of the listed resources, estimated to be $5,047,215, to reduce the tax commitment.**
**A NO vote authorizes the use of the previous year's appropriation of $5,060,081 to reduce the tax commitment.**

<table>
<thead>
<tr>
<th>Article 17</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>3108</td>
<td>896</td>
</tr>
</tbody>
</table>

**ARTICLE EIGHTEEN**

Shall the Town appropriate $55,139 from the Fund Balance and apply these funds to the FY2021 Tax Commitment as a reduction to the amount to be raised from taxation, as proposed by the Board of Selectmen?

<table>
<thead>
<tr>
<th>Article 18</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>3467</td>
<td>413</td>
</tr>
</tbody>
</table>

**ARTICLE NINETEEN**

Shall the Town appropriate a sum not to exceed $25,000 from the Municipal Land and Buildings Fund, and apply such funds for surveying related to Town-Owned Land on Mount Agamenticus, and, furthermore, shall the Board of Selectmen adopt this line item of the Town Budget, as proposed by the Budget Committee?

**A YES vote authorizes the appropriation of $25,000.**
**A NO vote authorizes an appropriation of $0.**

**ARTICLE TWENTY**

Shall the Town appropriate a sum not to exceed $50,000 from the Fiscal Reserve for surveys, planning and conceptual design of Town Hall and Administration Space, and, furthermore, shall the Board of Selectmen adopt this line item of the Town Budget, as proposed by the Budget Committee? Funds would be taken from the Town’s Fiscal Reserve; these would be no additional tax appropriation requested to fund this proposal.

**A YES vote authorizes the appropriation of $50,000.**
**A NO vote authorizes an appropriation of $0.**

<table>
<thead>
<tr>
<th>Article 20</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>2763</td>
<td>1203</td>
</tr>
</tbody>
</table>

**ARTICLE TWENTY-ONE**

Shall the Town appropriate a sum not to exceed $37,000 from the Fiscal Reserve for a Facilitation Process to Create a Model for Administration of Fire Services in the Coming Decade, and, furthermore, shall the Board of Selectmen adopt this line item of the Town Budget, as proposed by the Budget Committee? Funds would be taken from the Town’s Fiscal Reserve; there would be no additional tax appropriation requested to fund this proposal.

**A YES vote authorizes the appropriation of $37,000.**
**A NO vote authorizes an appropriation of $0.**

<table>
<thead>
<tr>
<th>Article 21</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>2385</td>
<td>1603</td>
</tr>
</tbody>
</table>

**ARTICLE TWENTY-TWO**

Shall the Town appropriate a sum not to exceed $95,000 to Create a Staff Position to Support Sustainability Initiatives, and, furthermore, shall the Board of Selectmen adopt this line item of the Town Budget, as proposed by the Budget Committee?

**A YES vote authorizes an appropriation of $95,000.**
**A NO vote authorizes an appropriation of $0.**

<table>
<thead>
<tr>
<th>Article 22</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>2658</td>
<td>1317</td>
</tr>
</tbody>
</table>

**CONTINUE VOTING ON CARD 3**
ARTICLE TWENTY-THREE
Shall the Town appropriate $150,000 from the Fund Balance for the Preparation of a Climate Action Plan, and, furthermore, shall the Board of Selectmen adopt this line item of the Town Budget, as proposed by the Budget Committee? Funds would be taken from the Town’s Fund Balance; there would be no additional tax appropriation required to fund this proposal.
Board of Selectmen recommends approval (5-0).
Budget Committee recommends approval (7-1).
A YES vote authorizes an appropriation of $150,000.
A NO vote authorizes an appropriation of $0.
1972 YES ☐
2051 NO ☐

ARTICLE TWENTY-FOUR
Shall the Town appropriate a sum not to exceed $2,000,000 from the Fund Balance as the Town’s Share of the Cost for a Regional Planner to Assist with Sustainability and Coastal Resiliency Planning, and, furthermore, shall the Board of Selectmen adopt this line item of the Town Budget, as proposed by the Budget Committee? Funds would be taken from the Town’s Fund Balance; there would be no additional tax appropriation required to fund this proposal.
Board of Selectmen recommends approval (5-0).
Budget Committee recommends approval (7-1).
A YES vote authorizes an appropriation of $2,000,000.
A NO vote authorizes an appropriation of $0.
2537 YES ☐
1455 NO ☐

ARTICLE TWENTY-FIVE
Shall the Town appropriate a sum not to exceed $18,000 from the Fund Balance for Maintenance and Restoration of Town Historic Structures, and, furthermore, shall the Board of Selectmen adopt this line item of the Town Budget, as proposed by the Budget Committee? Funds would be taken from the Town’s Fund Balance; there would be no additional tax appropriation required to fund this proposal.
Board of Selectmen recommends approval (5-0).
Budget Committee recommends approval (7-1).
A YES vote authorizes an appropriation of $18,000.
A NO vote authorizes an appropriation of $0.
2815 YES ☐
1286 NO ☐

ARTICLE TWENTY-SIX
Shall the Town raise and appropriate a sum not to exceed $25,000 for Expenses Relating to Tree Planting and Care, and, furthermore, shall the Board of Selectmen adopt this line item of the Town Budget, as proposed by the Budget Committee? Funds would be taken from the Town’s Fund Balance; there would be no additional tax appropriation required to fund this proposal.
Board of Selectmen recommends approval (5-0).
Budget Committee recommends approval (7-1).
A YES vote authorizes the appropriation of $25,000.
A NO vote authorizes an appropriation of $0.
2813 YES ☐
1227 NO ☐

ARTICLE TWENTY-SEVEN
Shall the Town authorize the use of up to $250,000 from the Town’s fund balance for the Supplemental Contingency Account if deemed necessary by the Board of Selectmen, and, furthermore, shall the Board of Selectmen adopt this line item of the Town Budget, as proposed by the Budget Committee? A motion to remove such funds shall require a minimum of three affirmative votes of the Board of Selectmen and be used only for emergency, unanticipated cost increases for budgeted items, and opportunities which were unknown at the time of budget preparation as determined by the Board.
Board of Selectmen recommends approval (5-0).
Budget Committee recommends approval (7-1).
A YES vote authorizes the expenditure from the fund balance of up to $250,000, if necessary, to cover supplementary contingencies.
A NO vote authorizes the previous year’s authorization to use up to $190,000 from the fund balance, if necessary, to cover supplementary contingencies.
2155 YES ☐
1858 NO ☐

ARTICLE TWENTY-EIGHT
Shall the Town authorize the Board of Selectmen to accept grants, donations and aid from State and Federal Agencies, as well as private sources, such as Foundations, Trusts and Individuals, and, furthermore, shall the Board of Selectmen adopt this line item of the Town Budget?
3730 YES ☐
260 NO ☐

TURN BALLOT OVER TO CONTINUE VOTING
ARTICLE TWENTY-NINE

Shall the Town authorize the Board of Selectmen to make one of the following decisions for each 7a Line 10a Appurtenant Property?

1. To dispose of the property by allowing the immediate former owner, or the immediate former owner’s relatives, to buy back title to the property from the Town. The back of the property shall require payment of all taxes due, plus interest and late fees, payment of all other associated costs, and satisfaction of all other conditions established by the Board of Selectmen.

2. To dispose of the property by public notice by auction or other public process.

3. To dispose of the property by converting a limited public sale among the parties who own property that clearly lacks this property. This decision shall be made by the Board of Selectmen.

