

# Town of Scarborough

## Annual Report

2017



# TOWN OF SCARBOROUGH ANNUAL REPORT



Front row left to right: Tody Justice, Town Clerk, Shawn Babine, Chairman, Thomas Hall, Town Manager – Back row left to right: Katy Foley, Chris Caiazzo, Will Rowan, Kate St. Clair, Vice Chair, William Donovan and Peter Hayes

**SHAWN BABINE  
CHAIR**

**274-0805  
1 Summerfield Lane**

**KATHERINE ST CLAIR  
VICE-CHAIR**

**885-5633  
41 Woodfield Drive**

**CHRISTOPHER CAIAZZO**

**883-6482  
17 Elmwood Avenue**

**WILLIAM DONOVAN**

**883-9168  
9 Harmons Island**

**KATY FOLEY**

**730-2081  
3 Lucky Lane**

**PETER HAYES**

**885-5512  
5 Indian Hill Lane**

**WILL ROWAN**

**740-6162  
14 Bonneygrove Drive**

**THOMAS J. HALL  
TOWN MANAGER**

**730-4030**

---

## Table of Contents 1

### EXECUTIVE DIVISION

Manager's Letter of Transmittal _____	2
Town Clerk, Elections & Vital Statistics _____	4
Human Resources & General Assistance _____	6
Information Systems _____	9

### FINANCE DIVISION

Finance Department _____	11
Audit _____	14
Excise _____	23
Assessor _____	24
Purchasing _____	25
Tax Collector Office (Unpaid Taxes) _____	26

### PLANNING & ECONOMIC GROWTH

Planning Department _____	39
Economic Development Corporation _____	42

### PUBLIC SAFETY

Police Department _____	45
Harbor Master _____	50
Shellfish Conservation Committee _____	51
Animal Control _____	52
Fire Department/Rescue Unit/EMA _____	53
Public Works Department _____	58

### EDUCATION & COMMUNITY SERVICE

School Department _____	62
Community Services _____	74
Public Library _____	81
Scarborough Land Trust _____	84
Scarborough Conservation Commission _____	86

*Letter of Transmittal From The***TOWN MANAGER**

*Thomas J. Hall  
Town Manager*

To the Citizens of Scarborough:

It is my privilege to present to the citizens of Scarborough the annual report on the operations of the Town of Scarborough for the fiscal year ending June 30, 2017. As you review this report, I hope you will find useful information relating to the health of the Town and specific initiatives of the past year. Below are a number of highlights I find most noteworthy:

- **Budget** – The budget process for FY 2017 continued as a collaborative process with the Board of Education. This sustained collaboration required a great deal of commitment from staff and elected officials and the result justified the effort as the validation process for the school budget passed on the first public vote. However, despite a sustained and enhanced “One Town, One Budget” approach, the FY 2018 school budget struggled to gain voter support. We continue our efforts to produce budget documents that strike the appropriate balance between understandable information for residents and sufficient detail.
- **Financial Improvements**- In our efforts to improve financial practices, staff worked closely with the Finance Committee to advance several improvement improvements. The year started with staff assembling a Long Range Facilities Plan to get a sense of long-term capital facility needs. The next step is to incorporate the needs of the School Department and then consider when these projects may be able to advance without placing undue hardship on taxpayers. Another area of improvement was the adoption of a Capital Planning Policy to define what is included in the capital budget (as opposed to the operating budget) and consider options for funding. The final area considered was a revision to the Fund Balance Policy, which given our recent success in building fund balance, focused on elevating our targets for savings. All of these improvements are important in their own right, but together, they represent a cohesive, integrated strategy for financial management, with an eye toward the future.
- **Collaboration**- We continued our efforts to identify efficiencies and cost-effectiveness through inter-governmental partnerships. Building on our successes in the past, we forged new relationships with the Towns of Old Orchard Beach, Hollis and Wells for the provision of vehicle maintenance services. Under these arrangements, the Town provides these services at a cost (plus markup) to the other communities. In addition, the Town furthered its partnership with Cape Elizabeth and now provides Harbormaster services under contract. I believe that partnerships are essential to maximize services we offer to residents, while keeping costs contained and will continue to explore other opportunities in the future.
- **Housing Trends**- Market demand fueled a flurry of activity in the area of multi-family housing. This interest prompted a series of discussions related to this housing type and an evaluation of Growth Management Ordinance and impact fees for development. These discussions produced an expansion to the number of growth permits allowed per year, allowed multi-family as a permitted use in the Haigis Parkway zone and changed how this housing type is regulated. All of these changes were made after careful consideration of likely impact on services and a recognition that these projects are essentially commercial ventures. Ultimately, the Town Council approved an amendment to a contract zone that enabled a 288 unit, luxury apartment project “Gateway Commons” to occur.

***Town Manager's Report Continued:***

- **Affordable Housing-** The Town continued to support the Carpenter Court development in partnership with Habitat for Humanity, Avesta Housing's renovation/historic preservation of the Southgate House as well as the expansion of Bessey Commons. One of the most exciting opportunities is the fact that the Town negotiated over \$700,000 in in-lieu fees from the Gateway Commons development, which will be used to leverage other funds to produce affordable housing in Town.
- **Discontinuance of Avenue 2-** An abutter of Avenue 2 in Pine Point requested that the Town "discontinue" the undeveloped portion of the roadway to the abutters. Much interest has been expressed in this matter and the Town met throughout the year with interested parties. The goal of these discussions is to remove any uncertainty and provide assurance in perpetuity that the public has unfettered access to the beach. Discussions continue regarding this matter.
- **Resident Protections-** The Town Council approved a number of important protection for residents. The "Good Neighbor" Ordinance combined the existing noise regulations with protections for light encroachment. Changes were made to the application process for Special Amusement Licenses to ensure that abutters are aware and can offer comment regarding the potential impact of allowing live music. Also, the Town improved the Blasting Ordinance that provides notice and many more protections to abutters. Lastly, the Town began the process of imposing a moratorium regarding the use, sale and manufacture of recreational marijuana to ensure that thoughtful consideration can be given to the regulations.
- **Eastern Trail-** The Town became a driving force behind the "Close The Gap" fundraising campaign to complete the remaining 1.6 miles in Scarborough. Discussions with land owners and the funding agencies was productive, but work continues to raise the remaining funds. The Town contributed \$216,000 toward this effort and executed a memorandum of understanding with the Eastern Trail Management District to manage the project funds.
- **Sustainability-** Following our commitment to sustainability with the hire of a Sustainability Coordinator, the Town continued its efforts in this area. In an effort to reduce solid waste disposal costs, we developed a Food Waste Pilot Project to promote composting of green waste. The Energy Committee completed an update to the Comprehensive Energy Plan and advanced the idea of purchasing the street lights in Town and converting them to LED fixtures.
- **Ad Hoc Public Safety Building Committee-** As one of the final acts of the year, the Town Council appointed an ad-hoc committee of thirteen (13) residents to work with staff and consultants to advance the idea of a new public safety building. I am so pleased that this priority was embraced and I look forward to engaging the community in a conversation around the importance of this community resource.

None of these accomplishments could have been possible without a competent and professional staff, a committed group of elected and appointed officials and an engaged public. I am committed to the notions of transparency and good government and will do everything in my power to engage the public. As there are many ways for residents to be involved in community affairs, I encourage all residents to get involved to make Scarborough a better place to live, work and play. It has been an honor to serve this wonderful community – I look forward to the challenges and opportunities of the future.

*Respectfully submitted,*  
**Thomas J. Hall, Town Manager**

## Report from the

**TOWN CLERK**

To the Town Manager, Town Council, and Citizens of Scarborough:



Yolande P. Justice  
Town Clerk

It is with pleasure that I submit my report from the Town Clerk's Office for fiscal year July 1, 2016, through June 30, 2017.

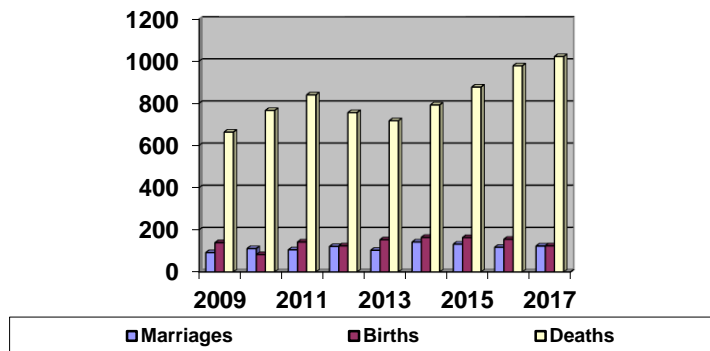
The following Elections were held:

Tuesday, November 8, 2016, the State General & Referendum Elections and the Municipal Elections were held to elect members to the Town Council, Board of Education, and Trustees to the Sanitary District. A Special Municipal Election to fill a vacancy on the Board of Education was held on February 28, 2017. On Tuesday, June 13, 2017, the first FY2018 School Budget Validation Referendum Election, a Special Municipal Referendum Election and a State Referendum Election were held.

The Town Council holds two regularly scheduled meetings a month, except for July and August when the Council only holds one meeting each month - totaling 22 over the course of a year with 1 special meeting. In addition, there were a total of 37 public hearings

Vital statistics include records of marriages, births, and deaths and are part of the records in the Clerk's Office. The births and deaths are recorded in three locations within the state: 1) Place of residency, 2) Place of occurrence, and 3) the State Office of Vital Statistics in Augusta. The marriages are recorded in the municipality in which the license was obtained and the State Office of Vital Statistics in Augusta.

During the past fiscal year a total of 123 marriages licenses were issued, 1,022 deaths and 124 births were filed with the Town Clerk's Office



As required by Maine Law, any dog 6 months or older is required to be licensed. To license your dog you will need to provide a current Maine State Rabies Certificate and a spayed or neutered certificate, if applicable. The fee is \$6.00 if you dog has been spayed/neutered and \$11.00 if your dog has not. For more information please contact the Town Clerk's Office at 207-730-4020.



**Town Clerk's Report Continued:**

The following items were issued by the Town Clerk's Office during the Fiscal Year - July 1, 2016, through June 30, 2017:

**Items Issued by the Town Clerk's Office:**

5,762	Approximately Certified Copies	1	Mass Gathering Permit
1,007	Burial Permits	2	Massage Establishment Licenses
7	Coin-Operator's Licenses	11	Massage Therapist/Establishment License
1	Ice Cream Truck Licenses	5	Massage Therapist Licenses
147	Food Handler's Licenses	3	Mobile Home Park Operator's Licenses
20	Innkeepers Licenses	10	Special Amusement Licenses
4	Junkyard Permits	8	Waste Hauler Permits
114	Garage/Yard Sale Permits		

**Clam Licenses:**

200	Resident Recreational Clam Licenses
[Of which 52 were sold to Non-Residents of Scarborough]	
20	Non-Resident Recreational Clam Licenses
31	Commercial Resident Clam Licenses
4	Commercial Non-Resident Clam Licenses
1	Commercial Non-Resident Student Clam Licenses
10	Commercial Resident Student Clam Licenses
1	Commercial Over-60 Resident Clam Licenses
348	Day Licenses

Respectfully submitted,  
**Yolande "Tody" Justice**, Town Clerk

The Municipal Beach Report table below shows the revenues for both seasonal and daily beach passes along with boat launching fees that were collected for the fiscal year period.

<b>FISCAL 2017 SEASONAL AND DAILY BEACH PASSES</b>		
	<b>Beaches</b>	
July 2016	\$102,632.10	
August 2016	\$92,229.25	
September 2016	\$6,435.00	
Jan / May 2017	\$34,900.00	
June 2017	\$94,994.15	
<b>Totals:</b>	<b><u>\$331,190.50</u></b>	
	<b>Boat Launch Fees</b>	<b><u>\$6,655.00</u></b>
	<b>Concession Stand</b>	<b><u>\$6,200.00</u></b>
<b>Grand Total July 1, 2015, through June 30, 2016</b>		<b>\$345,074.70</b>
<b>Grand Total July 1, 2014 through June 30, 2015</b>		<b>\$304,649.28</b>
<b>Grand Total July 1, 2013 through June 30, 2014</b>		<b>\$334,069.25</b>

*The State of Maine encourages all visitors at all beaches to carry out what you carry in.*

*Scarborough has made available rubbish containers in and near the parking areas of all local beaches and recreation areas. Please take the time to use them.*

*Keeping our beaches and parks clean is a "quality of life" issue we all need to be aware of. Your cooperation on this matter is greatly appreciated.*

*The containers are emptied by the Community Services Department during the summer and winter months.*

*Report from the*

## HUMAN RESOURCES & GENERAL ASSISTANCE OFFICE

*To the Town Manager, Town Council, and Citizens of Scarborough:*



*Jaclyn Mandrake  
Human Resources/  
General Assistance Office*

The Human Resources Department is responsible for attracting and supporting a qualified workforce to provide Scarborough's residents, business community, and others with service that is professional, dependable, efficient, and economical. The Human Resources team delivers services to all full-time, part-time, and seasonal municipal employees. The Department provides leadership and direction in the areas of recruitment, employee relations, labor relations, training, payroll, compensation, benefits, retirement, risk management, employee assistance, wellness, and safety.

The Human Resources team includes Human Resources Coordinator Heidi McNinch, Senior Human Resources Coordinator Carrie Lambert, and General Assistance Coordinator René Daniel.

The Human Resources Department is committed to utilizing best practices to provide quality customer service. Specifically, the department's key objectives include:

- Maintain effective employee relations and a productive work environment, characterized by open communication, fairness, personal accountability, trust, and mutual respect. Provide guidance in the area of performance management.
- Develop and maintain the Town's personnel policies and procedures. Ensure compliance with applicable state and federal regulations. Develop and uphold sound and ethical human resources practices.
- Administer payroll processes accurately and fairly and in compliance with all federal, state, and contractual obligations. Strategically manage employee benefits programs. Oversee the Town's Employee Assistance Program. Manage and maintain all employee personnel records and files.
- Recruit, hire, develop, and retain a diverse, quality workforce in compliance with all laws, regulations, and contractual requirements.
- Collaborate in managing and administering the Town's safety and risk management programs. Oversee the Town's Workers' Compensation program, administer the Department of Transportation Drug and Alcohol Testing Program for employees who hold a Commercial Driver's License and perform safety-sensitive work.

This year, our team's significant projects and accomplishments included:

- Continued participation diversity initiatives. As an employer participant in the Maine Hire-a-Vet Campaign, the Human Resources team is committed to considering military education, training and experience as well as traditional degrees and education, as appropriate. The Human Resources Department also continued as a member of the Diversity Hiring Coalition, and participated in diversity training opportunities such as "Intercultural Competency, Maine, and the Workplace," and "HR and the Aging Workforce." Additionally, the Human Resources Department facilitated a Town-wide Intergenerational Communications training for all staff, facilitated by Craig Freshly of Good Group Decisions.



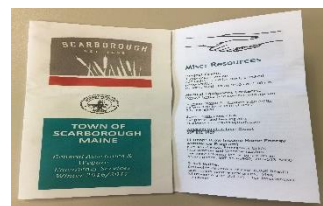
**Human Resources Report Continued:**

- Initiated and supported efforts to keep our employees and our workplace safe. The Town's participation in various safety and wellness initiatives resulted in significant savings. Safety programs and effective claims management yielded a \$17,581 dividend from the Maine Municipal Association (MMA) in calendar year 2016. MMA also applied an 8% credit of \$33,626 to the Town's Workers' Compensation in 2016. The total value of our benefits in 2016 was \$57,703. A tremendous increase from where we started in 2012 at \$21,601. Additionally, the Town enjoyed a two-year renewal of the Safety and Health Award for Public Employees (SHAPE). The SHAPE award recognizes public sector employers who maintain an exemplary safety and health management system and distinguishes the Town as a model for workplace safety and health. Upon receiving SHAPE recognition, the Town's worksites are exempt from programmed inspections.



- Coordinated the 2017 Employee Appreciation and Recognition Party with a "Go Team" theme at the Sea Dogs' Hadlock Field. We celebrated years-of-service milestones celebrating employees' dedicated service with the Town of Scarborough – 28 employees celebrated 10 to 40 years of service!
- Drive Employee Performance: Continue to utilize and improve the Town's new performance evaluation software tools to record employee performance and feedback year round, capture in-the-moment coaching tips, and recognition from managers and peers. This year employees focus on SMART goals: Specific, Measurable, Achievable, Results-focused, and Timely.
- Collaboration with General Assistance & Welfare and community partners to create an informational brochure providing residents in need with a summary of relevant and up-to-date information on local organizations that may be able to help with basic needs such as shelter and/or food.

The Town of Scarborough's General Assistance (GA) Program is a state-mandated, municipally administered financial assistance program. It was designed to be a program of "last resort" for residents who are unable to provide for their basic needs. The GA office is located in the Scarborough Town Hall, 259 U.S. Route 1. It is overseen by the Human Resources Director and is staffed by René Daniel, GA Coordinator, with assistance and support from Heidi McNinch, Human Resources Coordinator.

**General Assistance**

Assistance is available for basic necessities, as defined by local ordinance and state statutes. Eligible applicants are assisted through payments made to specific vendors. Administrative costs of the program are paid for through tax dollars. The State reimburses the Town for 70% of the cost of GA benefits paid for residents. In FY 2017 \$15,645.80 was issued to eligible recipients prior to reimbursement.