4. To decide to sell at a discounted price to another government unit or a non-profit organization when such action is consistent with the Comprehensive Plan or is otherwise found to be in the Town’s best interests.

5. To build Town facilities on the property.

6. To use the special sale process required by 38 M.R.S. § 940-C for qualifying homestead property if they choose to sell it to someone other than the former owner.

The decision of the Board of Selectmen to use any of the above options shall adhere to the Board of Selectmen’s Property Acquisition and Disposition Policy.

3258 YES  
490 NO

ARTICLE THIRTY

Shall the Town authorize the Town Treasurer to waive foreclosure of any tax lien during the 2030 and 2031 calendar years, without obtaining approval of the Board of Selectmen? The Board of Selectmen shall grant and approve only in circumstances where foreclosure 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 substantial structures for which the cost of removal or repair would exceed the value of the property.

3361 YES  
422 NO

ARTICLE THIRTY-THREE

Shall the Town be authorized to expend $6,196,442 for Special Education?

School Committee recommends approval (4-1).  
Budget Committee recommends approval (4-0).  
Board of Selectmen recommends approval (5-0).

A YES vote authorizes the expenditure of $6,196,442.  
A NO vote authorizes the previous year’s appropriation of $5,860,218.

2725 YES  
1231 NO

ARTICLE THIRTY-FOUR

Shall the Town be authorized to expend $15,000 for Career and Technical Education?

School Committee recommends approval (4-0).  
Budget Committee recommends approval (4-0).  
Board of Selectmen recommends approval (5-0).

A YES vote authorizes the expenditure of $15,000.  
A NO vote authorizes the previous year’s appropriation of $14,031.

3129 YES  
830 NO

ARTICLE THIRTY-FIVE

Shall the Town be authorized to expend $3,063,309 for Student and Staff Support?

School Committee recommends approval (4-1).  
Budget Committee recommends approval (4-0).  
Board of Selectmen recommends approval (5-0).

A YES vote authorizes the expenditure of $3,063,309.  
A NO vote authorizes the previous year’s appropriation of $2,971,271.

2530 YES  
1405 NO

ARTICLE THIRTY-SIX

Shall the Town be authorized to expend $1,295,296 for Special Administrative?

School Committee recommends approval (4-0).  
Budget Committee recommends approval (4-0).  
Board of Selectmen recommends approval (5-0).

A YES vote authorizes the expenditure of $1,295,296.  
A NO vote authorizes the previous year’s appropriation of $1,000,000.

2273 YES  
1148 NO

CONTINUE VOTING ON CARD 4
A YES vote authorizes the expenditure of $1,298,296.
A NO vote authorizes the previous year’s appropriation of $1,198,986.

ARTICLE THIRTY-SEVEN

 Shall the Town be authorized to expend $1,600,734 for School Administration?

School Committee recommends approval (5-0).

Budget Committee recommends approval (5-0).

Board of Selectmen recommends approval (5-0).

A YES vote authorizes the expenditure of $1,600,734.
A NO vote authorizes the previous year’s appropriation of $1,645,708.

2354 YES ☐

1691 NO ☐

ARTICLE THIRTY-EIGHT

 Shall the Town be authorized to expend $1,123,320 for Transportation and Busing?

School Committee recommends approval (5-0).

Budget Committee recommends approval (7-0).

Board of Selectmen recommends approval (5-0).

A YES vote authorizes the expenditure of $1,133,320.
A NO vote authorizes the previous year’s appropriation of $1,135,608.

2039 YES ☐

1118 NO ☐

ARTICLE THIRTY-NINE

 Shall the Town be authorized to expend $3,904,088 for Facilities Maintenance?

School Committee recommends approval (5-0).

Budget Committee recommends approval (7-0).

Board of Selectmen recommends approval (5-0).

A YES vote authorizes the expenditure of $3,904,088.
A NO vote authorizes the previous year’s appropriation of $3,841,610.

2859 YES ☐

1195 NO ☐

ARTICLE FORTY

 Shall the Town be authorized to expend $1,850,803 for School Debt Service and Other Commitments?

School Committee recommends approval (5-0).

Budget Committee recommends approval (7-0).

Board of Selectmen recommends approval (5-0).

A YES vote authorizes the expenditure of $1,850,803.
A NO vote authorizes the previous year’s appropriation of $2,291,389.

3679 YES ☐

356 NO ☐

ARTICLE FORTY-ONE

 Shall the Town be authorized to expend $77,445 for All Other Expenditures?

School Committee recommends approval (7-0).

Budget Committee recommends approval (7-0).

Board of Selectmen recommends approval (5-0).

A YES vote authorizes the expenditure of $77,445.
A NO vote authorizes the previous year’s appropriation of $71,262.

2462 YES ☐

1560 NO ☐

Article FORTY-TWO is an all-encompassing summary of the prior eleven articles.

ARTICLE FORTY-TWO

 Shall the Town authorize the School Committee to expend $35,005,087 for the fiscal year beginning July 1, 2020 and ending June 30, 2021 from the Town’s contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, no-vote-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, Section 11181, unexpended balances, unapportioned amounts, state subsidies and other receipts for the support of schools?

School Committee recommends approval (4-1).

Budget Committee recommends approval (6-0).

Board of Selectmen recommends approval (5-0).

A YES vote authorizes the expenditure of $35,005,087.
A NO vote authorizes the previous year’s appropriation of $34,016,180.

3614 YES ☐

1434 NO ☐

TURN BALLOT OVER TO CONTINUE VOTING
ARTICLE FORTY-THREE

Shall the Town appropriate $30,842,922 for the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and shall the Town raise $15,615,137 as the Town's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Voter Referendum Statute, Title 20-A, Section 15884?

State-Mandated Expenditures 20-A M.R.S.A. §15884:
The Town's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that a municipality must raise in order to receive the full amount of state dollars.

School Committee recommend approval (S-5).
Board of Selectmen recommends approval (S-5).

A YES vote authorizes the appropriation of $15,615,137.
A NO vote authorizes the previous year's appropriation of $17,992,306.

2641 YES ☐
1590 NO ☐

ARTICLE FORTY-FOUR

Shall the Town raise and appropriate $1,940,863 for the annual payments on School Bond Service previously approved by the Town voters for non-state-funded school construction projects, non-state-funded portions of school construction projects and minor capital projects in addition to the funds appropriated as the local share of the Town's contribution to the total cost of funding public education from kindergarten to grade 12?

State-Mandated Expenditure 20-A M.R.S.A. §15895:
Non-state-funded debt service is the amount of money needed for the annual payments on the Town's non-state-funded school debt. The bonding of this long-term debt was previously approved by the Town voters.

School Committee recommend approval (S-5).
Board of Selectmen recommends approval (S-5).

A YES vote authorizes the appropriation of $1,940,863.
A NO vote authorizes the previous year's appropriation of $2,291,200.

3597 YES ☐
319 NO ☐

ARTICLE FORTY-FIVE

Shall the Town raise and appropriate $13,322,423 in additional local funds, which includes the State's essential programs and services allocation model, as required to fund the budget recommended by the School Committee?

Note: pursuant to 20-A M.R.S.A. §15883(2), the School Committee gave the following reasons for exceeding the State's Essential Programs and Services Funding model: The funding model does not recognize the actual local costs.

State-Mandated Expenditure 20-A M.R.S.A. §15883:
The additional local funds are basic locally funded funds over and above the Town's local contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act (Article FORTY-FIVE) and local amounts related for annual payment on non-state-funded debt service that will help achieve the Town's budget for educational programs.

School Committee recommends approval (S-5).
Budget Committee recommends approval (S-5).
Board of Selectmen recommends approval (S-5).

A YES vote authorizes the appropriation of 13,322,423.
A NO vote authorizes the previous year's appropriation of $12,937,698.

3256 YES ☐
1362 NO ☐

ARTICLE FORTY-SIX

Shall the Town vote to accept and expend the tabulated amounts listed below in FY221, as provided by the Maine State Legislature and other governmental bodies?

State Education Subsidy $ 2,697,185
Federal Funds: Title IIA, Title IV 106,031
Local Entitlement - Special Education 434,870
Adult Education Subsidy 63,000
Other State & Federal Subsidies and/or Grants As Received

School Committee recommends approval (S-5).
Budget Committee recommends approval (S-5).
Board of Selectmen recommends approval (S-5).

A YES vote authorizes collection and use of these funds.
A NO vote prevents the acceptance and expending of these funds.

3726 YES ☐
201 NO ☐

ARTICLE FORTY-SEVEN

Shall the Town vote to authorize the School Committee to expend in FY221, for the support of the School Department, an amount not to exceed the sum total of the amounts approved in Articles FORTY-THREE, FORTY-FOUR, FORTY-FIVE, FORTY-SIX, and FORTY-FIVE, plus any unreserved unallocated funds?

Additional authority to spend over this sum total is provided for any unrest, federal, or state grant received in this category.

School Committee recommends approval (S-5).
Budget Committee recommends approval (S-5).
Board of Selectmen recommends approval (S-5).

A YES vote authorizes the collection and use of $44,208.
A NO vote authorizes the previous year's appropriation of $357,687.

3631 YES ☐
285 NO ☐

ARTICLE FORTY-EIGHT

Shall the Town vote to appropriate $390,599 for Adult Education and raise $160,000 as the local share, with authorization to expend any additional, incidental, or miscellaneous receipts in the interest and for the well-being of the Adult Education program.

School Committee recommends approval (S-5).
Budget Committee recommends approval (S-5).
Board of Selectmen recommends approval (S-5).

A YES vote authorizes the creation and use of $450,599.
A NO vote authorizes the previous year's appropriation of $340,000.

3631 YES ☐
285 NO ☐
ARTICLE FIFTY-ONE
Shall the Town appropriate a sum not to exceed $102,000 from the Fund Balance for Upgrades to the Town’s Information Technology System, and Furthermore, shall the Board of Selectmen adopt this line item from the Town Budget, as proposed by the Budget Committee? Funds would be taken from the Town’s Fund Balance; there would be no additional tax appropriation requested to fund this proposed.

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT System Upgrades</td>
<td>$0</td>
</tr>
<tr>
<td>Total</td>
<td>$102,000</td>
</tr>
</tbody>
</table>

A YES vote requires an appropriation of $102,000.
A NO vote authorizes no appropriation of $0.

2974 YES
1038 NO

ARTICLE FIFTY-TWO
Shall the Town (1) approve funding for the purchase of a Pabell Plane Track for the Department of Public Works; (2) appropriate a sum not to exceed $174,000 for the cost of this vehicle; and (3) hereby authorize town officials to fund this appropriation, authorize the Treasurer and the Chairman of the Board of Selectmen to issue, at one time or from time to time, general obligation notes of the Town of York, Maine, including treasury notes in anticipation of the sale thereof, in an aggregate principal amount not to exceed $174,000 with the discretion to fix the date(s), maturity(ies), denominations, interest rate(s), (including payment, calls) for redemption, (terms), and other details of said securities, including issuance and delivery of said securities against payment thereof, and to provide for the sale thereof, to be undertaken by the Treasurer and the Chairman of the Board of Selectmen? The first year payment of principal and interest, estimated to be $35,600, will occur in 2021.

FINANCIAL STATEMENT

Total Town Indebtedness: $35,639,021
Interest: $19,000
Total Debt Service: $37,739,021

Costs:
At an estimated interest rate of 2% for a ten (10) year maturity, the estimated cost of the bond issue will be:

Principle $175,000
Interest $10,000
Total Debt Service $185,000

Total estimated project costs including debt service: $195,000

2604 YES
1425 NO
ARTICLE FIFTY-THREE

Shall the Town (1) approve funding for the Replacement of the Vehicular Crossing at York High School; (2) appropriate a sum not to exceed $600,000 for the cost of this project; and (3) hereby ordain to fund this appropriation; authorize the Treasurer and the Chairman 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 $600,000 with the description to be designated, maturity, denomination, interest, collateral, place of payment, call for redemption, form, and other details of said securities, including issuance and delivery of said securities against payment therefor, and to provide for the sale thereof, to be delegated to the Treasurer and the Chairman of the Board of Selectmen? The first year payment of principal and interest, estimated to be $61,000, will occur in 2023.

FINANCIAL STATEMENT

Total Town Indebtedness:
A. Bonds outstanding and unpaid $36,838,521
B. Bonds authorized and on-issued $ 0
C. Bonds to be issued if the Article is approved $ 400,000
Total $37,238,521

Costs:
At an estimated interest rate of 2.36% for a twenty (20) year maturity, the estimated cost of the bond issue will be:
Principal $1,000,000
Interest $44,000
Total Debt Service $444,000

Total estimated project costs including debt service: $444,000

Validity: The validity of the bonds and 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 estimates, the ratification by the electors is deemed to be consummated conclusively and the validity of the bond issue is not affected by reason of the variance.

S/ Lawrence A. Graves, Town Treasurer

ARTICLE FIFTY-FIVE

Shall the Town (1) approve funding for the purchase of a WATTS Moke-Up Track for the Department of Public Works; (2) appropriate a sum not to exceed $75,000 for the cost of this vehicle; and (3) hereby ordain to fund this appropriation; authorize the Treasurer and the Chairman 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 $75,000 with the description to be designated, maturity, denomination, interest rate, place of payment, call for redemption, form, and other details of said securities, including issuance and delivery of said securities against payment therefor, and to provide for the sale thereof, to be delegated to the Treasurer and the Chairman of the Board of Selectmen? The first year payment of principal and interest, estimated to be $7,000, will occur in 2021.

FINANCIAL STATEMENT

Total Town Indebtedness:
A. Bonds outstanding and unpaid $36,838,521
B. Bonds authorized and on-issued $ 0
C. Bonds to be issued if the Article is approved $ 38,913,521
Total $75,752,042

Validity: The validity of the bonds and 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 deemed to be consummated conclusively and the validity of the bond issue is not affected by reason of the variance.

S/ Lawrence A. Graves, Town Treasurer

School Committee recommends approval (1-5),
Budget Committee recommends approval (7-0).

A YES vote authorizes an appropriation of $38,913,521.
A NO vote authorizes an appropriation of $0.

CONTINUE VOTING ON CARD B
### ARTICLE FIFTY-SIX

Shall the Town (i) approve funding for Updated Portal Radii and a New Phone Recording System for York Police Department; (ii) appropriate a sum not to exceed $80,000 for the cost of the project; and (iii) hereby entitle to fund this appropriation; authorize the Treasurer and the Chairman 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 $80,000 with the discretion to fix the date(s), maturity(ity), denomination(s), interest rate(s), place(s) of payment, call(s), redemption(s), and other details of said securities, including renunciation and delivery of said securities against payment therefore, to provide for the sale thereof, to be debentures to the Treasurer and the Chairman of the Board of Selectmen? The first year payment of principal and interest, estimated to be $2,300, will occur in 2023.