**Human Resources Report Continued:****General Assistance**

Under the GA Ordinance, applicants must provide verification of their income and expenses, residence, and—if unable to work—medical documentation substantiating their work limitations. Applicants are required to seek work if they are physically able, and/or to apply for assistance through other state and federal programs that may be available to them. A determination of eligibility is made for a 30-day period based on anticipated earnings. Individuals and families who do not qualify for financial assistance are referred to local resources appropriate to their need(s), such as local food pantries, Visiting Nurses Association, Mercy Hospital, Project Grace, LIHEAP, local churches, Lion's Club, Knights of Columbus, and DHHS.

Additionally, for the 6<sup>th</sup> consecutive year, the Town received a letter of acknowledgement and certification that the GA Program passed the DHHS audit and is in compliance with all state statutes and policy.

Our GA Coordinator is on call around the clock and holds regular office hours once a week. Appointments may be scheduled by calling: (207) 450-5621.

Thank you for the opportunity to serve the Town.

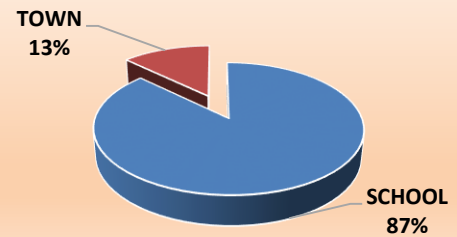
*Respectfully submitted,*  
**Jaclyn Mandrake**  
*Director of Human Resources*

Type	Interviews	Cases	Outside Services	Benefit Provided
Housing	130	23	154	\$13,627.22
Emergency Housing	27	0	37	\$0
Heating	12	2	29	\$381.70
Electric (non-heating)	27	1	33	\$69.26
Propane (non-heating)	0	0	12	\$0
Food	0	0	12	\$0
Prescriptions	5	1	10	\$65.12
Medical Services	2	1	17	\$0
Dental Services	0	0	8	\$0
Burials & Cremation	4	2	18	\$1,570.00
Diapers & Baby Supplies	0	0	18	\$0
Household & Personal	0	0	18	\$0
All Other Needs	0	0	31	\$0
Client Payback				-67.50
	207	30	397	\$15,645.80

*Report from the***INFORMATION SYSTEMS***To the Town Manager, Town Council, and Citizens of Scarborough:*

Jennifer Lim  
Information Systems Director

It is my pleasure to present this report on behalf of the Technology & Information Service Department. The Scarborough IT Department is a shared services model facilitating and maintaining the technology needs of both the Town and School District. We currently have eight full-time employees who service 3,000 students and nearly 1,300 active employees and volunteers throughout 17 locations. Town-wide, our team supports over 6,500 devices including 450 PCs, 200 mobile units, 4,300 laptops and several hundred projectors and interactive devices.

**DIVISION OF HELP-DESK TICKETS  
(approximate one year period)**


In addition to end-user technology, the IT Department also manages a complex infrastructure of fiber and wireless networks and the telecommunication system. Between the School and Town, our staff maintains at least 50 critical applications both internally hosted and cloud based, as well as the Town and School department public web sites and intranet and a variety of other social media outlets.

Routine department tasks include managing the shared services help desk, imaging and deploying devices, cyclical replacement and upgrading of hardware and software, implementation and maintenance of town-wide A/V systems, the build and maintenance of Town and School intranets, websites and other social media channels, and developing/coordinating the delivery of technical training and documentation. The department is also responsible for a volume of special projects as defined by both Town and School departments.

Our progress highlights for the FY 2016-2017 include:

- Successfully deployed 1:1 technology at the K2s, including device purchase, configuration, distribution, training and technical integration.
- Redeployed existing K2 laptop and desktop devices to other phase levels and departments as needed.
- Upgraded core switch with (2) 10GB interface cards to eliminate single-point-of-failure and increase redundancy, speed and reliability.
- Replaced wireless infrastructure at the Middle School.
- Deployed Windows 10 district-wide.
- Conducted requirements definition sessions and initial scope for Middle School technical refresh and Maine Learning Technology Initiative business process changes.
- Completed School district migration from Huddle to GSuite.
- Facilitated implementation of new HR online performance evaluation system.
- Facilitated online MEA testing.
- Completed deployment of Citrix solution for Old Orchard Beach Dispatch IMC connectivity.

***Information Systems Report Continued***

- Facilitated implementation of SeeClickFix for vehicle maintenance work orders to Public Works from other towns.
- Continued scope of work for migrating Town staff to cloud-based email resources. Facilitated Google pilot with various departments.
- Completed transition to System Center for software deployments.
- Completed Disaster Recovery Plan draft.
- Completed cart replacement at the Middle School.
- Completed physical reconfiguration of the IT Department.
- Scoped building camera connectivity and video accessibility.
- Began implementation for Scarborough FixIT

As we head into what promises to be another busy and productive year, I would like to thank the Town Manager, Superintendent, Town Council and School Board for their support. Additionally, I would also like to thank all of the Department Heads and Town and School staff who have helped to make the past year so successful. Lastly, thank you to the Technology & Information Services staff for their hard work, diligence, time and dedication – your efforts are truly appreciated.

*Respectfully submitted,*

***Jennifer Lim***

*Technology & Information Services Director*



*Photography by Town Staff*

*Report from the***FINANCE DEPARTMENT*****To the Town Manager, Town Council, and Citizens of Scarborough:***

Ruth D. Porter  
Finance Director

It is with great pleasure that I submit the annual report on behalf of the Finance Department for the Fiscal Year 2016-2017.

The Finance Department manages the revenue collections and expenditure payments for all the departments of the Town. A good analogy is to think of the Finance Department as the heart of the operation where a piece of every aspect of the Town's functions run through it. The Finance Department accomplishes these needs by efficient processing procedures, strong internal controls, new technology, and citizen expectations. In addition, quantifying revenues and costs accurately allows the Town Manager and Department Heads to track assets and costs for both operational and management purposes.

**Finance Department Oversees:**

Accounting  
Auditing  
Budgeting  
Cash management  
Capital planning  
Debt Administration  
Investing

The Finance Department is responsible for the accounting of all financial transactions for the Town of Scarborough, including the School Department. The Finance Department strives to manage the finances of the Town in a prudent, efficient and transparent manner to assure all interested parties, that those public resources are conscientiously received, safeguarded, invested, accounted for and disbursed. Our goal is to provide valuable insight into the financial workings of the Town. The Finance Department oversees the managing and reporting of the accounting functions of general ledger, budget management, accounts receivable, accounts payable, and cash disbursements. Other functions of the department also include cash management, investments, and tax collection. Our department works to reduce liabilities and risks in order to protect the financial and personal interests of the residents, taxpayers, employees, investors and visitors of Scarborough. Additionally, the Finance staff prepares financial statements that report the financial condition of the Town of Scarborough.

The Finance Department is comprised of the following offices and describes the related responsibilities:

- **Accounting:** Includes accounts payable, treasury management, financial software implementation and oversight, investments, risk assessment, accounts receivable, budget preparation, debt management, infrastructure reporting, federal, state reporting and financial reporting.
- **Tax and Revenues:** Includes servicing customers, property tax billing, collecting and processing, special assessment billing and collecting, general and rescue revenue billing and collecting, registering all vehicle types, hunting and fishing licenses, beach parking permits, boat launch permits, parking tickets, snowmobile and ATV and watercraft registrations along with various other revenue collection services. Additionally, the Revenue Office is an Agent for the State of Maine. As such, they collect fees on behalf of the State of Maine. The Excise Agent and the Inland Fishery and Wildlife Agent for the Town prepares reports for the State both weekly and monthly.

---

**Finance Department Report Continued:**

Excerpts of the June 30, 2017 Comprehensive Annual Financial Report (CAFR) are highlighted on the following pages. The Town of Scarborough's financial report was audited by the firm of Macpage, LLC located at 30 Long Creek Drive, South Portland, Maine 04106.

For a complete analysis of Town's financial position, the CARF may be found on the Town's web site at <http://www.scarboroughmaine.org/acct/documents/cafr2017.pdf>.

Finance staff worked diligently in coordination with the Town Manager, the Town's Financial Advisor, Joseph Cuetara from Moors and Cabot, Boston, MA and Bond Counsel, Bernstein, Shur, Sawyer & Nelson, Portland ME in preparing and issuing a \$2,755,000 bond issue. Both Moody's Investor Services and Standard and Poor's (S&P) assigned ratings on these bonds. Moody's assigned their Aa3 rating to this bond and re-affirmed the Aa3 rating for all of Scarborough's outstanding debt with stable outlook to this bond issue and for all of the Town's outstanding debt. S&P assigned their AA+ rating and re-affirmed the Town's AA+ rating. Both bond rating documents can be found at <http://www.scarboroughmaine.org/departments/finance/accounting/>

The \$ 2,755,000 bond proceeds plus premium will be used to fund:

- \$ 1,152,493 Municipal Projects
- \$ 495,631 Municipal Equipment
- \$ 606,969 School Projects
- \$ 499,907 School Equipment

The Governmental Accounting Standards Board (GASB) is the governing body for State and local governments and promulgates rules and regulations for the financial reporting and accounting of municipalities across the country.

The Town of Scarborough's Finance Department was awarded the prestigious *Certificate of Achievement for Excellence in Financial Reporting* for the Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2016 from the Government Finance Officers Association of the United States and Canada. This is the twelfth consecutive year that the Town of Scarborough has submitted and achieved this outstanding award. A Certificate of Achievement is valid for a period of one year only. We believe that our fiscal year ending June 30, 2017 comprehensive annual report will continue to meet the Certificate of Achievement Program's requirements and we are submitting it to the GFOA to determine its eligibility for this certificate.

The Finance Department negotiated a credit card convenience fee rate reduction for our citizens. The Town offers citizens the option to use debit and/or credit cards for payment of services. When citizens use a debit or credit card to pay for services available at the town hall offices, they are assessed a convenience fee that is passed directly to the credit card vendor. In the prior year, the vendor convenience fee increased from 2.45% to 2.65 (or a minimum of \$3.00). The Town of Scarborough Finance Director was able to renegotiate the convenience fee with our vendor down to **2.49%** (or a minimum of \$3.00) effective in fiscal year 2018 starting on October 12017. This will apply to both those using charge cards in the building and also at the parking meter.

The department's continuous goals are:

- Manage all financial functions of the Town and provide valuable insight to the various departments, Town Manager, Finance Committee, Town Council and citizens of Scarborough

**Finance Department Report Continued:**

- Friendly, high quality customer services for residents, non-residents, departments and vendors, incorporating cross training of staff to help meet this goal;
- Expand electronic green (paperless) services;
- Create and/or update operational policies and procedural manuals;
- Expand transparency efforts with improved online financial reporting capabilities.
- Implementation of the new Federal Register Uniform Administrative Requirements for all federal grants awarded to the Town.
- Work with the Town Manager's staff improving the recently adopted budget format. Additionally, we prepared all of the graph data for the 2017 budget document.

The Finance Department works in tandem with the Purchasing Office. We work closely with the Town Finance Committee, the Town Manager and all the Town Departments supporting their accounting and budgeting needs as well as assisting in the gathering of benchmarking data. The Finance Accounting Office works with Human Resource and School Departments supporting their Federal and State reporting needs, including the requirements associated with the Affordable Care Act. This year we also assisted HR in the hiring process for the Assist Town Manager. Another change implemented this year was the hiring of two part time revenue clerks to replace a retiring full time position. This change was made in order to provide a higher quality of customer service to the citizens of Scarborough.

I would like to thank the Town Council, Finance Committee and Town Manager, Tom Hall, for all of their guidance and insight.

I am very appreciative and would like to thank all of my staff for their sacrifice, dedication and hard work in all the fascinating sides to the Finance Department, from the back office work to serving you, our customers. We have an amazing team and it is a pleasure to work with each of them to provide quality and friendly customer service to all who come to our offices. I applaud their dedication with helping Scarborough become a great place to live and prosper.

*Respectfully submitted,*  
**Ruth D. Porter, Finance Director**

### AUDIT FOR YEAR ENDING JUNE 30, 2017

The schedules on the following pages have been extracted from the financial statements of the Town of Scarborough, Maine, a complete copy of which is available for inspection at the Town Office. The schedules included herein are:

- |              |  |
|--------------|--|
| Statement 1: | Statement of Net Position  |
| Statement 3: | Balance Sheet - Governmental Funds   |
| Statement 4: | Statement of Revenues, Expenditures and Changes in Fund Balance - Governmental Funds               |
| Exhibit A-1: | General Fund Comparative Balance Sheets  |
| Exhibit A-2: | General Fund Schedule of Revenues, Expenditures and Changes in Fund Balance - Budgetary and Actual |
| Exhibit G:   | Statement of Changes in Long-term Debt   |

**TOWN OF SCARBOROUGH, MAINE**  
**Statement of Net Position**  
**June 30, 2017**

	<b>Governmental Activities</b>	<b>Component Unit Public Library</b>
<b>ASSETS</b>		
Cash and cash equivalents	\$ 18,166,134	153,434
Investments	7,232,008	599,878
Receivables:		
Accounts, net	920,033	1,952
Intergovernmental	334,537	-
Taxes receivable	157,657	-
Tax liens	778,838	-
Tax acquired property	7,231	-
Inventory	48,652	1,230
Notes receivable	1,221,755	-
Capital assets, not being depreciated	10,292,708	-
Capital assets, net	137,007,116	767,235
Total Assets	176,166,669	1,523,729
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Deferred charge on refunding	2,197,594	-
Deferred pension items	5,800,872	-
Total deferred outflows of resources	7,998,466	-
<b>LIABILITIES</b>		
Accounts payable and other current liabilities	3,842,825	12,573
Accrued payroll and other related liabilities	4,709,522	50,025
Unearned revenues	58,208	-
Accrued interest	547,421	-
Noncurrent liabilities:		
Due within one year	7,273,179	-
Due in more than one year	102,636,296	-
Total Liabilities	119,067,451	62,598
<b>DEFERRED INFLOWS OF RESOURCES - PENSION</b>	2,005,865	-
<b>NET POSITION</b>		
Net investment in capital assets	61,708,817	767,235
Restricted for:		
Nonexpendable trust principal	163,568	106,784
Expendable trust - income portion	90,320	-
Town grants and projects	1,285,401	-
Education	2,343,952	-
Unrestricted	(2,500,239)	587,112
Total Net Position	\$ 63,091,819	1,461,131

*See accompanying notes to financial statements.*

## TOWN OF SCARBOROUGH, MAINE

Balance Sheet  
Governmental Funds  
June 30, 2017

	General	Haigis Parkway Assessments	Other Governmental Funds	Total Governmental Funds
<b>ASSETS</b>				
Cash and cash equivalents	\$ 17,372,662		793,472	18,166,134
Investments	645,900		6,586,108	7,232,008
Receivables:				
Accounts, net	800,919		119,114	920,033
Intergovernmental	199,023		135,514	334,537
Taxes receivable	157,657		-	157,657
Tax liens	778,838		-	778,838
Interfund loans receivable	2,666,910		554,429	3,221,339
Tax acquired property	7,231		-	7,231
Inventory	12,598		36,054	48,652
Notes receivable	-	1,221,755	-	1,221,755
<b>Total assets</b>	<b>\$ 22,641,738</b>	<b>1,221,755</b>	<b>8,224,691</b>	<b>32,088,184</b>
<b>LIABILITIES AND FUND BALANCES</b>				
Liabilities:				
Accounts payable and other current liabilities	2,704,002		1,138,823	3,842,825
Accrued payroll and other related liabilities	4,709,522		-	4,709,522
Accrued compensated absences	99,129		-	99,129
Interfund loans payable	-	2,958,308	263,031	3,221,339
Unearned revenues	58,208	-	-	58,208
<b>Total liabilities</b>	<b>7,570,861</b>	<b>2,958,308</b>	<b>1,401,854</b>	<b>11,931,023</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Unavailable revenue-property taxes	786,089		-	786,089
<b>Total deferred inflows of resources</b>	<b>786,089</b>	<b>-</b>	<b>-</b>	<b>786,089</b>
Fund balances:				
Nonspendable Permanent Fund Principal			163,568	163,568
Nonspendable Inventory	12,598		36,054	48,652
Restricted for Town	2,958,307		1,375,721	4,334,028
Restricted for Education	241,488		11,221	252,709
Committed - General Fund	400,241		-	400,241
Committed - Education	-		403,525	403,525
Committed - Special Revenues	-		4,842,211	4,842,211
Assigned - General Fund	1,676,064		-	1,676,064
Assigned - Education	2,102,464		-	2,102,464
Unassigned Town	6,893,626	(1,736,553)	(9,463)	5,147,610
<b>Total fund balances</b>	<b>14,284,788</b>	<b>(1,736,553)</b>	<b>6,822,837</b>	<b>19,371,072</b>
<b>Total liabilities, deferred inflows of resources and fund balances</b>	<b>\$ 22,641,738</b>	<b>1,221,755</b>	<b>8,224,691</b>	
Amounts reported for governmental activities in the statement of net position are different because:				
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.				147,299,824
Other long-term assets are not available to pay for current period expenditures and, therefore, are deferred in the funds.				786,089
Deferred charge on refunding is not a financial resource and, therefore, is not reported in the funds				2,197,594
Long-term liabilities, including related deferred inflows and outflows, are not due and payable in the current period and therefore, are not reported in the funds.				
Bonds payable, including issuance premiums				(96,679,838)
Accrued interest				(547,421)
Landfill liability				(405,084)
Other postemployment benefits liability				(1,899,707)
Net pension liability with related deferred inflows and outflows of resources				(4,695,080)
Accrued compensated absences				(2,335,630)
<b>Net position of governmental activities</b>				<b>\$ 63,091,819</b>

See accompanying notes to financial statements.