**FINANCIAL STATEMENT**

<table>
<thead>
<tr>
<th>Total Town Indebtedness</th>
<th>$ 36,893,021</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Bonds outstanding and unpaid</td>
<td>$ 36,893,021</td>
</tr>
<tr>
<td>B. Bonds authorized and unissued</td>
<td>$ 0</td>
</tr>
<tr>
<td>C. Bonds to be issued if this Article is approved</td>
<td>$ 0</td>
</tr>
</tbody>
</table>

#### Costs:

At an estimated interest rate of 2% for a five (5) year maturity, the estimated cost of the bond issue will be:

| Principal | $ 80,000 |
| Interest | $ 9,600 |
| Total Debt Service | $ 89,600 |

Total estimated project costs including debt service: $89,600

**Validity:** The validity of the bonds and 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/ Lawrence A. Giaves, Town Treasurer
Board of Selectmen recommends approval (5-0), Budget Committee recommends approval (7-0).
A YES vote authorizes an appropriation of $80,000.
A NO vote authorizes an appropriation of $0.

2671 YES 1355 NO

### ARTICLE FIFTY-SEVEN

Shall the Town appropriate a sum not to exceed $70,000 from the Fund Balance for Scanning and Initial Design for Maine Pond Road/cape Neddick River Bridge and, furthermore, shall the Board of Selectmen adopt this line item in the Town Budget, as proposed by the Budget Committee? Funds would be taken from the Town's Fund Balance; there would be no additional tax appropriation requested to fund this proposal.

Board of Selectmen recommends approval (5-0), Budget Committee recommends approval (7-0).
A YES vote authorizes an appropriation of $70,000.
A NO vote authorizes an appropriation of $0.

2693 YES 1298 NO

### ARTICLE FIFTY-EIGHT

Shall the Town (i) approve funding for the purchase of a New Tractor/Backhoe Tractor for the Department of Public Works; (ii) appropriate a sum not to exceed $160,000 for the cost of this piece of equipment and its necessary attachments; authorize the Treasurer and the Chairman 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 $160,000 with the discretion to fix the date(s), maturity(ity), denomination(s), interest rate(s), place(s) of payment, call(s), redemption(s), and other details of said securities, including renunciation and delivery of said securities against payment therefore.

**FINANCIAL STATEMENT**

<table>
<thead>
<tr>
<th>Total Town Indebtedness</th>
<th>$ 36,893,021</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Bonds outstanding and unpaid</td>
<td>$ 36,893,021</td>
</tr>
<tr>
<td>B. Bonds authorized and unissued</td>
<td>$ 0</td>
</tr>
<tr>
<td>C. Bonds to be issued if this Article is approved</td>
<td>$ 0</td>
</tr>
</tbody>
</table>

#### Costs:

At an estimated interest rate of 2% for a five (5) year maturity, the estimated cost of the bond issue will be:

| Principal | $ 160,000 |
| Interest | $ 21,600 |
| Total Debt Service | $ 181,600 |
Total project costs including debt service: $196,000

Validity: The validity of the bonds and 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.

T/Lawrence A. Green, Town Treasurer
Board of Selectmen Recommendations approved (5-0).
Budget Committee recommendations approved (7-0).
A YES vote authorizes an appropriation of $196,000.
A NO vote authorizes an appropriation of $0.

ARTICLE SIXTY
Shall the Town (1) approve funding for the purchase of a Vocational Education Vehicle for the School Department; (2) appropriate a sum not to exceed $45,000 for the cost of this vehicle; and (3) hereby ordain to fund this appropriation, authorize the Treasurer and the Chairman 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 $45,000 with the proceeds to be deposited, maturity date, designated (a) principal or interest (b) proceeds from the sale thereof, to be deposited to the Town and the Chairman of the Board of Selectmen? The first payment of principal and interest, estimated to be $1,250, will occur in 2021.

FINANCIAL STATEMENT
Total Town indebtedness: $26,836,521
A. Bonds outstanding and unpaid $26,836,521
B. Bonds authorized and un-issued 0
C. Bonds to be issued if the Article is approved $0
Total $26,836,521

Grants:
At an estimated interest rate of 2% for a five (5) year maturity, the estimated cost of the bond issue will be
Principal $3,160,000
Interest $148,000
Total Debt Service $3,308,000

Total estimated project costs including debt service: $34,960,000

Validity: The validity of the bonds and 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.

T/Lawrence A. Green, Town Treasurer
Board of Selectmen Recommendations approved (5-0).
Budget Committee recommendations approved (7-0).
A YES vote authorizes an appropriation of $34,960,000.
A NO vote authorizes an appropriation of $0.

FINANCIAL STATEMENT
Total Town indebtedness: $26,836,521
A. Bonds outstanding and unpaid $26,836,521
B. Bonds authorized and un-issued 0
C. Bonds to be issued if the Article is approved $0
Total $26,836,521

Grants:
At an estimated interest rate of 2% for a five (5) year maturity, the estimated cost of the bond issue will be
Principal $3,160,000
Interest $148,000
Total Debt Service $3,308,000

Total estimated project costs including debt service: $34,960,000

Validity: The validity of the bonds and 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.

T/Lawrence A. Green, Town Treasurer
Board of Selectmen Recommendations approved (5-0).
Budget Committee recommendations approved (7-0).
A YES vote authorizes an appropriation of $34,960,000.
A NO vote authorizes an appropriation of $0.

CONTINUE VOTING ON CARD 7
ARTICLE SIXTY-ONE
Shall the Town (1) approve funding for Traffic Safety Signs and Equipment for the Police Department; (2) appropriate a sum not to exceed $49,000 for the cost of this project; and (3) hereby ordain to fund this appropriation; authorize the Treasurer and the Chairman 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 $49,000 with the discretion to fix the date(s), maturity(ies), denomination(s), interest rate(s), place(s) of payment, call(s) for redemption, fee(s), and other details of said securities, including execution and delivery of said securities against payment therefor, and to provide for the sale thereof, to be delegated to the Treasurer and the Chairman of the Board of Selectmen? The first year payment of principal and interest, estimated to be $17,723, will occur in 2021.

FINANCIAL STATEMENT
Total Town Indebtedness:
A. Bonds outstanding and unpaid $36,737,521
B. Bonds authorized and unissued $ 0
C. Bonds to be issued if the Article is approved $ 46,000

Total $36,783,521

Costs:
At an estimated interest rate of 2.25% for a three (3) year maturity, the estimated cost of the bond issue will be:
Principal $46,000
Interest $1,025
Total Debt Service $47,025

Total estimated project costs including debt service: $47,025

Validity: The validity of the bonds and the voter's 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 reasons of the variance.

S/ Lawrence A. Greene, Town Treasurer
Board of Selectmen Recommends approval (5-0), Budget Committee recommends approval (7-0).

A YES vote authorizes an appropriation of $46,000.
A NO vote authorizes an appropriation of $0.