**TOWN OF SCARBOROUGH, MAINE**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Governmental Funds**  
**For the year ended June 30, 2017**

	General	Haigis Parkway Assessments	Other Governmental Funds	Total Governmental Funds
Revenues:				
Taxes	\$ 65,728,769	-	220,500	65,949,269
Licenses and permits	781,757	-	-	781,757
Intergovernmental	9,252,343	-	1,701,311	10,953,654
Interest earned	175,917	2,284	248,289	426,490
Donations	-	-	673,858	673,858
Sale of lots	-	-	8,390	8,390
Assessments and impact fees	-	-	2,573,583	2,573,583
Other	6,228,438	-	1,708,312	7,936,750
Total revenues	82,167,224	2,284	7,134,243	89,303,751
Expenditures:				
Current:				
General government	5,290,189	-	-	5,290,189
Public services	4,852,147	-	-	4,852,147
Public safety	10,845,773	-	-	10,845,773
Public works	6,529,061	-	-	6,529,061
Education	48,091,286	-	2,705,670	50,796,956
County tax	2,568,852	-	-	2,568,852
Debt service	4,857,655	-	-	4,857,655
Capital improvements	1,148,329	-	5,352,334	6,500,663
Other	173,207	34	2,466,868	2,640,109
Total expenditures	84,356,499	34	10,524,872	94,881,405
Excess (deficiency) of revenues over expenditures	(2,189,275)	2,250	(3,390,629)	(5,577,654)
Other financing sources (uses):				
Transfers in	2,498,932	145,692	563,077	3,207,701
Transfers out	(774,116)	(370,000)	(2,063,585)	(3,207,701)
General obligation bonds	574,270	-	2,180,730	2,755,000
Total other financing sources (uses)	2,299,086	(224,308)	680,222	2,755,000
Net change in fund balances	109,811	(222,058)	(2,710,407)	(2,822,654)
Fund balances (deficit), beginning of year, (as restated - other governmental funds)	14,174,977	(1,514,495)	9,533,244	22,193,726
<b>Fund balances (deficit), end of year</b>	<b>\$ 14,284,788</b>	<b>(1,736,553)</b>	<b>6,822,837</b>	<b>19,371,072</b>

*See accompanying notes to financial statements.*

**TOWN OF SCARBOROUGH, MAINE**  
**General Fund**  
**Comparative Balance Sheets**  
**June 30, 2017 and 2016**

	2017	2016
<b>ASSETS</b>		
Cash and cash equivalents	\$ 17,372,662	16,634,125
Investments	645,900	751,414
Receivables:		
Taxes receivable	157,657	188,545
Tax liens	778,838	866,101
Accounts receivable , net	800,919	778,066
Intergovernmental	199,023	170,666
Inventory	12,598	31,301
Interfund loans receivable	2,666,910	2,570,631
Tax acquired property	7,231	7,231
<b>Total assets</b>	<b>\$ 22,641,738</b>	<b>21,998,080</b>
<b>LIABILITIES AND FUND BALANCE</b>		
Liabilities:		
Accounts payable and other current liabilities	2,704,002	2,044,181
Accrued payroll and other related liabilities	4,709,522	4,774,805
Accrued compensated absence (current)	99,129	98,807
Unearned revenues	58,208	42,210
<b>Total liabilities</b>	<b>7,570,861</b>	<b>6,960,003</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Unavailable revenue-property taxes	786,089	863,100
<b>Total deferred inflows of resources</b>	<b>\$ 786,089</b>	<b>863,100</b>
<b>Fund balance:</b>		
Nonspendable inventory	12,598	31,301
Restricted - Town	2,958,307	2,742,860
Restricted - Education	241,488	2,223,786
Committed - Town	400,241	502,763
Assigned - Town	1,676,064	2,140,455
Assigned - School	2,102,464	426,253
Unassigned - Town	6,893,626	6,107,559
<b>Total fund balance</b>	<b>14,284,788</b>	<b>14,174,977</b>
<b>Total liabilities, deferred inflows of resources and fund balance</b>	<b>\$ 22,641,738</b>	<b>21,998,080</b>

**TOWN OF SCARBOROUGH, MAINE**  
**General Fund**  
**Schedule of Revenues, Expenditures and Changes in Fund Balance**  
**Budget and Actual (Budgetary Basis)**  
**For the year ended June 30, 2017**  
**(with comparative totals for June 30, 2016)**

			2017		Variance positive (negative)	2016 Actual
			Budget	Total Available		
	2016 carryforward					
Revenues:						
Taxes:						
Property taxes	\$ -	59,824,192	59,824,192	59,446,340	(377,852)	57,527,365
Change in deferred property tax revenue	-	-	-	77,011	77,011	(56,621)
Excise taxes	-	5,227,000	5,227,000	5,902,844	675,844	5,626,533
Cable franchise tax	-	191,317	191,317	200,984	9,667	190,592
Interest and costs on taxes	-	94,400	94,400	101,590	7,190	113,124
Total taxes	-	65,336,909	65,336,909	65,728,769	391,860	63,400,993
Licenses and permits:						
Plumbing fees	-	41,000	41,000	38,880	(2,120)	47,605
Fees and Permits	-	154,280	154,280	174,198	19,918	173,976
Building permits	-	385,000	385,000	396,157	11,157	447,687
Electrical permits	-	57,000	57,000	52,880	(4,120)	66,792
Zoning Board of Appeals	-	7,000	7,000	9,275	2,275	6,325
License plate fees	-	58,525	58,525	60,811	2,286	60,322
Subdivision fees	-	25,000	25,000	49,556	24,556	13,921
Total licenses and permits	-	727,805	727,805	781,757	53,952	816,628
Intergovernmental:						
Education state subsidies	-	3,589,147	3,589,147	3,499,284	(89,863)	4,601,471
FEMA reimbursement	-	-	-	-	-	-
Federal HIDTA revenues	-	150,000	150,000	182,434	32,434	159,132
State Revenue Sharing	-	786,994	786,994	797,303	10,309	838,395
Homestead exemption	-	544,388	544,388	544,388	-	354,367
Business equipment tax exemption	-	553,421	553,421	553,749	328	333,868
LRAP (Local Road Assistance Program)	-	325,668	325,668	317,212	(8,456)	325,668
ecomaine payment in lieu of taxes	-	71,450	71,450	71,450	-	71,450
General assistance reimbursement	-	1,500	1,500	10,952	9,452	6,386
Adult education State subsidies	-	25,000	25,000	29,306	4,306	21,244
Medicaid	-	45,000	45,000	334	(44,666)	16,716
Other Federal and State revenues - School	-	165,000	165,000	117,677	(47,323)	143,394
Other Federal and State revenues - Town	-	115,636	115,636	198,254	82,618	184,250
Total intergovernmental	-	6,373,204	6,373,204	6,322,343	(50,861)	7,056,341
Interest earned	-	15,000	15,000	175,917	160,917	84,783
Unclassified:						
School Department miscellaneous	-	311,000	311,000	284,539	(26,461)	301,333
Adult education	-	58,253	58,253	52,061	(6,192)	45,727
Community services	-	2,041,814	2,041,814	2,027,238	(14,576)	1,901,257
Insurance reimbursements	-	33,000	33,000	64,523	31,523	125,210
Public Violations	-	65,550	65,550	81,819	16,269	65,190
Special duty police/fire	-	77,000	77,000	111,003	34,003	95,601
Inspection/review fees	-	84,800	84,800	146,651	61,851	97,331
Rescue donations	-	800,000	800,000	800,000	-	747,500
Rental income	-	58,237	58,237	60,200	1,963	56,856
Sale of Town-owned property	-	102,000	102,000	161,912	59,912	149,582
Salary reimbursement	-	1,508,145	1,508,145	1,439,678	(68,467)	1,331,447
Vehicle fuel reimbursement	-	380,491	380,491	329,592	(50,899)	440,812
Vehicle maintenance reimbursement	-	527,600	527,600	556,284	28,684	577,680
Lease revenue	-	-	-	-	-	-
Miscellaneous	-	66,600	66,600	112,938	46,338	86,117
Total unclassified	-	6,114,490	6,114,490	6,228,438	113,948	6,021,643
Total revenues	-	78,567,408	78,567,408	79,237,224	669,816	77,380,388

**TOWN OF SCARBOROUGH, MAINE**  
**General Fund**  
**Schedule of Revenues, Expenditures and Changes in Fund Balance**  
**Budget and Actual (Budgetary Basis), Continued**

		2017				
	2016 carryforward	Budget	Total available	Actual	Variance positive (negative)	2016 Actual
Expenditures:						
Current:						
General government:						
Town Council	\$ -	11,573	11,573	11,573	-	11,573
Administration	487	457,839	458,326	441,171	17,155	266,782
Town Clerk	1,500	193,957	195,457	193,546	1,911	184,492
Human resources	72	291,064	291,136	280,324	10,812	278,483
Personnel benefits	-	241,915	241,915	453,937	(212,022)	265,292
Finance	5,002	370,535	375,537	366,734	8,803	336,933
Purchasing	-	-	-	-	-	65,341
Taxation/Treasury	2,711	365,678	368,389	346,979	21,410	351,061
Assessing	286	219,405	219,691	209,134	10,557	206,256
Management information systems	33,329	1,188,613	1,221,942	1,136,440	85,502	1,127,537
Planning	1,161	953,915	955,076	919,589	35,487	968,306
General government	-	102,119	102,119	105,362	(3,243)	111,704
Legal	-	105,000	105,000	179,958	(74,958)	85,177
Risk management	-	593,458	593,458	673,309	(79,851)	600,393
Public information	3,200	3,300	6,500	6,690	(190)	-
Outside agencies	-	20,500	20,500	12,500	8,000	45,376
Total general government	47,748	5,118,871	5,166,619	5,337,246	(170,627)	4,904,706
Public services:						
Library	-	1,099,898	1,099,898	1,099,898	-	1,022,538
Public health and welfare	-	29,656	29,656	31,682	(2,026)	26,398
Tax Rebates (Credit Enhancement Agree)	-	762,504	762,504	732,288	30,216	715,000
Economic Development Corporation	2,000	224,694	226,694	220,133	6,561	214,490
Community services	55,684	2,748,857	2,804,541	2,768,146	36,395	2,711,870
Total public services	57,684	4,865,609	4,923,293	4,852,147	71,146	4,690,296
Public safety:						
Fire Department	36,289	3,038,530	3,074,819	2,914,591	160,228	2,426,219
Emergency Management	7,008	38,941	45,949	41,794	4,155	37,205
Emergency Medical Services	11,288	1,779,150	1,790,438	1,859,427	(68,989)	1,937,044
Marine resources	9,581	95,888	105,469	78,390	27,079	94,173
Police Department	70,242	6,165,437	6,235,679	5,951,571	284,108	5,631,302
Total public safety	134,408	11,117,946	11,252,354	10,845,773	406,581	10,125,943
Public works:						
Public Works Department	19,716	3,079,441	3,099,157	2,934,766	164,391	3,024,849
GIS/Engineering services	-	114,488	114,488	99,841	14,647	110,875
Vehicle maintenance	-	1,714,519	1,714,519	1,635,444	79,075	1,701,268
Water charges	-	217,450	217,450	217,529	(79)	209,770
Street lighting	-	186,000	186,000	188,598	(2,598)	183,816
Traffic signals	-	112,585	112,585	93,291	19,294	105,239
Cemetery care	-	18,700	18,700	17,116	1,584	17,128
Memorials	-	8,007	8,007	8,013	(6)	8,046
Shade trees	-	6,000	6,000	1,685	4,315	3,675
Solid waste program	-	1,297,951	1,297,951	1,332,778	(34,827)	1,312,943
Total public works	19,716	6,755,141	6,774,857	6,529,061	245,796	6,677,609
Education:						
Adult education	-	182,805	182,805	187,523	(4,718)	178,868
Regular instruction	-	26,854,833	26,854,833	26,456,084	398,749	25,050,826
Improvement of instruction	-	993,479	993,479	926,246	67,233	852,059
Special services	1,113	3,894,497	3,895,610	3,846,403	49,207	3,542,388
General & special administration	-	232,239	232,239	235,012	(2,773)	220,590
Board of education	-	33,323	33,323	28,956	4,367	31,370
Office of the superintendent	-	666,197	666,197	670,300	(4,103)	653,975
Business administration	-	2,017,409	2,017,409	2,013,051	4,358	1,896,014
Transportation	-	1,547,918	1,547,918	1,484,812	63,106	1,466,792
Operation and maintenance of plant	-	3,828,539	3,828,539	3,552,268	276,271	3,585,282
Debt service	-	5,761,633	5,761,633	5,760,631	1,002	3,740,323
Total education	1,113	46,012,872	46,013,985	45,161,286	852,699	41,218,487

**TOWN OF SCARBOROUGH, MAINE**  
**General Fund**  
**Schedule of Revenues, Expenditures and Changes in Fund Balance**  
**Budget and Actual (Budgetary Basis), Continued**

	2017				Variance positive (negative)	2016 Actual
	2016 carryforward	Budget	Total available	Actual		
Expenditures, continued:						
Current, continued:						
County tax	\$ -	2,568,852	2,568,852	2,568,852	-	2,493,342
Debt service (excluding education):						
Principal	-	3,574,667	3,574,667	3,574,135	532	3,556,499
Interest and other costs	-	1,265,829	1,265,829	1,283,520	(17,691)	1,367,399
Total debt service	-	4,840,496	4,840,496	4,857,655	(17,159)	4,923,898
Capital improvements	173,404	1,148,470	1,321,874	1,148,329	173,545	1,037,678
Total expenditures	434,073	82,428,257	82,862,330	81,300,349	1,561,981	76,071,959
Excess (deficiency) of revenues over expenditures	(434,073)	(3,860,849)	(4,294,922)	(2,063,125)	2,231,797	1,308,429
Other financing sources (uses):						
Transfers in	-	2,524,007	2,524,007	2,498,932	(25,075)	876,717
Transfers out	-	(170,692)	(170,692)	(774,116)	(603,424)	(295,839)
General obligation bonds	-	526,500	526,500	574,270	47,770	596,556
Refunding bond issued	-	-	-	-	-	3,785,000
Premium received on refunded bonds, net of issuance costs	-	-	-	-	-	187,329
Premium received on issued bonds, net of issuance costs	-	-	-	-	-	33,183
Payment to refunding bond escrow agent	-	-	-	-	-	(3,972,329)
Overlay	-	(173,207)	(173,207)	(173,207)	-	-
Total other financing sources (uses)	-	2,706,608	2,706,608	2,125,879	(580,729)	1,210,617
Net change in fund balances - budgetary basis	(434,073)	(1,154,241)	(1,588,314)	62,754	1,651,068	2,519,046
Utilization of prior year surplus and carrying balances	434,073	1,154,241	1,588,314	-	(1,588,314)	-
Total Utilization of Fund Balance and Carry forwards	-	-	-	62,754	62,754	2,519,046
Reconciliation to GAAP basis:						
Change in current portion of accrued compensated absences				47,057		(46,647)
Fund balances, beginning of year				14,174,977		11,702,578
<b>Fund balances, end of year</b>				<b>14,284,788</b>		<b>14,174,977</b>

**TOWN OF SCARBOROUGH, MAINE**  
**Statement of Changes in Long-term Debt**  
**For the year ended June 30, 2017**

	Interest rate	Final maturity date	Annual principal payments	Balance beginning of year	Current Year		Balance end of year
					Issued	Retired	
<u>General Obligation Bonds</u>							
1997 Capital Improvements	5.60%	2017	110,000 to 2017	110,000		110,000	-
2006 Capital Improvements	4.00%		185,000 in 2017	185,000	-	185,000	-
2007 Capital Improvements	4.00%	2023	225,000 to 2017	225,000	-	225,000	-
2008 Capital Improvements	3.25%	2028	570,000 to 2017				
	3.35%		575,000 in 2018	1,145,000	-	570,000	575,000
2009 Capital Improvements	Varies	2029	310,000 to 2019	930,000	-	310,000	620,000
2009 Bond Refunding	3.00%	2020	185,000 to 2019				
	3.00%		115,000 in 2020	670,000	-	185,000	485,000
2010 Capital Improvements	Varies	2031	345,000 to 2021				
	Varies		280,000 to 2026				
	4.00%		100,000 to 2031	3,625,000	-	345,000	3,280,000
2011 Capital Improvements	2.00%	2031	360,000 to 2018				
	Varies		355,000 to 2021				
	Varies		115,000 to 2026				
	Varies		110,000 to 2031	2,910,000	-	360,000	2,550,000
2012 Capital Improvements	4.00%	2042	1,690,000 in 2017				
	4.00%		2,400,000 in 2018				
	4.00%		2,825,000 in 2019				
	4.00%		3,210,000 in 2020				
	5.00%		3,475,000 in 2021				
	3.00%		3,685,000 in 2022				
	3.00%		3,520,000 in 2023				
	4.00%		2,170,000 in 2024				
	4.00%		1,870,000 in 2025				
	4.00%		1,585,000 in 2026				
	4.00%		1,335,000 in 2027				
	4.00%		1,310,000 in 2028				
	4.00%		1,330,000 in 2029				
	4.00%		1,355,000 in 2030				
	4.00%		1,775,000 in 2031				
	4.00%		1,815,000 in 2032				
	4.00%		1,800,000 in 2033				
	Varies		685,000 to 2042	43,315,000	-	1,690,000	41,625,000
2013 Capital Improvements	3.00%	2043	\$ 1,145,000 in 2017				
	3.00%		915,000 in 2018				
	3.00%		765,000 in 2019				
	4.00%		770,000 in 2020				
	Varies		765,000 to 2023				
	5.00%		715,000 in 2024				
	4.00%		720,000 in 2025				
	5.00%		1,045,000 in 2026				
	5.00%		1,430,000 in 2027				
	3.00%		1,465,000 in 2028				
	4.00%		1,405,000 in 2029				
	3.25%		1,435,000 in 2030				
	3.25%		1,065,000 in 2031				
	3.25%		1,075,000 in 2032				
	4.00%		1,090,000 in 2033				
	4.00%		1,525,000 in 2034				
	4.00%		1,045,000 in 2035				
	Varies		565,000 to 2043	24,425,000	-	1,145,000	23,280,000

**TOWN OF SCARBOROUGH, MAINE**  
**Statement of Changes in Long-term Debt, Continued**

	Interest rate	Final maturity date	Annual principal payments	Balance beginning of year	Current Year		Balance end of year
<u>General Obligation Bonds</u>							
2014 Capital Improvements	2.00%	2034	760,000 in 2017				
	2.00%		735,000 in 2018				
	2.00%		700,000 in 2019				
	2.00%		325,000 to 2021				
	2.00%		310,000 in 2022				
	3.00%		300,000 to 2024				
	3.00%		250,000 to 2029				
2015 Capital Improvements	4.00%	2035	50,000 to 2034	5,255,000	-	760,000	4,495,000
	3.00%		495,000 in 2017				
	4.00%		485,000 in 2018				
	4.00%		430,000 to 2020				
	Varies		335,000 to 2023				
	4.00%		320,000 to 2025				
	Varies		265,000 to 2029				
2016 Capital Improvements	3.00%	2036	245,000 in 2030				
	3.00%		165,000 in 2031				
	3.00%		160,000 to 2034				
	3.00%		150,000 in 2035	5,585,000	-	495,000	5,090,000
	2.00%		665,000 in 2017				
	2.00%		860,000 in 2018				
	2.00%		1,035,000 in 2019				
2017 Capital Improvements	2.00%	2037	785,000 in 2020				
	2.00%		780,000 in 2021				
	2.00%		465,000 in 2022				
	2.00%		435,000 in 2023				
	2.50%		430,000 in 2024				
	3.00%		395,000 to 2026				
	3.00%		340,000 in 2027				
	4.00%		335,000 in 2028				
	4.00%		165,000 in 2029				
	3.00%		65,000 to 2036	7,540,000	-	665,000	6,875,000
	Varies		360,000 to 2021				
	5.00%		295,000 in 2022				
	5.00%		190,000 in 2023				
	5.00%		185,000 to 2027				
	3.00%		55,000 to 2032				
	3.00%		35,000 to 2037	-	2,755,000	-	2,755,000
Total bonds				95,920,000	2,755,000	7,045,000	91,630,000
Total long-term debt		\$		95,920,000	2,755,000	7,045,000	91,630,000

*Report from the*

## COLLECTIONS/EXCISE TAX OFFICE

*To the Town Manager, Town Council, and Citizens of Scarborough:*



Barbara Fagnant  
Excise Agent

The Collections/Excise Department is responsible for all vehicle registrations. Our staff is here to assist you in registering your automobiles, trucks, snowmobiles, ATV's and boats, along with hunting and fishing licenses. We are also here to answer any questions you may have regarding this process. We appreciate the opportunity to be of service to the citizens of Scarborough, and I look forward to many more years of serving our community.

The Rapid Renewal allows citizens to register vehicles on-line via the internet. This program has been on a steady increase and, as the state perfected its online renewal process, we have seen accelerated growth in the area. As always, all of the staff in the Excise Office will continue to be here for you with our friendly smiles and excellent customer service.

*Respectfully submitted,*  
**Barbara Fagnant,**  
*Excise Office*

<u>2017</u>	<u>2016</u>	<u>2015</u>
<b>EXCISE TAX COLLECTED:</b>	<b>EXCISE TAX COLLECTED:</b>	<b>EXCISE TAX COLLECTED:</b>
Total Vehicle Excise.....\$5,854,688.86	Total Vehicle Excise.....\$5,596,388.92	Total Vehicle Excise.....\$5,026,361.73
Boat Excise.....\$28,924.60	Boat Excise.....\$29,260.65	Boat Excise.....\$28,594.50
<b>TOWN FEES COLLECTED:</b>	<b>TOWN FEES COLLECTED:</b>	<b>TOWN FEES COLLECTED:</b>
Automobile.....\$58,860.00	Automobile.....\$58,362.00	Automobile.....\$56,865.00
Boat.....\$1,180.00	Boat.....\$1,193.00	Boat.....\$1,199.00
Snowmobile.....\$481.00	Snowmobile.....\$459.00	Snowmobile.....\$617.00
ATV's.....\$292.00	ATV's.....\$317.00	ATV's.....\$337.00
<b>Total Revenues.....\$5,944,426.46</b>	<b>Total Revenues.....\$5,685,980.57</b>	<b>Total Revenues.....\$5,113,974.23</b>



*Photography by Town Staff*

**Report from the****TOWN ASSESSOR**

***To the Town Manager, Town Council, and Citizens of Scarborough:*** property tax.

This year, the tax rate was set at \$15.92 per thousand dollars of value based on a taxable valuation of \$3,776,362,500 for real and personal property as of April 1, 2016. This is an increase in taxable valuation of \$30,814,400 from 2015 or .82%. The 2016 total tax levy was \$61,217,501 increasing the tax rate by 43 cents from 2015.

*The total number of taxpayers* who qualified for the State of Maine Homestead Exemption in Fiscal Year 2016 was 4,569 saving each \$239.80 in property taxes. The total number of Veterans and Widows of Veterans qualifying for the Maine Veteran's Exemption was 610 resulting in a tax savings of \$95.52. In order to qualify for these exemptions taxpayers must submit application to the Assessor's Office by April 1st.

The 2016 Tax Year was the ninth year of the Town's tax reimbursement program. This year 279 applications were approved for a total refund of \$138,308. In order to qualify for the Town's reimbursement you need to be 62 years of age, a ten year resident of Scarborough, and have applied for and received reimbursement from the State program for property tax relief. All Scarborough citizens are encouraged to call or visit our office so that we can determine if you qualify for any exemption and assure that the proper forms are completed in a timely manner.

Our staff is available to all citizens for any questions you may have concerning your valuation and property tax.

*Respectfully submitted*

***Susan Russo, Acting Town Assessor***



*Photography Town Staff*

**Report from the****PURCHASING*****To the Town Manager, Town Council, and Citizens of Scarborough:***

The Town of Scarborough's Purchasing Office is responsible for procuring goods, services and construction for all Town Departments as well as administering bids and purchasing contracts. Created in 2005, the Purchasing Office collaborates with all departments to streamline the bidding and purchasing processes for the Town.

During fiscal 2017, Purchasing initiated and secured bids for 20 projects including:

- Beach Tractor for Public Works
- Loader/Backhoe for Public Works
- One 3 ½ Yard Four Wheel Drive Loader for Public Works
- One ¾ Ton Crew Cab Truck for Public Works
- One Plow Truck Cab and Chassis for Public Works
- Plow Gear and Body for Public Works
- Snow Blower attachment for PW Loader
- Four 2017 Ford Interceptors for Police Department
- Ammunition Bid for Police Department
- Procuring contract for natural gas
- Demolition Quote for Planning Department
- Field Paint Machine for Community Services
- Marine Resource Officer truck
- Human Patient Simulator for Fire Department
- Criticality & Risk Assessment of Stormwater Collection System RFQ for Public Works
- Comprehensive Plan
- Polaris Ranger for Fire Department
- Updating and tracking all Town credit cards
- Preliminary Design Services for new Public Safety Complex

Additionally as of June 30<sup>th</sup>, Purchasing is actively working on the following projects:

- Mowing and Grounds Maintenance for the Elementary Schools and Public Library
- Paving bid for Public Works
- Plow truck and gear for Public Works
- Truck and box van for Public Works and School Department
- Audio Visual Upgrades to our Community Cable TV
- Washer Extractor for Fire Department

Through the Town of Scarborough's online website, businesses can utilize both the Vendor Self-Service Web Portal at <https://scarborough.munisselfservice.com/> and our Electronic Bidding Portal at <http://www.scarboroughmaine.org/departments/finance/purchasing/>

The Vendor Self-Service is a way for businesses to track the value of goods and services the town has purchased from them and to see what invoices have been paid. Purchasing is actively working to spread the word to more vendors so this service can be utilized to its full potential. Procurement of goods and services plays a critical role in government and the Purchasing Department continues to assure fairness in the procurement process while continuing to provide the highest quality of products at the most economical price. It is our goal to reduce costs and improve processing times for purchases and create a more transparent procurement process, not only within Purchasing but with local departments and our regional neighbors.

*Respectfully submitted,*  
**Kimberly Morrison, Purchasing Specialists**

Report from the

## TAX COLLECTION OFFICE

***To the Town Manager, Town Council, and Citizens of Scarborough:***

The following is the annual report from the Scarborough Tax Collection Office for the Fiscal Year July 1, 2016, through June 30, 2017. The following pages show the uncollected real estate and personal property taxes for this same period.

***Respectfully submitted,***

***Lisa Saulle, Deputy Tax Collector / Treasurer***

Please visit the Tax Office for more information for on-line tax information visit: [www.scarborough.me.us](http://www.scarborough.me.us) and navigate to the Accounting/Collections Web pages.



*Lisa Saulle  
Deputy Tax Collector/  
Treasurer*



*Photography by Town Staff*

<b>UNCOLLECTED REAL ESTATE TAXES AS OF JUNE 30, 2017</b>
--

**2005**

West, Christina	T003-029	29 Matthews Way	\$112.89
Whitten, Donald	U025-016A	11 Bradford Lane	\$1,603.06

**2006**

West, Christina	T003-029	29 Matthews Way	\$120.81
Whitten, Donald	U025-016A	11 Bradford Lane	\$3,748.56

**2007**

Whitten, Donald	U025-016A	11 Bradford Ln	\$3,859.42
-----------------	-----------	----------------	------------

**2008**

Whitten, Donald	U025-016A	11 Bradford Ln	\$3,976.07
-----------------	-----------	----------------	------------

**2009**

Whitten, Donald	U025-016A	11 Bradford Ln	\$3,940.04
-----------------	-----------	----------------	------------

Grant, Glenn D	R029-007A	48 Grant Rd	\$2,888.24
Whitten, Donald	U025-016A	11 Bradford Ln	\$4,101.92

**2011**

Ellis, Wayne	T003-004	4 David Dr	\$46.25
Grant, Glenn D	R029-007A	48 Grant Rd	\$2,977.65
Whitten, Donald	U025-016A	11 Bradford Ln	\$4,229.41

**2012**

Beaulieu, Brian J	R018-002F	2 Red Brook Ln	\$164.53
Brown, Henry P	R022-030A	175 Beech Ridge Rd	\$4,158.31
Dow, Mary L & Willard C.	R031-023A	127 Holmes Rd	\$1,293.75
Ellis, Wayne	T003-004	4 David Dr	\$85.03
Grant, Glenn D	R029-007A	48 Grant Rd	\$3,151.03
Kitchen, Steve	T003-029	29 Matthews Way	\$136.33
Record, George	T003-020	20 Crystal Ln	\$158.25
Whitten, Donald	U025-016A	11 Bradford Ln	\$4,476.65

**2013**

Brown, Henry P	R022-030A	175 Beech Ridge Rd	\$4,529.92
Dow, Willard C	R031-023A	127 Holmes Rd	\$1,394.63
Ellis, Wayne	T003-004	4 David Dr	\$100.23
Grant, Glenn D	R029-007A	48 Grant Rd	\$3,383.56
Kitchen, Steve	T003-029	29 Matthews Way	\$155.18
Record, George Estate Of	T003-020	20 Crystal Ln	\$303.23
Wright, Hayward & Dorothy	U043-075	11 Black Point Rd	\$21.43

**2014**

Allen, Melissa C	U025-032	23 Ocean View Rd	\$2,664.42
Bongiovanni, Robert	T003-013	13 Crystal Ln	\$78.13
Brown, Henry P	R022-030A	175 Beech Ridge Rd	\$4,629.42
Clapp, Cindy	T003-015	15 Crystal Ln	\$144.86
Douglas, Paul W	R012-005	0 Beech Ridge Rd	\$1,021.80
Dow, Willard C	R031-023A	127 Holmes Rd	\$1,380.24
Ellis, Wayne	T003-004	4 David Dr	\$101.17
Grant, Glenn D	R029-007A	48 Grant Rd	\$3,457.57
Kitchen, Steve	T003-029	29 Matthews Way	\$157.35
Record, Karen	T003-020	20 Crystal Ln	\$308.70
Wentworth, Patricia G	U006-066	154 Highland Ave	\$3,864.82
Wright, Hayward & Dorothy	U043-075	11 Black Point Rd	\$2,321.60

<b>UNCOLLECTED REAL ESTATE TAXES AS OF JUNE 30, 2017</b>
--

<b>2015</b>			
90a Payne Road Llc	R052-004A	289 Payne Rd	\$1,767.04
Allen, Melissa C	U025-032	23 Ocean View Rd	\$3,506.33
Ames, Joan E	T003-019	19 Crystal Ln	\$383.97
Block, Ann K	U004-136	22 Powderhorn Dr	\$1,628.88
Bongiovanni, Robert	T003-013	13 Crystal Ln	\$331.14
Bowser, Neil R	R001-009A	10 Burnham Rd	\$4,180.08
Brown, Henry P	R022-030A	175 Beech Ridge Rd	\$4,906.67
Brown, Mitchell James	R098-023D	16 Ivory Hill Ln	\$3,136.58
** Clough, Geraldine F	R050-002	42 Two Rod Rd	\$674.40
Cloutier, John	R099-023A	100 Spurwink Rd	\$6,940.77
Colpritt, Daniel D	R053-002A	343 Payne Rd	\$3,317.48
Davis, Robert & Barbara	T003-010	10 David Dr	\$263.93
Dill, Randall G Sr	R018-029	359 Gorham Rd	\$1,920.75
Douglas, Paul W	R012-005	0 Beech Ridge Rd	\$1,046.52
Dow, Willard C	R031-023A	127 Holmes Rd	\$1,459.42
Ellis, Wayne	T003-004	4 David Dr	\$102.29
Gilman Real Estate Mgmt	U039-049	341 Us Route 1	\$5,074.72
Ginn, Clifford M	R102-010A	62 Marion Jordan Rd	\$55,299.83
Grant, Glenn D	R029-007A	48 Grant Rd	\$3,544.73
Huntington, Steven E	R048-006C	6 Sargent Rd	\$6,105.37
** Johnson, Evelyn P	R060-133	12 Juneberry Ln	\$4,937.08
Kitchen, Steve	T003-029	29 Matthews Way	\$159.91
Leighton Farms Llc	R057-001B	47 Elmwood Ave	\$105.49
** Leighton Farms Llc	R057-1B14	25 Owens Way	\$1,566.66
** Luja, Bennett E Jr	U054-2970	14 Jameco Mill Rd	\$176.09
Lyon, John K	U024-051	269 Pine Point Rd	\$2,734.96
Mack, Louis Co Inc	R036-010	122 Running Hill Rd	\$3,568.75
Mack, Louis Co Inc	R036-010A	118 Running Hill Rd	\$2,558.90
Maietta Enterprises Inc	R078-048	158 Pleasant Hill Rd	\$19,130.96
Maietta Enterprises Inc	R078-050A	150 Pleasant Hill Rd	\$3,125.43
Marquis, Julie	U042-015	27 Imperial Ln	\$2,773.43
Mccormick, Kevin	U048-060	2 Park Ave	\$2,942.99
** Mcdougall, Joan B	R102-024	41 Kirkwood Rd	\$487.64
Mcnally, Matthew A	U016-058	9 Thomas Dr	\$5,330.78
Milliken, Iola M	R023-014B	22 Mitchell Hill Rd	\$3,607.15
Montgomery, John	T003-008	8 David Dr	\$124.64
Nappi, Joseph S	R032-006	162 Two Rod Rd	\$3,158.13
Obrien, Joseph T	R078-032	15 Pond View Dr	\$3,828.00
Obrien, Lois	U025-002	212 Pine Point Rd	\$3,578.81
Pendergast, James	U021-050	9 Pillsbury Dr	\$11,917.57
Piner, Marianne	T002-407	407 Topaz Dr	\$388.76
Quimby, Janis	R078-015	120 Pleasant Hill Rd	\$3,063.02
Record, Karen	T003-020	20 Crystal Ln	\$315.14
Shinde, Vivek	R059-210	27 Sawgrass Dr	\$76.25
** Skillings, Terry & Doris	U002-169	55 Greenwood Ave	\$6,951.97
Star Homes Inc	U047-045	0 Elmwood Ave	\$696.04
Stuart, Randall	U031-016	9 Charles Cir	\$1,416.76
Tassie, Karen A	U011-1215	30 Horseshoe Dr	\$3,050.80
Thayer Development Llc	R023-001A	138 Beech Ridge Rd	\$2,851.77
Thayer Development Llc	R023-001B	6 Provident Dr	\$222.32
Thrall, William Jr	R083-024	128 Winnocks Neck Rd	\$1,411.41
Tibbetts, Richard E	R055-020	63 Mussey Rd	\$3,343.09
Tlac Motors	R063-3005	3 Southgate Rd Unit 5	\$2,782.96
Tripp, Glenn	T002-218	218 Emerald Dr	\$214.00
Turner, Gregory P & Deborah R	U026-057B	5 Turners Way	\$5,141.92
Warren Development	R031-004	0 Holmes Rd	\$1,805.11