2283 YES 1449 NO

ARTICLE SIXTY-TWO
Shall the Town (1) approve funding for Town-Wide Road and Sidewalk Construction and Overlay Project; (2) appropriate a sum not to exceed $3,000,000 for the cost of this project; and (3) hereby ordain to fund this appropriation; authorize the Treasurer and the Chairman 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 $3,000,000 with the discretion to fix the date(s), maturity(ies), denomination(s), interest rate(s), place(s) of payment, call(s) for redemption, fee(s), and other details of said securities, including execution and delivery of said securities against payment therefor, and to provide for the sale thereof, to be delegated to the Treasurer and the Chairman of the Board of Selectmen? The first year payment of principal and interest, estimated to be $101,737, will occur in 2021.

FINANCIAL STATEMENT
Total Town Indebtedness:
A. Bonds outstanding and unpaid $36,526,521
B. Bonds authorized and unissued $ 0
C. Bonds to be issued if the Article is approved $1,000,000

Total $37,526,521

Costs:
At an estimated interest rate of 2.25% for a 10 (10) year maturity, the estimated cost of the bond issue will be:
Principal $1,000,000
Interest $178,625
Total Debt Service $1,178,625

Total estimated project costs including debt service: $1,178,625

Validity: The validity of the bonds and 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 reasons of the variance.

S/ Lawrence A. Greene, Town Treasurer
Board of Selectmen Recommends approval (5-0), Budget Committee recommends approval (7-0).

A YES vote authorizes an appropriation of $3,000,000.
A NO vote authorizes an appropriation of $0.

2011 YES 1190 NO

ARTICLE SIXTY-THREE
Shall the Town (1) approve funding for New HVAC Equipment for the School District in the York Village-Notre Dame; (2) appropriate a sum not to exceed $273,000 for the cost of this project; and (3) hereby ordain to fund this appropriation; authorize the Treasurer and the Chairman 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 $273,000 with the discretion to fix the date(s), maturity(ies), denomination(s), interest rate(s), place(s) of payment, call(s) for redemption, fee(s), and other details of said securities, including execution and delivery of said securities against payment therefor, and to provide for the sale thereof?
**Public Notice**

**Side thereof. to be delivered to the Treasurer and the Chairman of the Board of Selectmen. The first year payment of principal and interest, estimated to be $1,714, will occur in 2021.**

**FINANCIAL STATEMENT**

<table>
<thead>
<tr>
<th>Total Town Indebtedness</th>
<th>$36,868,521</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Bonds outstanding and unpaid</td>
<td>$36,868,521</td>
</tr>
<tr>
<td>B. Bonds authorized and unissued</td>
<td>0</td>
</tr>
<tr>
<td>C. Bonds to be issued if the Article is approved</td>
<td>$1,000,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$36,868,521</strong></td>
</tr>
</tbody>
</table>

**Costs:**

| At an estimated interest rate of 3.25% for a twenty (20) year maturity, the estimated cost of the bond issue will be: |
|-----------------|-----------------|
| **Principal** | $1,200,000 |
| **Interest** | $468,000 |
| **Total Debt Service** | $1,668,000 |

**Total estimated project costs including debt service: $1,668,000.**

**Validity:** The validity of the bonds and 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 were to exceed 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/ Lawrence A. Greene, Town Treasurer**

**Board of Selectmen recommends approval (5-0).**

**A YES vote authorizes an appropriation of $1,668,000.**

**A NO vote authorizes an appropriation of $0.**

**ARTICLE SIXTY-FOUR**

Shell the Town (1) approve funding for the purchase of a Pile-up Truck for the Parks & Recreation Department; (2) appropriate a sum not to exceed $20,000 for the purchase of the vehicle; and (3) name someone to keep the appropriation, authorize the Treasurer and the Chairman 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 $20,000, with the discretion to fix the rate(s), maturity(s), denomination(s), interest rate(s), call(s) of payment, call(s) for redemption, and the number and form of said securities, including execution and delivery of said securities against payment therefor, and to employ for the said thereof, to be delegated to the Treasurer and the Chairman of the Board of Selectmen. The first year payment of principal and interest, estimated to be $3,000, will occur in 2021.

**FINANCIAL STATEMENT**

<table>
<thead>
<tr>
<th>Total Town Indebtedness</th>
<th>$36,868,521</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Bonds outstanding and unpaid</td>
<td>$36,868,521</td>
</tr>
<tr>
<td>B. Bonds authorized and unissued</td>
<td>0</td>
</tr>
<tr>
<td>C. Bonds to be issued if the Article is approved</td>
<td>$20,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$36,868,521</strong></td>
</tr>
</tbody>
</table>

**Costs:**

| At an estimated interest rate of 3% for a five (5) year maturity, the estimated cost of the bond issue will be: |
|-----------------|-----------------|
| **Principal** | $20,000 |
| **Interest** | $1,000 |
| **Total Debt Service** | $21,000 |

**Total estimated project costs including debt service: $21,000.**

**Validity:** The validity of the bonds and 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 were to exceed 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/ Lawrence A. Greene, Town Treasurer**

**Board of Selectmen recommends approval (5-0).**

**A YES vote authorizes an appropriation of $21,000.**

**A NO vote authorizes an appropriation of $0.**

**CONTINUE VOTING ON CARD 8**
SPECIMEN BALLOT
BUDGET REFERENDUM and
SPECIAL GENERAL REFERENDUM
YORK, MAINE
MAY 16, 2020

ARTICLE SIXTY-SIX
Shall the Town ( ) approve funding for the purchase of Two New Street Cars to replace gas-powered vehicles and Charging Systems in the Code Enforcement and Police Departments, (2) appropriate a sum not to exceed $70,000 for the cost of this piece of equipment; and (2) hereby enter to fund this appropriation; authorize the Treasurer and the Chairman 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 $70,000 with the discretion to fix the date(s), maturity, denomination(s), interest rate(s), placement of payment, call(s) for redemption, timing, and other details of said securities, including execution and delivery of said securities against payment thereof, and to provide for the sale thereof, to be delegated to the Treasurer and the Chairman of the Board of Selectmen? The first year payment of principal and interest, estimated to be $21,000, will occur in 2021.

FINANCIAL STATEMENT
Total Town Indebtedness:
A. Bonds outstanding and unpaid $ 36,000
B. Bonds authorized and un-issued 0
C. Bonds to be issued if the Article is approved $ 70,000
Total $ 36,000

Costs:
At an estimated interest rate of 2% for a five (5) year maturity, the estimated cost of the bond issue will be:
Principal $ 70,000
Interest $ 3,500
Total Debt Service $ 73,500

Total estimated project costs including debt service: $73,500

Validity: The validity of the bonds and the notes' notation 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 notation by the electors is inapplicable and the validity of the bond issue is not affected by reason of the variance.

S. Lawrence A. Green, Town Treasurer
Board of Selectmen recommends approval (Y-G).
Budget Committee recommends approval (Y-G).

A YES vote authorizes an appropriation of $70,000.
A NO vote authorizes an appropriation of $0.

2,154 YES 1,854 NO

ARTICLE SIXTY-SEVEN
Shall the Town ( ) approve funding for Construction Improvements on Bell Minds Road, (2) appropriate a sum not to exceed $350,000 for the cost of this project; and (2) hereby enter to fund this appropriation; authorize the Treasurer and the Chairman 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 $350,000 with the discretion to fix the date(s), maturity, denomination(s), interest rate(s), placement of payment, call(s) for redemption, timing, and other details of said securities, including execution and delivery of said securities against payment thereof, and to provide for the sale thereof, to be delegated to the Treasurer and the Chairman of the Board of Selectmen? The first year payment of principal and interest, estimated to be $23,000, will occur in 2021.

FINANCIAL STATEMENT
Total Town Indebtedness:
A. Bonds outstanding and unpaid $ 36,000
B. Bonds authorized and un-issued 0
C. Bonds to be issued if the Article is approved $ 350,000
Total $ 36,000

Costs:
At an estimated interest rate of 2% for a five (5) year maturity, the estimated cost of the bond issue will be:
Principal $ 350,000
Interest $ 7,000
Total Debt Service $ 357,000

Total estimated project costs including debt service: $357,000

Validity: The validity of the bonds and the notes' notation 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 notation by the electors is inapplicable and the validity of the bond issue is not affected by reason of the variance.

S. Lawrence A. Green, Town Treasurer
Board of Selectmen recommends approval (Y-G).
Budget Committee recommends approval (Y-G).

A YES vote authorizes an appropriation of $350,000.
A NO vote authorizes an appropriation of $0.

214 YES 176 NO

TURN BALLOT OVER TO CONTINUE VOTING
ARTICLE SIXTY-NINE

 Shall the Town authorize the expenditure not to exceed $81,000 from the Soder Park Enterprise Fund, and equip such lands to fund Continuing Exterior Bicyclists at the Mobile Lighthouse, and to re-pave the parking lot at Soder Park? For this expenditure would be taken wholly from the Soder Park Enterprise Fund, there is no withhold tax appropriation requested for the purchase.

 Board of Selectmen recommends approval (5-0).

 A YES vote authorizes the use of $81,000 from the Soder Park Enterprise Fund.

 3287 YES ☐

 700 NO ☐

ARTICLE SEVENTY

 Shall the Town raise and appropriate a sum not to exceed $45,000 for Road Planting Drive, and furthermore, shall the Board of Selectmen adopt this line item of the Town Budget, as proposed by the Budget Committee?

 Board of Selectmen recommends approval (5-0).

 A YES vote authorizes an appropriation of $45,000.

 A NO vote authorizes the prior year’s appropriation of $46,000.

 3598 YES ☐

 337 NO ☐

ARTICLE SEVENTY-ONE

 Shall the Town approve the Five (5) Year Capital Improvements Program as proposed by the Board of Selectmen?

 2728 YES ☐

 810 NO ☐

ARTICLE SEVENTY-TWO

 Shall the Town approve raising the levy limit of the Town of York Municipal Budget for the purpose of funding all of the following articles of the municipal budget approved by the voters hereunder?

 A YES vote will allow the appropriation of all voter-approved articles.

 A NO vote may result in an appropriation less than what has been approved.

 2577 YES ☐

 1270 NO ☐

SPECIAL GENERAL REFERENDUM ARTICLES

ARTICLE SEVENTY-THREE

The Town hereby ordains to amend the Zoning Ordinance, specifically amending Section 1-8, as follows:

a. Street Frontage Exceptions - New building lots located at the end of a cul-de-sac may be designed to have less street frontage than is required by the applicable 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 widths at the terminus where the principal building is to be constructed is at least equal to the distance normally required for full frontage of that zoning district;

   • The cul-de-sac is designed and constructed to ensure no acceptance standards with the exception that lots created through exceptions in the Subdivision Law may utilize construction standards located in Section 9.5 Right-of-Way Standards—Applicable to all Zoning Districts (see Public Road Acceptance Standards for cul-de-sac; construction requirements designate specifications); and

   • All minimum lot line setbacks shall be met.

 2927 YES ☐

 842 NO ☐

ARTICLE SEVENTY-FOUR

The Town hereby ordains to amend the Zoning Ordinance, specifically amending Article 6, Sherrard Oval District, as follows:

A.2.D. Streetscape Subdistrict:

   • EXPRESSLY PROHIBITED: Service Businesses Serving Local Needs: Small (under 2,500 square feet) Stores for Retail Sale of Merchandise; Large Stores or Mall Groups of Stores (under Single Roof) With Total Floor Space Over 3,500 Square Feet for Retail Sale of Merchandise; Banks, Artisan Shops, Laundries and Dry Cleaning Facilities, Stores for Retail Sale of Merchandise such as but not limited to London Vanity and Building Supply Yacht, Plumbing, Electrical or Carpenters Shop or Other Similar Service or Repair Establishment: Marinas, Hotels, Lodging and Tourist Resorts; Restaurants; Fast Food Restaurants, whether the use is a principal use or an accessory use; Formosa Restaurants, whether the use is a principal use or an accessory use; Ice Cream Stands; Truck Stops, Marinas, Fleischers, Garden Centers, Pet Shops, Commercial Schools, Day Care Facilities, Fruit and Vegetable Produce Firms, Medical Marijuana Registered Consumer Dispensary Retail Store, Medical Marijuana Production Manufacturing Facility, Medical Marijuana Registered Dispensary, Medical Marijuana Testing Facility, Artisan Food and/or Beverage Facility.

 2662 YES ☐

 1013 NO ☐

ARTICLE SEVENTY-FIVE

The Town hereby ordains to amend the Zoning Ordinance, specifically amending the Open Space Conservation Subdivision Ordinance by adding a section that requires the preservation of workable affordable housing in subdivisions of 10 units or greater, amending Article 7, Open Space Provisions, by amending sections 7.4.1 Development Standards for Open Space Conservation Subdivisions as follows:

C. Workforce Affordable Housing: A proposed subdivision development that consists of ten (10) or more dwelling units

CONTINUE VOTING ON CARD B
shall include at least ten percent (10%) of the total number of dwelling units when the development is workforce affordable housing. All calculations for dwelling the number of workforce affordable housing units required in a particular development shall be rounded to the nearest whole number.

Densities. A density of at least 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:

1. All dimensional lot coverage, and open space standards as prescribed in this ordinance shall be adhered to; and
2. Proposed workforce affordable housing units shall be integrated within the design of the development and not be "stand alone" as determined by the Planning Board; and
3. The governance standards specified in §10-F.8 shall be followed for dwelling units defined as "workforce affordable housing." This requirement shall be noted on the approved plan and filed with the Town Clerk.

2744 YES  
997 NO

ARTICLE SEVENTY-SIX

The Town hereby ordains amendment of the Ealgement Building Ordinance, amending Section 3, Application Fees, Subsection A, Standard Fee Calculation, as follows:

A. Standard Fee Calculation. Application fees are to be assessed at a rate of $10.00 per thousand dollars of projected construction cost, but the minimum application fee charged shall be $50.00. The applicant shall be responsible for showing the projected cost of construction, with sufficient detail to ensure reasonable accuracy. The fee assessed shall be based on a schedule for minimum square footage rates based on the fair market value of comparable work. The Code Enforcement Officer shall base the fee amount on the larger of the two amounts. In addition, the State requires payment of a surcharge (currently projected to be $0.04 per square foot of building area) which shall be paid at the same time the Town fee is paid.

2356 YES  
1242 NO

ARTICLE SEVENTY-SEVEN

The Town hereby ordains amendment of the Senior Citizens Advisory Board Ordinance in its entirety.

2280 YES  
1231 NO

ARTICLE SEVENTY-EIGHT

Shall the municipality approve amendment of Article III, Section 8(A), of the Town of York Home Rule Charter to increase the number of Members of the Senior Citizens Advisory Board from five (5) to seven (7) and to reduce the number of Alternates from two (2) to zero (0)?