<b>UNCOLLECTED REAL ESTATE TAXES AS OF JUNE 30, 2017</b>
--

<b>2015 Continued</b>			
Wentworth, Patricia G	U006-066	154 Highland Ave	\$3,962.43
Williams, Paul E	R008-013A	259 Broadturn Rd	\$1,778.38
Williams, Stephanie	R041-017	41 Beech Ridge Rd	\$2,186.00
Wright, Hayward & Dorothy	U043-075	11 Black Point Rd	\$2,379.66
<b>2016</b>			
3 Southgate Drive #8 Llc	R063-3008	3 Southgate Rd Unit 8	\$1,429.07
90a Payne Road Llc	R052-004A	289 Payne Rd	\$3,626.18
Allen, Melissa C	U025-032	23 Ocean View Rd	\$3,524.08
Ames, Joan E	T003-019	19 Crystal Ln	\$166.25
** Ballantyne Development Llc	R073-031	31 Reflection Sq	\$978.71
** Bdhp Llc	U037-018	4 Royal Ridge Rd	\$6,178.73
Benedict, Claire	R004-023	121 Burnham Rd	\$4,136.69
Block, Ann K	U004-136	22 Powderhorn Dr	\$5,936.65
Bongiovanni, Robert	T003-013	13 Crystal Ln	\$339.16
** Boston And Maine	R078-001	0 Pleasant Hill Rd	\$198.04
Bowser, Neil R	R001-009A	10 Burnham Rd	\$4,299.72
Brown, Henry P	R022-030A	175 Beech Ridge Rd	\$5,047.38
Brown, Mitchell James	R098-023D	16 Ivory Hill Ln	\$6,402.70
Cange, Suzanne M	U024-001B	272 Pine Point Rd	\$5,774.63
Carrigan, Timothy J	U026-020	20 Jasper St	\$3,384.11
** Chamberlain, Matthew G	U022-1232	9 East Grand Ave #12	\$1,278.04
Chambers, John H	R074-009	86 Black Point Rd	\$1,987.61
Chau, Sulan	U035-016	561 Us Route 1	\$62.51
Childs, Richard	T003-002	2 David Dr	\$184.36
Chin, Jing Ngee & Chin, Chun Oi	U043-017	38 Black Point Rd	\$1,837.53
** Clark, Randall P	R010-011D	1 Elk Crest Ln	\$1,226.79
Clark, Sharon L	R005-015A	60 Burnham Rd	\$5,030.91
Clough, Geraldine F	R050-002	42 Two Rod Rd	\$4,116.93
Cloutier, John	R099-023A	100 Spurwink Rd	\$7,140.46
Colpritt, Daniel D	R053-002A	343 Payne Rd	\$3,412.09
Cormier, Keri A	R044-007	130 Broadturn Rd	\$973.77
Cummings, Robert A	R088-005	24 Snow Canning Rd	\$666.96
Curtis, Robert James	R036-008	112 Running Hill Rd	\$1,800.17
Davis, Robert & Barbara	T003-010	10 David Dr	\$187.66
Deane, Charles E	R006-011	1 Labrador Ln	\$40.91
Deering, Emmy O	U013-004A	40 Clay Pits Rd	\$2,299.49
Deering, Gary M	U013-004	42 Clay Pits Rd	\$2,503.76
Dickinson, John B	R022-019A	174 Beech Ridge Rd	\$8,591.29
Dill, Randall G Sr	R018-029	359 Gorham Rd	\$1,969.50
Dimick, Robert E & Joyce A	U001-013	0 Greenwood Ave	\$596.06
** Dolphin Development Llc	U045-001	0 Little Dolphin Dr	\$2,573.23
** Dolphin Development Llc	U045-004A	0 Little Dolphin Dr	\$2,535.05
Douglas, Paul W	R012-005	0 Beech Ridge Rd	\$1,075.29
Dow, Willard C	R031-023A	127 Holmes Rd	\$1,500.16
** Fenton, William	R092-025	18 Clearwater Dr	\$8,955.24
Foley, Charles T & Joan P	U031-052	24 Broadturn Rd	\$47.82
Foster, Robert J	R099-041	316 Pleasant Hill Rd	\$3,282.75
Foster, Robert John	R099-040	312 Pleasant Hill Rd	\$3,346.11
Future Visions Realty Llc	U039-044	370 Us Route 1	\$3,249.64

<b>UNCOLLECTED REAL ESTATE TAXES AS OF JUNE 30, 2017</b>
--

<b>2016 Continued</b>			
Gilliam, Jeffrey	T003-018	18 Crystal Ln	\$149.78
Gilman Real Estate Mgmt	U039-049	341 Us Route 1	\$5,220.29
Ginn, Clifford M	R102-010A	62 Marion Jordan Rd	\$56,901.94
** Gorham, Mario	R078-017	8 Pond View Dr	\$1,987.75
Graeff, Clayton P	R081-004E	7 Canterbury Ln	\$2,363.08
Grant, Glenn D	R029-007A	48 Grant Rd	\$3,563.61
Gray, Christopher R	U026-047	243 Pine Point Rd	\$1,629.12
Grover, Charles I	R027-010	72 Ash Swamp Rd	\$1,024.87
Hall, Colleen L	U014-020	5 Stone Rd	\$6,151.15
Hayes, Michael P	U046-1204	4 Clearview Dr	\$1,443.69
Horr, Dorothy M	R020-008	83 Holmes Rd	\$2,053.49
Huntington, Steven E	R048-006C	6 Sargent Rd	\$6,198.49
Jodake Llc	U028-005	14 Eagles Nest Dr	\$1,848.89
** Johnson, Evelyn P Estate Of	R060-133	12 Juneberry Ln	\$4,996.33
** Kimball, Amanda B	U025-039	9 Ocean View Rd	\$63.20
Legere, Raymond P & Jane H	R032-001A	140 Two Rod Rd	\$1,002.79
** Leighton Farm Llc	R057-1B99	10 Leighton Farm Rd	\$1,124.70
** Leighton Farm Llc	R057-1B33	15 Leighton Farm Rd	\$517.02
Leighton Farm Llc	R057-1B34	17 Leighton Farm Rd	\$526.90
Leighton Farm Llc	R057-1B35	21 Leighton Farm Rd	\$566.42
Leighton Farm Llc	R057-1B36	23 Leighton Farm	\$546.66
Leighton Farm Llc	R057-1B37	25 Leighton Farm	\$546.66
Leighton Farm Llc	R057-1B24	12 Leighton Farm	\$566.42
** Leighton Farm Llc	R057-1B25	14 Leighton Farm	\$566.42
Leighton Farm Llc	R057-1B26	16 Leighton Farm	\$566.42
Leighton Farm Llc	R057-1B28	20 Leighton Farm Rd	\$566.42
Leighton Farm Llc	R057-1B29	22 Leighton Farm Rd	\$566.42
Leighton Farm Llc	R057-1B30	24 Leighton Farm Rd	\$566.42
Leighton Farm Llc	R057-1B31	26 Leighton Farm Rd	\$566.42
Leighton Farms Llc	R057-1B32	11 Leighton Farm Rd	\$505.49
Leighton Farms Llc	R057-1B98	31 Elmwood Ave	\$4,248.67
Leighton Farms Llc	R057-001B	47 Elmwood Ave	\$106.96
Leighton Farms Llc	R057-1B07	14 Owens Way	\$1,441.15
** Leighton Farms Llc	R057-1B14	25 Owens Way	\$1,610.50
Libbey, Robert E	R094-008	309 Pleasant Hill Rd	\$2,915.09
** Liberty Homes Inc	R073-121	5 Classical Ln	\$73.95
Luja, Bennett E Jr	R054-2970	14 Jameco Mill Rd	\$6,000.88
Lyon, John K	U024-051	269 Pine Point Rd	\$3,535.60
M & R Holdings Llc	U043-057	12 Westwood Ave	\$1,047.42
Mack, Louis Co Inc	R036-010	122 Running Hill Rd	\$3,670.65
Mack, Louis Co Inc	R036-010A	118 Running Hill Rd	\$2,631.52
Macvane, Dorothy R	U006-124	12 Ramsay Ter	\$2,224.56
Maietta Enterprises Inc	R078-048	158 Pleasant Hill Rd	\$19,684.17
Maietta Enterprises Inc	R078-050A	150 Pleasant Hill Rd	\$3,214.48
Maietta, Louis & Roberta Et Al	R078-050B	0 Pleasant Hill Rd	\$3,356.84
Marquis, Julie	U042-015	27 Imperial Ln	\$3,118.97
Mccormick, Kevin	U048-060	2 Park Ave	\$2,944.41
Mcdougall, Joan B	R102-024	41 Kirkwood Rd	\$13,474.07
Mcnally, Matthew A	U016-058	9 Thomas Dr	\$5,401.43
Merry, James	R015-023	453 Gorham Rd	\$1,088.04

<b>UNCOLLECTED REAL ESTATE TAXES AS OF JUNE 30, 2017</b>
--

<b>2016 Continued</b>			
Milliken, Iola M	R023-014B	22 Mitchell Hill Rd	\$3,627.83
Montgomery, John	T003-008	8 David Dr	\$197.54
Moulton, Stephen T	R089-004	16 Black Rock Rd	\$5,884.67
Moulton, William; Donald; Edward H	R089-002	12 Black Rock Rd	\$8,381.44
Nappi, Joseph S	R032-006	162 Two Rod Rd	\$4,248.67
Nelson, Carole J	U051-044	192 Payne Rd	\$2,094.09
Nelson, Rebecca A	R026-013	107 Ash Swamp Rd	\$1,839.70
Nute, Emery S. Jr	T001-184	184 Balsam St	\$109.53
Oatman, Robert & Shirley	U001-061	1 White Sands Ln	\$12,433.29
Oatman, Robert & Shirley	U001-074	21 Shipwreck Rd	\$172.83
Obrien, Amanda	T003-011	11 David Dr	\$195.90
Obrien, Joseph T	R078-032	15 Pond View Dr	\$3,855.09
Obrien, Lois	U025-002	212 Pine Point Rd	\$4,149.87
Oliver, Mark A & Tracy L	U050-005A	10 Kenosha Ave	\$1,794.49
Pendergast, James	U021-050	9 Pillsbury Dr	\$21,251.92
** Phillips, Betsy A	U008-057	15 Fern Cir	\$4,062.58
** Pine Tree Corp	R076-013	0 Nonesuch Riv	\$62.30
Piner, Marianne	T002-407	407 Topaz Dr	\$296.34
** Piper, Arlene P	T002-332	332 Garnet Dr	\$894.14
Powers, Meghan C	U006-108	4 Ramsay Ter	\$3,342.94
Pulpit Rock Properties LLC	U039-034	33 Willowdale Rd	\$1,243.25
Quimby, Janis	R078-015	120 Pleasant Hill Rd	\$3,067.92
Raabe, Jennifer	U006-113	22 Robinson Rd	\$3,538.91
Resurgam Properties LLC	R045-001	90 Broadturn Rd	\$4,134.75
** Reuss, Phillip G	R081-210	3 Frederick Thompson Dr	\$6,427.62
** Reynolds, Wayne H	R018-028	365 Gorham Rd	\$984.28
** Richter, Susanne M	U004-068	17 Sextant Ln	\$2,060.66
Roberts, Chirs	T003-017	17 Crystal Ln	\$248.59
Roberts, Chris	T003-022	22 Crystal Ln	\$186.01
Roberts, Chris	T003-015	15 Crystal Ln	\$314.46
Saco Street Realty LLC	R016-003	96 Saco St	\$77.60
** Salem, Anthony W	U017-014A	33 Massacre Ln	\$11,873.57
** Sansonetti, Michael	R028-008K	31 Glenndale Cir	\$2,232.98
Scott, Kathleen F	U013-009	53 Clay Pits Rd	\$2,789.61
** Silke, Barbara Jane	R073-003	4 Old County Rd	\$1,976.47
Skillings, Terry & Doris	U002-169	55 Greenwood Ave	\$7,151.99
Skillings, Terry & Doris	R098-016A	154 Spurwink Rd	\$5,834.55
Star Homes Inc	R059-002	62 Sawyer Rd	\$116.85
Star Homes Inc	U043-028D	14 Ward St	\$764.63
Star Homes Inc	U047-045	0 Elmwood Ave	\$714.64
States, Carlisle	U017-053	7 Saccarappa Ln	\$11,671.72
Stratis, Paul T	R095-056	28 Coulthard Farms Rd	\$1,667.19
Stuart, Randall	U031-016	9 Charles Cir	\$2,812.67
Tassie, Karen A	U011-1215	30 Horseshoe Dr	\$4,925.51
Thayer Development LLC	R023-001A	138 Beech Ridge Rd	\$2,932.88
Thayer Development LLC	R023-001B	6 Provident Dr	\$227.18

### UNCOLLECTED REAL ESTATE TAXES AS OF JUNE 30, 2017

<b>2016 Continued</b>			
Thompson, Kenneth E Heirs Of	R004-022	131 Burnham Rd	\$3,020.17
Thrall, William Jr	R083-024	128 Winnocks Neck Rd	\$1,450.75
Tibbetts, Richard E	R055-020	63 Mussey Rd	\$3,356.12
Tlac Motors	R063-3005	3 Southgate Rd Unit 5	\$2,862.07
Tripp, Glenn	T002-218	218 Emerald Dr	\$344.11
Tripp, Jacob	R045-005A	12 Ash Swamp Rd	\$367.51
** Tunnell, Sarah D	R102-028	15 Kirkwood Rd	\$159.08
Turner, Gregory P & Deborah R	U026-057B	5 Turners Way	\$5,289.45
Warren Development	R031-004	0 Holmes Rd	\$1,855.86
Wentworth, Patricia G	U006-066	154 Highland Ave	\$4,075.76
** White, Leona M	U002-009	34 Pearl St	\$2,432.74
Wibe, Peter	R041-008	202 Payne Rd	\$693.24
Williams, Paul E	R008-013A	259 Broadturn Rd	\$5,872.42
Williams, Stephanie	R041-017	41 Beech Ridge Rd	\$2,165.47
Wright, Hayward & Dorothy	U043-075	11 Black Point Rd	\$2,364.73
Xaphes, Philip	U023-066	80 East Grand Ave	\$5,051.54
Xaphes, Philip	U023-067	5 Ninth St	\$6,033.28



*Photography  
by Town Staff*

<b>UNCOLLECTED PERSONAL TAXES AS OF JUNE 30, 2017</b>
---

<b>1997</b>	
Stearns Property Service	\$358.00
<b>1998</b>	
Stearns Property Service	\$920.00
<b>1999</b>	
Stearns Property Service	\$960.00
<b>2000</b>	
Stearns Property Service	\$980.00
<b>2001</b>	
Stearns Property Service	\$765.00
<b>2002</b>	
Stearns Property Service	\$785.00
<b>2003</b>	
Stearns Property Service	\$827.42
<b>2004</b>	
Stearns Property Service	\$1,300.50
<b>2005</b>	
Stearns Property Service	\$847.50
<b>2006</b>	
Stearns Property Service	\$861.00
<b>2007</b>	
Maietta Construction Inc	\$6,068.74
Stearns Property Service	\$885.00
<b>2008</b>	
Maietta Construction Inc	\$5,694.71
Stearns Property Service	\$911.25
<b>2009</b>	
Creative Awards	\$125.01
G M Pollack	\$1,250.05
Maietta Construction Inc	\$4,348.49
Maine Earthmoving Inc	\$8,235.99
Stearns Property Service	\$911.25
<b>2010</b>	
All Points Realtors	\$126.30
At & T	\$505.20
Creative Awards	\$252.60
Dr Stereo	\$34.10
Dunstan Village Apts	\$0.18
G M Pollack	\$505.20
Innes Photo Services	\$7.46
Maietta Construction Inc	\$3,497.25
Maietta Foundation	\$202.08
Maine Earthmoving Inc	\$2,822.93
Stearns Property Service	\$947.25

<b>UNCOLLECTED PERSONAL TAXES AS OF JUNE 30, 2017</b>
---

**2011**

At & T	\$521.20
Attention To Every Detail	\$35.18
Creative Awards	\$260.60
Dragon Fire Martial Arts Inc	\$26.06
G M Pollack	\$521.20
Healthsource Of Scarborough	\$603.54
Innes Photo Services	\$525.77
Maietta Construction Inc	\$1,364.24
Maietta Foundation	\$208.48
Maine Auto Detailing	\$130.30
Maine Earthmoving Inc	\$2,110.86
Maine Floral Creations	\$37.79
Ncs Logistics	\$35.18
Pine Point Pediatric & Adolescent	\$280.15
Portland Air Conditioning Inc	\$652.80
Stearns Property Service	\$977.25
Stir Crazy	\$386.99
Tile Solutions	\$65.15

**2012**

Creative Awards	\$276.00
Dr Stereo	\$37.26
Iworx Inc / Preval Direct	\$2,394.30
Kitchen & Cork	\$552.00
Lilley's Limousine	\$35.88
Maietta Enterprises Inc	\$1,444.86
Mail America Inc	\$276.00
Maine Coast Properties	\$672.06
Maine Earthmoving Inc	\$2,235.60
Rovner, Ronald Md	\$534.21
Sea Smoke Bbq	\$345.00
Sram Corp	\$434.70
The Specific Chiropractic Center	\$690.00
Waterhouse Tree Service	\$276.00
Without A Trace	\$345.00

**2013**

Brown Fox Printing	\$406.17
Creative Awards	\$324.94
Custom Hawg Parts	\$147.70
Farren Insurance Services	\$23.63
Innes Photo Services	\$776.90

<b>UNCOLLECTED PERSONAL TAXES AS OF JUNE 30, 2017</b>
---

**2013**

Kitchen & Cork	\$649.88
Lilley's Limousine	\$42.83
Little Paws Llc	\$162.47
Luxury Nails & Spa	\$192.01
Maietta Enterprises Inc	\$1,701.50
Mail America Inc	\$324.94
Maine Coast Properties	\$791.67
Maine Earthmoving Inc	\$1,726.61
Meat House-Lopez, Chaff & Wiesman	\$2,307.07
Rovner, Ronald Md	\$106.34
Sram Corp	\$512.52
Tlac Motors	\$69.42
Treely Uni Landscape	\$406.18
Viking Restoration	\$81.24
Waterhouse Tree Service	\$649.88
Watermatic Irrigation Co	\$252.57

**2014**

Bard Industries	\$664.40
Colpritt, Daniel	\$30.95
Computerworks	\$92.11
Creative Awards	\$365.42
Custom Hawg Parts	\$166.10
Farm Family Insurance	\$18.12
Fashion Floors	\$10.98
Innes Photo Services	\$874.29
Kitchen & Cork	\$730.84
Lilley's Limousine	\$48.32
Maietta Enterprises Inc	\$1,008.68
Mail America Inc	\$365.42
Maine Earthmoving Inc	\$1,765.19
Maine Shellware	\$67.95
Maine Street Living	\$223.48
Mimosas Salon	\$155.53
Oak Hill Dry Cleaners	\$279.35
Oak Hill Montessori School	\$42.28
Rovner, Ronald Md	\$119.29
Smith And Son Excavating	\$878.82
Sram Corp	\$576.82
Tlac Motors	\$155.53
Traning Room, The	\$151.00
Treely Uni Landscape	\$457.53
Waterhouse Tree Service	\$730.84
Xtreme Audio	\$45.30

<b>UNCOLLECTED PERSONAL TAXES AS OF JUNE 30, 2017</b>
---

**2015**

A Handfull Salon	\$187.43
Alby	\$77.45
At & T	\$497.23
Atlantic Landscape & Design	\$1,373.96
Cliff's Antique Market	\$58.86
Colpritt, Daniel	\$63.51
Computerworks	\$94.49
Digitrace Care Systems	\$323.74
Dump Guy, The	\$30.98
Fashion Floors	\$187.43
Fashiongods, The	\$79.00
Fridgen Chiropractic Ctr	\$53.44
Hair Crafts Plus	\$87.11
Hallowed Ground	\$30.98
Hb Exotics	\$30.98
Healthsource Of Scarborough	\$112.04
High Ridge	\$77.45
I Store Phone Repair	\$94.49
Innes Photo Services	\$896.87
Jackson Hewitt Tax Service	\$38.72
Kd Landscaping Co	\$384.92
Kda Development Corp	\$53.07
Ken Little Boat Storage	\$77.45
Khievs Oriental Market	\$77.45
Lilley's Limousine	\$49.57
Maietta Enterprises Inc	\$1,962.58
Maietta Enterprises Inc	\$37.18
Maietta Enterprises Inc	\$300.51
Mail America Inc	\$374.86
Maine Earthmoving Inc	\$1,810.78
Mclaughlin Appliance Sales	\$12.39
Mimosas Salon	\$319.09
Mobile Home Brokers	\$29.05
Oak Hill Dry Cleaners	\$286.57
Oak Hill Montessori School	\$43.37
Powerwheels	\$187.43
Rovner, Ronald Md	\$122.37
Scarborough Auto Parts	\$949.76
Scarborough Downs	\$6,118.55
Scarborough Gardens	\$30.98
The Spa At Scarborough	\$41.85
Tim Byrne Photography	\$94.49
Traning Room, The	\$154.90
Treely Uni Landscape	\$469.35
Waterhouse Tree Service	\$749.72
Xtreme Audio	\$46.47

<b>UNCOLLECTED PERSONAL TAXES AS OF JUNE 30, 2017</b>
---

**2016**

A Handfull Salon	\$96.31
Abundance	\$150.44
Alby	\$79.60
Aramark Refreshment Services	\$15.92
At & T Mobility Llc	\$14.07
At & T Store	\$511.03
Atlantic Landscape & Design	\$1,412.10
Beals Old Fashioned Ice Cream	\$2.59
Black Point Surf Shop	\$79.60
Chicago Dogs	\$304.07
Chowderhead's	\$79.60
Colpritt, Daniel	\$65.27
Connolly's Plumbing	\$30.25
Countryside Butchers	\$144.87
Creative Child & Adult Arts Program	\$15.92
Culligan	\$31.84
Custom Hawg Parts	\$87.56
Dollar Store Marketplace	\$82.78
Dolphin Capitol Corporation	\$31.84
Dump Guy, The	\$31.84
Encore Dance Company	\$15.92
Fashion Floors	\$192.63
Fashiongoods, The	\$81.19
Flaherty Family Farms	\$371.73
Fontaine Real Estate Office	\$115.42
Foster, Robert J	\$38.21
Fridgen Chiropractic Ctr	\$109.85
G M Specialties	\$192.63
Go Green Landscaping	\$262.68
Goff, Nathan D.M.D.	\$10.91
Hair Crafts Plus	\$35.02
Hallowed Ground	\$31.84
Hb Exotics	\$31.84
Healthsource Of Scarborough	\$211.74
I Store Phone Repair	\$97.11
Integrity Movers	\$15.92
Jackson Hewitt Tax Service	\$184.67
Kd Landscaping Co	\$791.22
Kda Development Corp	\$97.11
Ken Little Boat Storage	\$79.60
King, Lisa Lmt	\$17.39
Levine, Elaine E	\$28.65
Lilley's Limousine	\$50.94
Lots For Tots	\$38.21
Maietta Enterprises Inc	\$2,017.06
Maietta Enterprises Inc	\$38.21
Maietta Enterprises Inc	\$308.85
Maine Earthmoving Inc	\$1,861.05
Mainely Wraps	\$477.60
Mclaughlin Appliance Sales	\$15.92
Mercedes-Benz Usa Llc	\$413.12
Meserve, Geneva L Lcpc	\$19.10

<b>UNCOLLECTED PERSONAL TAXES AS OF JUNE 30, 2017</b>
---

**2016 Continued**

Mimosas Salon	\$327.95
Mobile Home Brokers	\$49.35
Nail Pro	\$38.21
New England Landscaping	\$670.23
Oak Hill Dry Cleaners	\$294.52
Oak Hill Montessori School	\$44.58
Orthopaedic Physical Therapy Assoc	\$300.89
Painted Turtle, The	\$62.88
Phantom Fireworks	\$759.38
Pine Tree Seafood & Produce	\$159.20
Portland Cover Llc	\$42.98
Powerwheels	\$192.63
Pro Fit Training Center	\$79.60
Rocco Leo Masonry	\$963.16
Rovner, Ronald Md	\$125.77
Sandbaggers	\$482.38
Scarborough Auto Parts	\$1,055.50
Scarborough Downs	\$6,288.40
Scarborough Gardens	\$63.68
Scarborough Laundromat Bus	\$9.30
Skunk Works	\$79.60
Smart Source Llc	\$796.00
Smith Kjeldgaard & Hayes	\$31.84
Studley, Leroy	\$192.63
Technical Support Inc	\$648.57
The Event Light Pros	\$31.84
Treely Uni Landscape	\$482.38
Unified Merchant Services	\$3.18
Vector Marketing	\$16.37
Waterhouse Tree Service	\$770.53
Welch Stencil Co	\$0.10
Wild Birds Unlimited	\$79.60
Xtreme Audio	\$47.76

\*\* Represents Taxes Paid After June 30, 2017

## Report from the

**PLANNING DEPARTMENT***To the Town Manager, Town Council, and Citizens of Scarborough:*

*Jay Chace*  
Town Planner

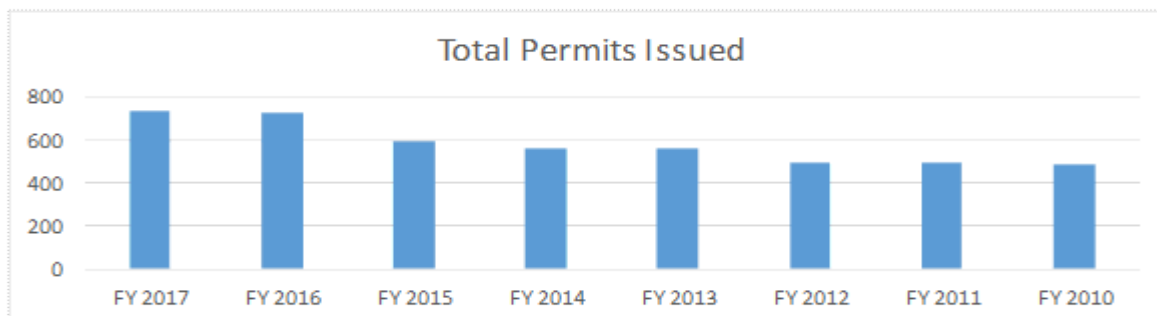
It is with great pleasure that I submit the annual report for the 2017 fiscal year on behalf of the Planning and Code Enforcement Department. FY 2017 was a year of transition for our Department. After more than 10 years with the Town, former Planning Director Dan Bacon moved on to other endeavors in the private sector. As we wish Mr. Bacon well in his new capacity, his dedication and commitment to the Town and to our department will surely be missed. While Mr. Bacon's permanent replacement was sought, Karen Martin, SEDCO Director, fulfilled an interim Director position for the Department. Our staff is appreciative of Ms. Martin's efforts and of our friends on the SEDCO Board for sharing her services for a few months. Upon completing a thorough and open candidate search the Town Manager appointed Jay Chace as the new Director of the Planning and Codes Department. I am grateful for the opportunity to continue my professional development within in this community and look forward to working closely with the town's residents, Board and Committee members, business owners and all interested parties.

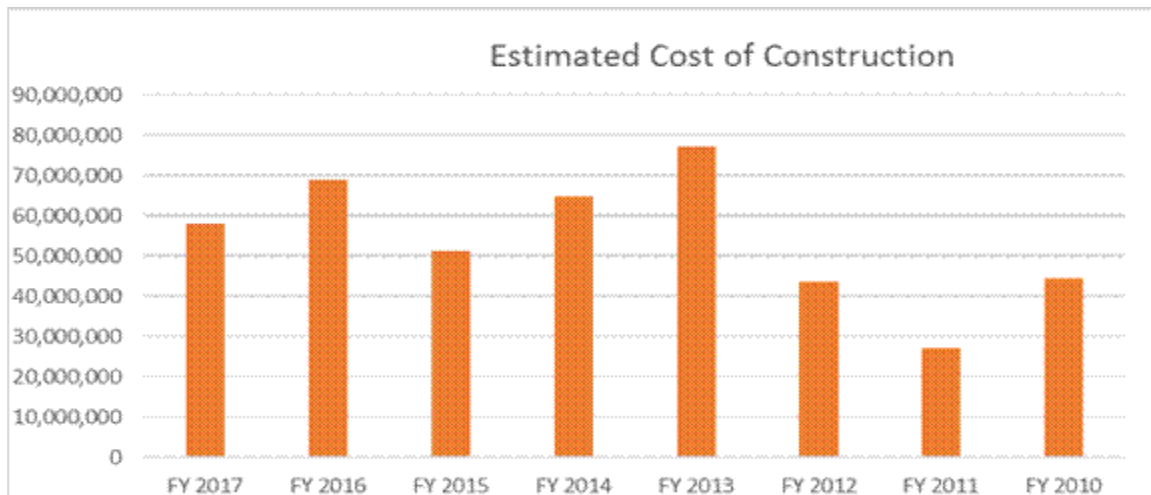
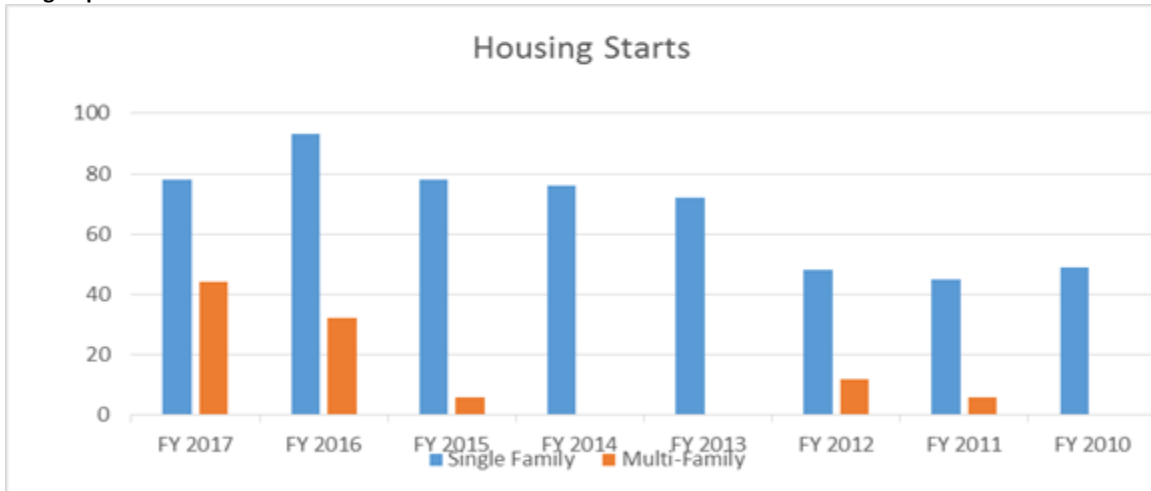
Our department and staff serve the Town in a wide range of ways - from long range planning for growth, development, transportation and natural resource conservation to development review, permitting, and building and construction inspection and oversight. All of these roles, responsibilities and initiatives are important to us and we work hard to be customer-friendly, professional, and proactive.

Given our wide ranging work, we have a diverse, competent staff with a variety of skills organized under two different divisions. Our two divisions are **Planning and Engineering** and **Zoning and Code Enforcement**, though we all work hand in hand daily. We also are closely aligned with the other Town Departments and share staff with the Fire Department, Community Services and Public Works.

**Zoning and Code Enforcement**

Our Zoning, Code Enforcement and Administrative staff work hard every day to ensure compliance with our building, life-safety, land use codes, and natural resource regulations, through our plans review, permitting, and inspection program. Our Zoning and Codes team is very active with a high volume of permitting, inspections and related assistance provided to applicants and the general public. As illustrated below, overall development activity is brisk with over 700 permits issued; nearly 80 new single family home starts and 44 multi-family units developed; and close to \$60 Million worth of new construction occurring in FY 2017.



**Planning Report Continued:**

Given the volume and value of construction activity in Scarborough, our staff work diligently to manage this level of plan reviews, permits and inspections.

### Planning and Engineering

Similar to the volume of construction activity managed by our Zoning and Code Enforcement team, Planning and Engineering directed a similar load of development review, planning studies, zoning efforts, and transportation initiatives.

In particular, FY 2017 was defined by our department's efforts to restore our most impaired waterways; promote "Complete Streets"; and conduct an audit of the Higgins Beach Character Code. These key land use, transportation, and environmental initiatives, as well as others of significance are highlighted below.

**Planning Report Continued:****Key Initiatives and Accomplishments for FY 2017**

- **Watershed Planning and Restoration** – Our department, in partnership with Public Works, has been focused on taking steps to address the Town’s two “urban impaired” streams – Red Brook and Phillips Brook. In FY 2017 we continued to make progress to restore Red Brook’s original stream channel by replacing a major culvert that acted as a barrier for aquatic life and enhancing the stream corridor. Efforts also included providing outreach and education materials to all resident in the upper reaches of Red Brook watershed.

For Phillips Brook we researched, collected, and analyzed data associated with impairments and provided public outreach and received public feedback on issues within the watershed.

- **Complete Streets Implementation** – Continuing the efforts of the adoption of the Town’s Compete Street Policy our department completed the Route One corridor canopy grant and implemented the Pine Point Road improvements.
- **Higgins Beach Character Code Audit Process** – In FY 2016 our department worked closely with the Long Range Planning Committee and residents of Higgins Beach to work towards the adopted the Higgins Beach Character Code. This Code is the Town’s first character or form-based zoning code that was designed to address longstanding zoning compatibility and conformance issues at Higgins Beach and to allow for and promote additions, renovations and new construction at Higgins that is consistent with the historical character and pattern of the community. As this is a very different approach to zoning than conventional Euclidian-based zoning regulations, and we knew we’d need to monitor how it works and performs and consider making adjustments and fine tuning. To that end, our department engaged the residents of Higgins Beach and the Long Range Planning Committee to conduct an Audit process to examine what is working well and what needed adjustments. As of the end of FY 2017 the audit was near completion and amendments to the Code were being prepared for Council consideration.

In addition to these initiatives, the Planning and Engineering Division manages the Site Plan and Subdivision review process, which has included some significant development projects in 2017. Most notably:

- **Eastern Village – 53 Multi-Family Units**
- **Dunstan Village – Mixed use development commercial space and multi-family residential**
- **Oak Hill Plaza – Mixed use development commercial space and multi-family residential**

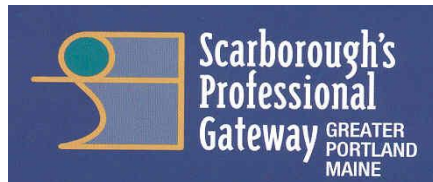
Lastly, I would like to thank and recognize all of our staff – Town Engineer Angela Blanchette; Zoning Administrator Brian Longstaff, Code Enforcement Officer and Fire Inspector James Butler; Code Enforcement Officers Brian Dobson and Mark Mitchell; Administrative Assistants Robin Dahms and Karen Patterson; and Sustainability Coordinator Kerry Strout Grantham – for their hard work, dedication, professionalism and innovation.