2771 YES  
1000 NO

ARTICLE SEVENTY-NINE

Shall the municipality approve amendment of Article III, Section 8(A), of the Town of York Home Rule Charter to add two (2) Alternate Members to the Parks & Recreation Board?

2830 YES  
838 NO

ARTICLE EIGHTY

Shall the municipality authorize the Board of Selectmen to negotiate and enter into a long-term lease of all or a portion of the property at 65 Wharf Road for the construction and operation of a private solar electric generation facility?

2896 YES  
951 NO

ARTICLE EIGHTY-ONE

Do you favor authorizing the Town of York to accept a proposed gift of a lot or parcel of land, consisting of approximately 0.19 acres, said lot or parcel of land being shown on the receipts of the Town Assessor as owned by Joan Thompson and being located at 4 Pine Street in the Town of York, Maine (Tax Map 0003; Lot 0048)?

3325 YES  
362 NO

NON-BINDING REFERENDUM

Do the voters support the expenditure of town funds to help drive public safety capitons in the Growth Areas?

2638 YES  
1150 NO
<table>
<thead>
<tr>
<th>Article #</th>
<th>Article Description</th>
<th>YES</th>
<th>NO</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>46</td>
<td>Schools - Accept State &amp; Federal Funds</td>
<td>3,726</td>
<td>201</td>
<td>95%</td>
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<tr>
<td>28</td>
<td>Accept Grants and Outside Money</td>
<td>3,730</td>
<td>260</td>
<td>93%</td>
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<tr>
<td>47</td>
<td>Schools - Utilize Non-Property Tax Revenues</td>
<td>3,631</td>
<td>285</td>
<td>93%</td>
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<tr>
<td>44</td>
<td>Schools - Debt Service</td>
<td>3,597</td>
<td>319</td>
<td>92%</td>
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<tr>
<td>70</td>
<td>Bond Financing Costs</td>
<td>3,598</td>
<td>337</td>
<td>91%</td>
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<tr>
<td>40</td>
<td>Schools - Debt Service</td>
<td>3,679</td>
<td>358</td>
<td>91%</td>
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<tr>
<td>18</td>
<td>Use of Fund Balance to Reduce Property Taxes</td>
<td>3,467</td>
<td>413</td>
<td>89%</td>
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<tr>
<td>3</td>
<td>interest rate for overpaid property taxes</td>
<td>3,518</td>
<td>431</td>
<td>89%</td>
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<tr>
<td>30</td>
<td>Authorization to Waive Tax Foreclosures</td>
<td>3,361</td>
<td>422</td>
<td>89%</td>
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<tr>
<td>29</td>
<td>Disposition of Tax-Acquired Properties</td>
<td>3,258</td>
<td>490</td>
<td>87%</td>
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<tr>
<td>12</td>
<td>General Assistance, &amp; Property Tax Relief</td>
<td>3,512</td>
<td>554</td>
<td>86%</td>
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<tr>
<td>15</td>
<td>Municipal Financial Software and Conversion</td>
<td>3,224</td>
<td>649</td>
<td>83%</td>
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<tr>
<td>69</td>
<td>Schoier Park - Lighthouse Restoration, &amp; Parking Lot Paving</td>
<td>3,287</td>
<td>700</td>
<td>82%</td>
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<tr>
<td>11</td>
<td>Social Services</td>
<td>3,325</td>
<td>758</td>
<td>81%</td>
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<tr>
<td>6</td>
<td>Fire Departments, Fire Hydrants, Ambulance, &amp; Mosquito Control</td>
<td>3,312</td>
<td>760</td>
<td>81%</td>
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<tr>
<td>14</td>
<td>First Parish Cemetery Maintenance</td>
<td>3,119</td>
<td>729</td>
<td>81%</td>
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<tr>
<td>33</td>
<td>Schools - Career &amp; Technical Education</td>
<td>3,129</td>
<td>830</td>
<td>79%</td>
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<tr>
<td>49</td>
<td>Schools - Nutrition Program</td>
<td>3,166</td>
<td>912</td>
<td>78%</td>
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<tr>
<td>17</td>
<td>Town Non-Property Tax Revenues</td>
<td>5,108</td>
<td>849</td>
<td>78%</td>
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<tr>
<td>71</td>
<td>Capital Improvements Program</td>
<td>2,758</td>
<td>810</td>
<td>77%</td>
</tr>
<tr>
<td>4¾</td>
<td>Mansard Roof at York High School</td>
<td>5,060</td>
<td>933</td>
<td>77%</td>
</tr>
<tr>
<td>2</td>
<td>Real estate tax payment schedule</td>
<td>2,964</td>
<td>959</td>
<td>76%</td>
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<tr>
<td>9</td>
<td>Center for Active Living</td>
<td>3,062</td>
<td>1,019</td>
<td>73%</td>
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<tr>
<td>51</td>
<td>IT System Upgrades</td>
<td>2,974</td>
<td>1,038</td>
<td>74%</td>
</tr>
<tr>
<td>25</td>
<td>Restoration of Historic Markers</td>
<td>2,972</td>
<td>1,049</td>
<td>74%</td>
</tr>
<tr>
<td>63</td>
<td>HVAC at YMFID</td>
<td>2,937</td>
<td>1,065</td>
<td>73%</td>
</tr>
<tr>
<td>7</td>
<td>Highways, Stormwater, Transfer Station, Solid Waste, Recycling, &amp; Parking</td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Management</td>
<td>2,960</td>
<td>1,090</td>
<td>73%</td>
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<tr>
<td>38</td>
<td>Schools - Transportation &amp; Busses</td>
<td>2,939</td>
<td>1,118</td>
<td>72%</td>
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<tr>
<td>43</td>
<td>Schools - Essential Programs &amp; Services</td>
<td>2,841</td>
<td>1,090</td>
<td>72%</td>
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<tr>
<td>39</td>
<td>Schools - Facilities Maintenance</td>
<td>2,859</td>
<td>1,195</td>
<td>71%</td>
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<tr>
<td>31</td>
<td>Schools - Regular Instruction</td>
<td>2,785</td>
<td>1,168</td>
<td>70%</td>
</tr>
<tr>
<td>62</td>
<td>Road and Sidewalk Paving</td>
<td>2,813</td>
<td>1,198</td>
<td>70%</td>
</tr>
<tr>
<td>19</td>
<td>Survey Town property on Mount Agamenticus</td>
<td>2,763</td>
<td>1,203</td>
<td>70%</td>
</tr>
<tr>
<td>26</td>
<td>Tree Planting and Care</td>
<td>2,813</td>
<td>1,227</td>
<td>70%</td>
</tr>
<tr>
<td>54</td>
<td>Long Beach Seawall and Sidewalk</td>
<td>2,754</td>
<td>1,241</td>
<td>69%</td>
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<tr>
<td>32</td>
<td>Schools - Special Education</td>
<td>2,725</td>
<td>1,231</td>
<td>69%</td>
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<tr>
<td>24</td>
<td>Support Regional Planner for Sustainability and Coastal Resiliency</td>
<td>2,815</td>
<td>1,286</td>
<td>69%</td>
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<tr>
<td>57</td>
<td>Bridge Engineering - Chases Pond Road Over the CN River</td>
<td>2,693</td>
<td>1,298</td>
<td>67%</td>
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<tr>
<td>8</td>
<td>Recreation</td>
<td>2,728</td>
<td>1,334</td>
<td>67%</td>
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<tr>
<td>72</td>
<td>Levy Limit</td>
<td>2,577</td>
<td>1,270</td>
<td>67%</td>
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<tr>
<td>21</td>
<td>Fire Services Facilitation Process</td>
<td>2,658</td>
<td>1,317</td>
<td>67%</td>
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<tr>
<td>16</td>
<td>Municipal Debt Service</td>
<td>2,641</td>
<td>1,321</td>
<td>67%</td>
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<tr>
<td>56</td>
<td>Police Radios &amp; 911 Recording System</td>
<td>2,671</td>
<td>1,355</td>
<td>66%</td>
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<tr>
<td>10</td>
<td>Ellis Short Sands Park Bathhouse</td>
<td>2,691</td>
<td>1,390</td>
<td>66%</td>
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<tr>
<td>60</td>
<td>YMFID Vehicle for Schools</td>
<td>2,610</td>
<td>1,381</td>
<td>65%</td>
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<tr>
<td>45</td>
<td>Schools - Expenditures in Excess of Essential Programs &amp; Services</td>
<td>2,546</td>
<td>1,362</td>
<td>65%</td>
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<tr>
<td>48</td>
<td>Schools - Adult Education</td>
<td>2,604</td>
<td>1,425</td>
<td>65%</td>
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<tr>
<td>42</td>
<td>Schools - All-Encompassing Summary</td>
<td>2,614</td>
<td>1,434</td>
<td>65%</td>
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<tr>
<td>4</td>
<td>Town Hall Departments, IT, Earned Account, Unemployment, Selectmen's</td>
<td>1,612</td>
<td>544</td>
<td>64%</td>
</tr>
<tr>
<td>35</td>
<td>Schools - Student &amp; Staff Support</td>
<td>2,536</td>
<td>1,401</td>
<td>64%</td>
</tr>
<tr>
<td>61</td>
<td>Traffic Safety Signs and Equipment</td>
<td>2,585</td>
<td>1,449</td>
<td>64%</td>
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<tr>
<td>59</td>
<td>Sidewalk on Woodbridge Road</td>
<td>2,544</td>
<td>1,440</td>
<td>64%</td>
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<tr>
<td>5</td>
<td>Police, Communications, Animal Control &amp; Harbor Master</td>
<td>2,575</td>
<td>1,492</td>
<td>63%</td>
</tr>
<tr>
<td>23</td>
<td>Climate Action Plan</td>
<td>2,577</td>
<td>1,495</td>
<td>63%</td>
</tr>
<tr>
<td>34</td>
<td>Schools - Other instruction</td>
<td>2,489</td>
<td>1,455</td>
<td>63%</td>
</tr>
<tr>
<td>53</td>
<td>Patrol Plow Truck</td>
<td>2,435</td>
<td>1,527</td>
<td>61%</td>
</tr>
<tr>
<td>41</td>
<td>Schools - All Other Expenditures</td>
<td>2,462</td>
<td>1,560</td>
<td>61%</td>
</tr>
<tr>
<td>68</td>
<td>YMFID for 30 Main Street improvements &amp; Renovation</td>
<td>2,291</td>
<td>1,459</td>
<td>61%</td>
</tr>
<tr>
<td>13</td>
<td>York Public Library</td>
<td>2,483</td>
<td>1,650</td>
<td>60%</td>
</tr>
<tr>
<td>20</td>
<td>Surveying, Planning and Design of Town Hall Expansion</td>
<td>2,385</td>
<td>1,603</td>
<td>60%</td>
</tr>
<tr>
<td>65</td>
<td>P&amp;R Pick-up Truck</td>
<td>2,340</td>
<td>1,667</td>
<td>58%</td>
</tr>
<tr>
<td>37</td>
<td>Schools - School Administration</td>
<td>2,354</td>
<td>1,691</td>
<td>58%</td>
</tr>
<tr>
<td>50</td>
<td>Police Vehicles</td>
<td>2,345</td>
<td>1,702</td>
<td>58%</td>
</tr>
<tr>
<td>36</td>
<td>Schools - System Administration</td>
<td>2,248</td>
<td>1,780</td>
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<td>Bell Marsh Road Improvements</td>
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<td>66</td>
<td>Electric Vehicles</td>
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<td>77</td>
<td>Supplementary Contingency</td>
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<td>Mount A Parking Lots and Public Toilets</td>
<td>2,106</td>
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<td>58</td>
<td>Trackless Sidewalk Paving</td>
<td>2,053</td>
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<td>22</td>
<td>Sustainability Position</td>
<td>1,972</td>
<td>2,051</td>
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### Number of Votes Cast in Local Elections 1990 - 2020
York, Maine