*Respectfully submitted,*  
**Jay Chace**  
 Town Planner

Report from the

## SCARBOROUGH ECONOMIC DEVELOPMENT CORPORATION

*To the Town Manager, Town Council, and Citizens of Scarborough:*



Karen Martin  
Executive Director

*SED CO (Scarborough Economic Development Corporation) was incorporated in 1985 by the Scarborough Town Council as a non-profit development corporation to manage its economic development program.*

### FY 2016 in Review

Scarborough businesses created 664 new jobs in 2016. Since 2010, Scarborough gained just over 2,100 jobs. In 2016, the US Census Bureau estimates that the town topped 20,000 residents for the first time in our history, making Scarborough the ninth largest community, by population, in the state of Maine.

### New Development

Martin's Point Health Care opened their doors in January 2017, bringing life back to the site of the former Scarborough Commons office building, which was destroyed by fire in 2014. Martin's Point Health Care's new 17,000 square foot building includes both medical office space and dedicated community space. The community space, designed with seniors in mind, is equipped with a separate entrance, restrooms and food prep area. Martin's Point worked with the Town to make this space senior friendly and available free of charge.

The Holy Donut renovated and moved into the former Tim Horton's site on the corner of Route One and Haigis Parkway, making residents and businesses alike happy. This site now produces donuts for all The Holy Donut stores in the region.

Bessey Square completed another section of their commercial campus, proving a home for O'Reilly's Cure and CWS Architects. The new building added 8,000 square feet to Scarborough's commercial structure inventory. O'Reilly's Cure opened in October 2016, adding an upscale restaurant choice for Scarborough residents.

Nonesuch River Brewing, a restaurant and brewer, was approved in FY 2017, and was under construction. Opening is scheduled for Fall of 2017.

Mutty Paws renovated the former AAA fleet maintenance building on Payne Road into a state-of-the-art pet daycare, boarding and training center.

Risbara Brothers Construction Company completed a renovation of 6 Washington Ave in the Scarborough Industrial Park and moved their company from Route One to the new location.

The above list is just a sampling of the projects completed in FY 2017. SED CO thanks all the companies, existing and new, who are working to make Scarborough a great community.

**SEDCO Report Continued:****Staffing**

SEDCO staff includes Magdalena Slawiec, Economic Development Coordinator and Karen Martin, Executive Director. Located at Willowdale Place (360 US Route One), SEDCO's mission is to promote a healthy local economy for the residents of Scarborough.

**SEDCO Board of Directors**

The SEDCO Board of Directors is responsible for carrying out SEDCO's mission. They work closely with the Town Council to coordinate activities and programs consistent with the town goals and objectives.

*Magdalena Slawiec*

The current board of directors includes Kevin Freeman (Chair), Andrea Killiard (Vice Chair), Rick Shinay (Secretary) Maureen Van Uden (Treasurer), Dr. Gayle Brazeau, Jonathan Crasnick, Allen Paul and Jim Hartley. Bios of each board member can be found on [SedcoMaine.com](http://SedcoMaine.com).

The board also benefits from the active participation by our Town Council Liaisons and the Town Manager. Council Member Will Rowan and Town Manager Tom Hall all attend SEDCO board meetings and are routinely recruited for ribbon cutting duties for new businesses. The SEDCO board and staff want to thank them for their time and guidance.

**Annual Meeting**

One of the many tasks the SEDCO Board takes on each year is the Annual Meeting, which is a celebration of the Scarborough business community. The 2016 Annual meeting featured, Mike Vail, President of Hannaford Supermarkets and attracted 150 registered guests.

SEDCO received generous support for the Annual Meeting from 20 sponsors including Hannaford as our Platinum Sponsor.



*Karen Martin, SEDCO Executive Director, describes the economic vitality of Scarborough's business community.*

Additional sponsors included Martin's Point Health Care, Bangor Savings Bank, Biddeford Savings, cPort Credit Union, Gawron Turgeon Architects, Pine Tree Waste, Piper Shores, People's United Bank, Town & Country Federal Credit Union, Roxane Cole Commercial Real Estate LLC., Saco & Biddeford Savings, Enterprise Business Park, Gorham Savings Bank, Haven's, Northeast Civil Solutions, TD Bank, Blaise Civil Engineering, The Dunham Group, and University of New England.

The Board also recognized outstanding businesses and organizations for FY 2017 (Presented in October, 2016):

- \* **Project of the Year:** Salt Pump Climbing Co.
- \* **Outstanding Legacy Business:** Pierce Furniture
- \* **Outstanding Small Business:** Mainely Tubs
- \* **Outstanding New Business:**  
On the Vine Marketplace

The SEDCO Board thanks all Scarborough businesses for their many contributions to the community.

**Vision Committee:** The Vision Committee, a joint project of SEDCO and the Scarborough Community Chamber of Commerce, meets on the second Thursday of each month to manage projects listed under *The Vision, An Economic Development Guide for the Town of Scarborough, Maine*.

### Services

SEDCO plays many roles in cultivating business in Scarborough. We work with existing businesses, entrepreneurs and relocating businesses. Our services include:

- \* Developing and handling business leads – from existing, new and relocating businesses
- \* Facilitating business loans with our regional partner, Greater Portland Council of Governments
- \* Counseling one-on-one with small businesses
- \* Marketing to our growth industries – through trade shows and targeted industry contacts
- \* Marketing through advertising, writing articles, social media and general outreach
- \* Cultivating local and regional relationships with Scarborough Community Chamber, Buy Local and the Greater Portland Economic Development Corporation
- \* Celebrating openings, milestones and business achievements
- \* Maintaining our online business directory
- \* Collaborating with town staff on projects that make Scarborough a great place to do business.

### By the Numbers

One of SEDCO's jobs is to keep track of the numbers. 2017 population estimates from the Census Bureau's American Communities Survey (ACS) confirm that Scarborough continues to be an attractive community in which to live.

Between 2010 and 2016, Scarborough gained just over 1,100 new residents. Scarborough is now the 9<sup>th</sup> largest community in the State, moving up from 10<sup>th</sup> place in 2010. We are the 7<sup>th</sup> largest community based on wage & salary jobs.

Here are the latest stats for Scarborough.

**2016 Population:** 20,023

**2016 Jobs:** 15,469 wage & salary (excludes self employed)

**2016 Labor Force:** 10,633

**2016 Unemployment Rate:** 2.7%

**2016 Retail Sales:** \$580 Million

**% of Jobs in Health Care:** 21%

*Sources of Info: Census 2016 1-year Estimates. Maine Department of Labor for Covered Employment and Labor Force. Retail Sales from State of Maine.*



*Mike Vail, President of Hannaford Supermarkets, served as the keynote speaker for the 31<sup>st</sup> Annual Meeting of the SEDCO Board of Directors.*

*Respectfully Submitted,  
**Karen Martin,**  
Executive Director*

**Report from the****POLICE DEPARTMENT**

*To the Town Manager, Town Council, and Citizens of Scarborough:*



*Robert A. Moulton  
Police Chief*

It is with great pleasure that I submit the Annual Report of the Scarborough Police Department for Fiscal Year 2016-2017. It has been another busy year for us. As I have in the past, I will try to point out some of the significant events and accomplishments.

**In Review:****Operation HOPE (Heroin - Opiate Prevention Effort)**

On October 1, 2015, the police department initiated Operation Hope. It is an innovative program providing compassionate assistance to those experiencing Substance Use Disorder which causes pain and suffering, ruins lives, destroys families, and all too often results in death. This reporting period saw us celebrate both the 200<sup>th</sup> and 250<sup>th</sup> successful placement and by the end of the reporting period we had placed a staggering 262 individuals into substance use treatment programs.

The vast majority of those individuals did not have insurance or money to pay for transportation costs to the many facilities all over the country that accept them.

This program uses zero tax dollars and is supported entirely through grants and donations. Since police officers and police departments in Maine are not legally allowed to solicit donations, we partnered with Project G.R.A.C.E. (Granting Resources and Assistance through Community Effort) a very well respected Scarborough non-profit that serves as a fiduciary for the program.

During the reporting period, I was humbled and honored to be able to accept both the Greater Portland Council of Government's Presidents Award and the Maine Behavioral Healthcare's Heroes with a Heart Award from the Trauma Intervention Program (TIP). I accepted these awards on behalf of our entire department, which was the first agency in Maine to recognize the extent of this crisis, and to develop a program to help. It has been emulated by others and helped start a state-wide dialogue which has now spread to our congressional delegation in Washington DC.

Many people have used the adage that 'we cannot arrest our way out of this.' Although we agree with this premise, we also recognize that enforcement and education are also key elements and to be successful we need to rely on all three components: enforcement, education, and treatment.

During the reporting period, I was humbled and honored to be able to accept both the Greater Portland Council of Government's Presidents Award and the Maine Behavioral Healthcare's Heroes with a Heart Award from the Trauma Intervention Program (TIP). I accepted these awards on behalf of our entire department, which was the first agency in Maine to recognize the extent of this crisis, and to develop a program to help. It has been emulated by others and helped start a state-wide dialogue which has now spread to our congressional delegation in Washington DC.

**Police Report Continued:****Wreaths Across America**

Our agency once again showed a strong presence as the Wreaths Across America convoy was escorted through the State of Maine on their way to Arlington Cemetery. In addition to our participation in Maine, several members of our agency had a unique opportunity to participate in the laying of the wreaths at Arlington Cemetery. In a rare coincidence, the laying of the wreaths was scheduled for the day following Sgt. Tom Chard's graduation from the FBI National Academy, which I will speak to later.

Following Sgt. Chard's graduation in Quantico Virginia, myself, Deputy Chief Marla St. Pierre, Sgt. Tim Barker, Sgt. Steve Thibodeau, and Officer Andrew Flynn, went to Arlington Virginia and had the honor of laying wreaths on the graves of our country's fallen heroes. While it was a wild day of freezing rain and very cold temperatures, it was a heartwarming experience that I will never forget.

**Challenge Coins**

During this reporting period, we designed a police department challenge coin and issued one to each full time employee. In the event that a citizen does something above and beyond, to further our mission, the police department employee can decide to give that individual their coin. If there is agreement that the presentation was justified, the employee will be issued a replacement coin. The coins have become a great source of pride as well as a meaningful expression of thanks to worthy recipients

**Cops on Top**

Cops on Top is an organization with a strong commitment to provide tangible aid for the grieving and healing process of those who have lost a beloved officer, to support organizations dedicated to this cause, and to project a positive image of law enforcement officers. They honor, and raise awareness, for police officers who have been killed while protecting and serving their communities.

The Cops on Top organization plans annual climbing expeditions to the world's most respected mountains. The purpose is to bring to the public's attention the dangers, stress, and life-altering events experienced by the average police officer. A fallen officer's memory serves as our banner and a memorial is placed on each summit climbed.

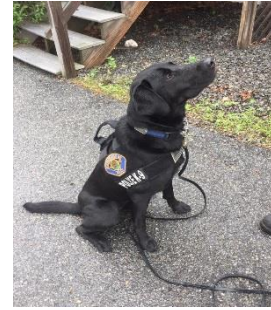
In June, Officer Michael Beeler hiked to the summit of Mount Katahdin in honor of fallen Fryeburg PD Officer Nate Desjardins. Officer Desjardins had been an officer for only a few days before becoming victim to a tragic boating accident while enroute to save a woman who had fallen into the Saco River.

**Parking Meter**

This year saw the very first parking meter installed in Scarborough. As a means of providing more accurate enforcement of the one hour parking spaces on Bayview Avenue, a parking meter kiosk was installed to service the designated parking spaces there. The meter does not require money but does require entry of a plate number. Once the information is keyed into the meter, a slip is generated, which is required to be placed on the dashboard of the car. This allows the parking enforcement officers to identify the time that the vehicle arrived and take enforcement action should the vehicle stay more than the allotted hour.

**Police Report Continued:****K9 Tucker**

At the end of last year, a new crime fighter joined the department. K9 Tucker is a Black Labrador Retriever which is a breed that is known to do well with narcotics detection. Through the hard work of K9 Tucker and his human, Officer Andrew Flynn, the team received their certification in March. K9 Tucker and Officer Flynn are fully certified in Narcotic Detection through the Maine Criminal Justice Academy as well as the United States Police Canine Association. We are very proud of this team and support them as they work toward obtaining their tracking certification.

**Honor Guard**

On August 1, we were proud to have our joint public safety honor guard present the colors at the Portland Sea Dogs game. This team represents our public safety departments with pride and distinction at many events, including funerals, the Memorial Day Parade, awards night, and many others. We are very proud of this unit.

**Cold Case**

In April, we took pause to remember Susan Hannah. Twenty five (25) years ago, Susan's mother reported her missing. Sadly, Susan's remains were discovered on 11/14/93 in the woods off a logging road adjacent to Route 117 in Limington. Our thoughts are with Susan's loved ones as they face another year without her.

We have pledged to Susan's family and to the family of Ashley Ouellette that we will never give up on these two cold cases and we will keep their loved ones close to our hearts as we go about our daily duties.

**Public Safety Facility**

We have spent many hours this year working with the ad-hoc public safety building committee that was made up of a number of local residents and business folks. Having been in our facility for twenty eight (28) years now, the town council acknowledged that it is the right time to build a new public safety facility that will carry us into the future. The committee did a tremendous job in looking at our space needs as well as selecting a preferred site through an expansive process. In the end, I feel that the committee has really done its due diligence and has come up with a very feasible plan that will provide a very cost effective and functional public safety facility for the hard working men and women of our departments.

**Personnel:**

During this period, we had two long term employees retire and start the next chapter in their lives. We will miss both of these individuals, and wish them the very best as they enjoy their well-deserved retirements.

Detective Ronald Nelsen began his career with the Scarborough Police Department on July 17, 1981. During his time with the Public Safety team, Ron received numerous commendations and letters of appreciation from organizations such as the Maine State Police, the U.S. Department of Justice, the FBI, the Department of Homeland Security, the Scarborough High School, and the Cities of South Portland and Biddeford. Ron was frequently recognized for his quick and efficient work in processing evidence, developing latent fingerprints, and handling complicated fingerprint comparisons. Ron's expertise and dedication has helped resolve countless drug cases, robberies, and local crimes. Additionally, Ron participated in community events such as the Scarborough School's DARE Program and often worked with the School District's biology classes to introduce the art and skill of forensic work.

We would like to take this opportunity to thank Ron for his 35 years of service to Scarborough.

Congratulations on your retirement, Ron! Dispatcher Eric Berry joined the Police Department communications team in 1982 and served the Public Safety Department as a Lead Dispatcher from 2001 - 2014. While working as a Public Safety Dispatcher, Eric received telephone calls from the public and accurately and quickly assigned and dispatched appropriate units and resources to police, fire, emergency medical, and other public safety incidents.

**Police Report Continued:**

During his service, Eric received letters of gratitude from local residents for his reassuring manner on the telephone and knowledge of the Town. He received a commendation for extraordinary performance under extremely stressful conditions during a working fire at Scarborough Downs. Eric was also awarded employee of the month for his dedication to his profession and the community.

Eric is a long-time resident of Scarborough and upon making his decision to retire, he said, "I have thoroughly enjoyed my service to our community as the newest member of our Fire-Police Unit, which assists with traffic direction and control at accident and crime scenes as well as special events. We would like to take this opportunity to thank Eric for his many years of service to the community. Congratulations Eric!"



In November we lost another member of our family when we sadly announced the untimely passing of Peter J. Chadbourne, our beloved custodian, who proudly identified himself as our "Chief of Sanitation Engineering". Pete retired last year due to his lung cancer diagnosis after proudly serving alongside us for many years. He provided endless entertainment with his top-notch Elvis impersonations, witty one-liners, and his ability to make everyone laugh. He was a great man, a great friend, and brightened any room he was in.

Our thoughts and prayers are with the Chadbourne family and all who knew and loved Peter. He is forever in our hearts.

On a lighter note, I am pleased to report that Sergeant Tom Chard graduated from the 266<sup>th</sup> session of the FBI National Academy in Quantico, Va. Sergeant Chard is the tenth member of the Scarborough Police Department to have the honor of being invited to this world renowned law enforcement training program. This program was initiated in 1935 under the direction of J. Edgar Hoover. He clearly understood that there were not nearly enough FBI agents worldwide to adequately handle all law enforcement matters. He decided to initiate a program of inviting highly skilled, and motivated officers from around the world and providing them with the same training that FBI agents receive as their basic training. He felt that this would give his agents people that they could turn to for assistance knowing that they had received the same training as his agents. The training is completely paid for by the FBI and is provided by world renowned instructors. Given the fact that only one half of one percent of the nation's law enforcement officers are invited to attend this training, the Scarborough Police Department is extremely proud of the fact that ten current and former members of our department have graduated from this program since 1981.



Detective Don Laflin was selected to fill the position of acting sergeant while Sergeant Chard attended the FBI National Academy. Don supervised a patrol team during this time period, and he served with honor and distinction. He also assumed a higher supervisory role for the multi-jurisdictional SWAT team during this time period.

**Awards:**

In recognition of the efforts of our public safety employees, the following individuals were recognized at our public safety awards night for the year 2016.

**Officer of the Year:** Officer Michael Thurlow

**Support Services Award:** Reserve Officer Ted Mahar

**Commendations**

**Deputy Chief Marla St. Pierre** - for her dedication to duty in the apprehension of a felon being pursued by MDEA on July 1, 2016.

**Police Report Continued:**

**Sgt. Thomas Chard & K9 Chesca** - for their dedication to duty in tracking a missing elderly subject on March 10, 2016.

**Sgt. Steven Thibodeau** - for his life saving actions on Feb. 8<sup>th</sup>, 2016 while performing CPR on a subject suffering from a drug overdose.