SHB, 7/17/2020

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**Total** 92,364 164,149 47,121 56,193

**Average** 2,979 5,472 5,890 8,028
BOARD OF SELECTMEN’S
MEETING AGENDA
6:00/7:00 PM  MONDAY, JULY 20, 2020
VIRTUAL ONLY - Channel 1302 or Town Hall Streams

6:00 PM Executive Session: Title MRSA § 405.6.D (Union Contracts)

Call to Order

Pledge of Allegiance

Annual Organizational Meeting
1. Election of Chair and Vice-Chair
2. Establish a Fixed Schedule of Meetings
3. Re-adopt Selectmen’s Policy Entitled “Transaction of Business”
4. Adopt the Town Budget as Certified by the Town Clerk and Set by the Voters per Article 2, Sections 14 (B) & (C) of the Town Charter
5. Re-adopt the Selectmen’s Policy Entitled “Disbursement of Wages to Municipal Employees”
6. Public Timelines for Future Referenda
7. Training Requirements and Opportunities for Board Members
8. Elect a member to serve on the Hartley Mason Board of Trustees
9. Review Selectmen’s Code of Ethics
10. Annual Adoption of Emergency Plan
11. Review Selectmen’s Policy Entitled “Public Participation at Selectmen’s Meeting”

A. Consent Agenda
1. July 13, 2020 Meeting Minutes
2. Business License Renewals
   • Wiggly Bridge Distillery – 19 Railroad Ave.
   • Wiggly Bridge Distillery – 441 US Rt. 1
   • Lobster in the Rough

B. Minutes

C. Chairman’s Report

D. Manager’s Report

E. Awards

7/17/2020 10:46:38 AM
1. Crack Seal Bid
2. Collection of Town Trash

F. Reports

G. Citizens' Forum – E-mailed input only. No in person testimony allowed at this meeting. Please use the form ‘Ask a question to the Board of Selectmen for Citizen’s Forum (non-confidential)’ on the yorkmaine.org website under Government/Board of Selectmen. (This form is used if you have a question for the BOS for Citizen's Forum in their upcoming BOS meetings. This is non-confidential and can be put in the packet and on the website under Meeting Materials. However, your address, phone number and email will remain confidential). Please keep to a limit of 300 words or less.

H. Public Hearings

I. Endorsements

J. Old Business
1. Discussion: Next steps on combating racism in our community
2. Discussion: Protocols for meeting in the auditorium
3. Action: Town Manager Contract
4. Action: Re-opening of Town Parks and Facilities

K. New Business
1. Action: Contract with YCSA for General Assistance
2. Discussion: COVID Operational Update
3. Discussion: Goals for the Board for the upcoming year
4. Action: Planning Board appointment
5. Action: Establishment of a Building Committee for Town Hall

L. Future Agendas

M. Other Business

N. Citizens' Forum

Adjourn