**Unit Citations**

**Sergeant Timothy Barker, Detective Ivan Ramsdell, and Detective Garrett Strout** for their combined efforts, which resulted in the apprehension and confession of a suspect that committed a senseless act of violence by entering a residence on Ashswamp Rd. and shooting a subject inside of the residence.

**Leadership Award**

**Officer Donald Laflin** - for his dedicated professionalism, visionary and inspirational ideals that support personal and professional development of members of the Scarborough Police Department.

**Chief's Award**

**Dispatcher Eric Berry** – for his dedicated service to our communications division for thirty five years.

**Part Time Dispatcher Tom Selby** – for his significant contributions to our community and public safety family.

**Five Years of Service**

K9 Carr

**Ten Years of Service**

Officer Scott Vaughan

**15 Years of Service**

Officer Michael Sawyer

**Michael J. Barker Award for 20 Years of Service**

Sgt. Steven Thibodeau

**John T. Flaherty Award for 30 Years of Service**

Sgt. Rick Rouse

Congratulations to all of this year's award recipients!

In closing, I would like to thank Town Manager Tom Hall and the town council for the support that they have given us, both as a department and also a community. I would be remiss if I didn't mention a few key department heads that have left during the year to pursue other challenges. Bruce Gullifer, who served the town for over 30 years as our Community Services Director, retired in December and I want to wish him the very best as he seeks out the best skiing and fishing spots. I also wish the very best to our former Town Planner, Dan Bacon and to Jaclyn Mandrake, our former Human Resource Director, who were both tremendous assets to our department and to the residents of Scarborough. You will all be greatly missed. As always, I need to give special thanks to Fire Chief Mike Thurlow, Public Works Director Mike Shaw, Community Services Director Todd Souza, and all of the other department heads with whom we work every day.

Finally, I would like to take the opportunity to thank all the department's full and part time employees, volunteers, and supporters for all of the time, hard work, and dedication that you invest in our community to ensure that it remains a wonderful place to live and work.

*Respectfully submitted,*

**Robert Moulton**

*Chief of Police*

Report from the

## **HARBOR MASTER/ MARINE RESOURCE OFFICER**

*To the Town Manager, Town Council, and Citizens of Scarborough:*



*Ian Anderson  
Harbormaster -*

*Marine Resource Officer*

I respectfully submit this annual report as the Harbor Master and Marine Resource Officer for the Town of Scarborough for the year ending June 30, 2017.

The year of 2016-2017 has been a particularly safe year on the waterways of Scarborough with reduced marine calls for service and a dramatic increase in the use of Personal Flotation Devices (PFD) by those aboard small man powered craft such as kayaks and stand-up paddle boards. In an effort to facilitate PFD usage, we have acquired a grant from Sea-Tow US which allows us to supply PFDs for free usage to adults and children. They are located on the front step of the Harbor Master's office.

This increase in safety does not, however, mean that we've lessened our training, as myself and the members of Engine 4 continue to conduct routine in-house training to remain prepared for any marine distress event.

As with years past, our beaches continue to grow in popularity and use. This naturally leads to tight use of resources, and we are planning to renovate the co-op parking lot to more effectively utilize our space for the growing demand, while retaining the ability for all commercial users to have access whenever needed.

Pine Point and our marine rescue team have again had the honor of assisting in the swim portion of the annual triathlon taking place in front of Old Orchard Beach. The triathlon, previously called Rev-3, was this year sponsored by Iron Man. With this sponsorship, came a growth in participation to the tune of almost 2300 swimmers in the water who traveled to our town from all over the world. I'd like to thank all the agencies and personnel that came together to make that event possible.

Recreational fishing continues to be on an upswing in our river and Scarborough is routinely mentioned in local, regional, and even Atlantic based fishing forecasts. This starts in late spring with the run of school sized stripers through to late summer and early fall as folks try to catch 40+ inch fish. The striped bass population continues to grow and brings with it a growth of fishing related tourism and people looking to utilize the businesses in our area.

I'd like to thank the people of Scarborough, and especially the commercial fishermen I work with so regularly for their help, as I continue to learn and adapt to find new ways to serve more efficiently and effectively. On behalf of Assistant Harbormaster Michael DiClemente and myself, I'd like to thank the people of the Town of Scarborough for their continued care and respect of our beaches and natural resources. I'd also like to extend thanks to the many town departments who assist in keeping our beaches clean and safe.

Respectfully submitted,  
***Ian Anderson,***  
***Harbormaster/Marine Resource Officer***

Report from the

## SHELLFISH CONSERVATION

### COMMISSION

*To the Town Manager, Town Council, and Citizens of Scarborough:*

It is with great pleasure that I submit this report for 2017. This was my first year trying to fill the boots of the previous chairman Robert Willett, who held the position for 8 years. The soft shell landing report completed by the Department of Marine Resources for 2015 is over 50% less than the same landing report for 2007, only 8 years earlier. While the 2016 landing report is still preliminary, the downward spiral has stopped and is slowly increasing. Harvesters, both Recreational and Commercial, hope that 2015 was the basement year. Predation is killing a significant amount of the seed both the immature and the harvestable stock of market size clams.

By now many people understand green crabs are an invasive species that love to eat clams. Lots of them! There have been two distinct climate-loving types of green crabs. The green crab found in New England likes warmer temperatures and is less tolerable to some of the colder winters that we experience. Mother nature helps reduce their numbers noticeably in colder winters, while their Canadian cousins have no problem with the extreme cold. Warming water temperatures and several unusually warm winters have given the crabs the advantage. There is now evidence that a hybrid green crab has developed off Nova Scotia and it exists in both warm and cold water.

I would like to remind citizens, recreational and commercial harvesters that the Shellfish Commission meets the second Tuesday of each month at 7:30 p.m. at the Town Hall. The meetings are open to the public and we would welcome your comments.

Special thanks to Robert Willette Vice-Chair, Tody Justice Town Clerk, and Councilor Peter Hayes, Council Liaison.

*Respectfully submitted,*

**David C. Green**

*Shellfish Committee, Chairman*

#### **ANIMALS ON THE BEACH**

*The owner or responsible party must remove and dispose of any feces left by the animal in the appropriate litter receptacle. Please protect our beaches & clam flats by observing the Scarborough Animal Control Ordinance. 604. The full text of Scarborough's Animal Control Ordinance is available on the Town's website at [www.scarborough.me.us](http://www.scarborough.me.us) or by calling the Town Clerk's Office at 207.730.4020.*



*Shellfish Harvesters*

## Report from the

**ANIMAL CONTROL OFFICER***To the Town Manager, Town Council, and Citizens of Scarborough:*

This report is submitted respectively for the community of Scarborough. The following report is to inform the town residents of the importance of maintaining your pets with up to date rabies vaccinations.

Whenever a person or pet is bitten by another animal, whether a domestic animal or wild animal the incident should be reported immediately. Report the incident to the Animal control Officer or the police department. In reporting incident try to give a brief but descriptive detail of the offending animal and any information you can gather before our arrival. In the case of a domestic animal bite it is important that we quarantine the animal and verify with a Veterinary that the animal is current on the rabies vaccination. The quarantine period is ten days from the day of the incident, and is a state mandated requirement. Also the owner of the offending animal may be required to reimburse the victim any medical or damages incurred by the pet.

In the case of a wild animal bite, the sooner it is reported the better the chance of capturing the animal. The person bit should contact their physician immediately. Besides the exposure to possible rabies animals carry other infectious diseases that may be fatal. Wild animals that are captured will be tested if there is known contact with a person or pet. In the case of pet contact with a wild animal the quarantine period is 45 days and the pet should be given a booster shot by their Veterinary. If the pet bitten has never been given rabies shot the quarantine period is 6 months or possible euthanizing your pet to be tested for rabies. If there is an uncertainty to known contact the wild animal may still be sent to be tested. If no contact is made the animal will not be tested for rabies, the caller may request animals to be tested. There is a fee for testing wild animals if no known contact. Animal Control contact phone numbers: 730-4318 or 883-6361.

*Respectively submitted,*

**Chris Creps,**

*Animal Control Officer*

- Animal Refuge League- 207-854-9771
- Maine Health and Environmental Testing State Lab – 207-287-1706
- Center for Disease Control -1-800-821-5821
- Maine Warden service Gray Headquarters- 207-657-2345

- Dog license 2015-2016: 2650
- Confirmed Rabies cases: 1 (Gray Fox) Human Contact
- Calls to service for 2016-2017: 1618

Report from the

## FIRE DEPARTMENT/ RESCUE UNIT/EMA

*To the Town Manager, Town Council, and Citizens of Scarborough:*



*B. Michael Thurlow  
Fire Chief / EMA Director*

It is with great pleasure that I submit the annual report of the Scarborough Fire Department, Scarborough Rescue Unit, and the Scarborough Emergency Management Agency for the fiscal year ending June 30, 2017. As is customary I have included a summary of the past year's activities and emergency calls for service for those that enjoy comparing the data from year to year in this report.

### Personnel Changes

During this past fiscal year we were fortunate to receive funding to hire two new full time firefighter/EMTs to continue progress on our staffing plan. In addition to those new positions we also needed to hire two more individuals to replace one that resigned and another one who retired. In July we

were pleased to welcome Ryan Baillargeon, Zack Goeben, Caleb Parent, and Justin Moon to our full time team. We were also fortunate to receive funding to create a new full time Captain's position. Our current Paramedic Lieutenant, on-duty shift supervisors, Mark Stults, Nate Contreras, Bruce Quint, and Andy Clark were promoted to Captains. Concurrently we were able to promote four privates to Lieutenants who now serve as the station supervisors at Dunstan station. Congratulations to our newest officers, Lieutenants Mike Haven, Jeff Grinnell, Tim Cram, and Erin Sandler on their promotions.



*New Lieutenants, Haven, Grinnell, Cram & Sandler*



*Eric Berry driving himself home from his last shift in Ena. 2*

I also wanted to recognize the retirement of long-time public safety dispatcher Eric Berry this past fiscal year. Eric joined the fire department like many of his generation by following his father's footsteps into the fire service. He belonged for many years as a dedicated member of the North Scarborough Fire Company and rose through the ranks serving as Deputy Fire Chief. In 1982 Eric was hired as a full time public safety dispatcher, a position he held for over 35 years until his retirement on June 2<sup>nd</sup>. Eric's fire department background and historical knowledge as a life-long resident of our community made him a tremendous asset in our dispatch center that we will certainly miss. Congratulations on a stellar career Eric, thank you for your service, and best wishes *for a long and happy retirement.*

**Fire/EMS Report continued****Project GRACE Fuel Assistance Rally**

Once again this year the public safety departments and our community came together to help keep our neighbors warm by hosting the 5<sup>th</sup> annual, drive-through, fund raising event to benefit Project GRACE's fuel assistance project. Due to the generosity of our community as well as some challenge donations from business owners and benefactors the event raised \$16,470 in two hours, enough to provide the equivalent of 100 gallons of fuel oil, propane, K1, or wood to 65 residents who could use some help during the long, cold winter. Events like this one, and the great work that Steffi Cox and the rest of the Project GRACE board does throughout the year, makes Scarborough a special place and helps us maintain that small town feel. Thank you to everyone that helps make this annual event such a success.

Each year the department works hard to identify various grant opportunities to fund initiatives that would be difficult if not impossible to fund locally. Historically one of those is the Emergency Management Performance Grant (EMPG) that has funded 50% of eligible costs for emergency management activities including reimbursing certain staff salaries. Unfortunately the State of Maine Emergency Management Agency eliminated the ability for local communities like ours to apply for those grant funds. The State EMA organization has grown to the point that all the federal funding they receive is being used to support their and the County EMA offices with nothing remaining to provide financial support for active local EMA programs like ours.

This fiscal year we received grants from FEMA's Homeland Security Grant Program (HSGP) in the amount of \$21,759.75 for upgrades and maintenance of the regional command van as well as funding for mass casualty/active shooter training and exercises. Captain Daryen Granata was successful in obtaining a grant for a personal floatation device (PFD) loaner station that was housed at the Co-op boat launch. Boaters that don't have sufficient PFDs can borrow one for the day to make sure all souls on board are protected. We also received a generous donation from the Prout's Neck Association for residential stove hood suppression devices that will be used in a community risk reduction pilot program in multi-tenant residential occupancies where we have experienced a high number of cooking fires.



This photo is of our new human patient simulator which was funded through a 2016 regional FEMA Assistance to Firefighters grant in the amount of \$118,547.00. Scarborough Fire hosted the grant on behalf of the Metro Fire Chiefs' which includes the departments of Scarborough, Portland, South Portland, Cape Elizabeth, Falmouth, Gorham, Westbrook, Cumberland, and Windham. This very advanced, computer controlled, training aid has been a tremendous tool to teach advanced skills and interventions to EMS providers in our area in a safe and controlled learning environment.

**Public Safety Building Project**

Much of this fiscal year was spent working on a feasibility study for a new public safety building. This project has been delayed for almost ten years in part due to the economic recession and the need for a new Wentworth School. In November of 2016 the Town Council formed an Ad-Hoc Committee and hired a consultant to assist the committee with several deliverables including a space needs assessment, site selection process, schematic design, and probable cost analysis. The Ad-Hoc Committee completed their work and presented the council with a final report in July of 2017. That report recommended moving forward with a request for voter approval for the construction of a new combined fire/police/EMS public safety building on municipally owned land next to Town Hall. The committee further recommended selling the current public safety complex and applying those proceeds, as well as reserve funds set aside for this purpose, to reduce the amount needed to be bonded for this project. Finally the committee recommended placing a referendum question on the November 2017 ballot to seek voter approval.

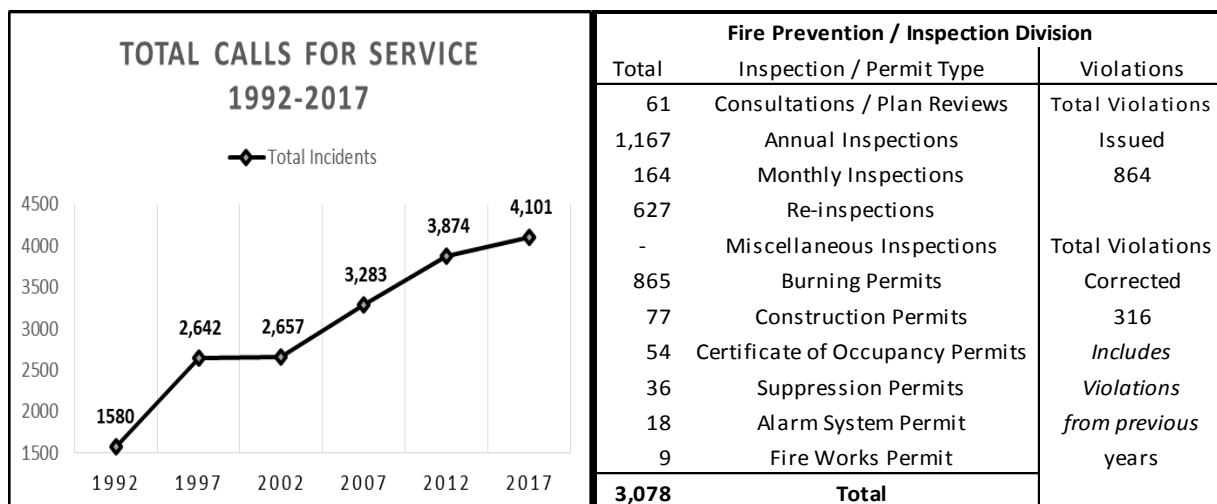


*Artist rendering of proposed Public Safety Building*

**Annual Statistics**

<b>Responses by National Fire Incident Reporting (NFIRS) Categories FY 16-17</b>			Total Calls	% of Total
NFIRS 100 Series - Actual fires in structures, vehicles, grass, woods, etc.			89	2.2%
NFIRS 200 Series - Overpressure , explosions, overheating with no fire			3	0.1%
NFIRS 300 Series - Emergency medical calls including marine & specialized rescue			2,900	70.7%
NFIRS 400 Series - Hazardous conditions including vehicle accidents & Haz Mat calls			122	3.0%
NFIRS 500 Series - Service calls including details, investigations & mutual aid coverage			320	7.8%
NFIRS 600 Series - Good intent calls including odor investigation & cancelled enroute			215	5.2%
NFIRS 700 Series - Alarm or sprinkler activations with no fire, false alarms, or false calls			449	10.9%
NFIRS 800 Series - Severe weather events & natural disasters			1	0.0%
NFIRS 900 Series - Special incident type not otherwise classified above			2	0.0%
<b>Totals</b>			<b>4,101</b>	<b>100.0%</b>

<b>Individual Truck Responses</b>		<b>Training Division</b>	
216 Engine 1 Black Point	235 Ladder One	Administration	382 hrs.
- Engine 2 (Spare)	199 Ladder Two	Full Time Personnel	2,119 hrs.
207 Engine 3 Pleasant Hill	423 Tank One	Engine 1 Black Point	1,078 hrs.
160 Engine 4 Pine Point	71 Forestry Three	Engine 2 (Per-Diem Personnel)	1,323 hrs.
348 Engine 5 North Scarborough	161 Forestry Four	Engine 3 Pleasant Hill	464 hrs.
420 Engine 6 Dunstan	13 Marine One	Engine 4 Pine Point	800 hrs.
581 Engine 7 Oak Hill	0 Marine Three	Engine 5 North Scarborough	513 hrs.
1,828 Ambulance 1 Oak Hill	26 Marine Four	Engine 6 Dunstan	372 hrs.
1,309 Ambulance 2 Dunstan	0 Marine Five	Engine 7 Oak Hill	344 hrs.
152 Ambulance 3 (Spare)	94 Squad Seven		
198 Unit 2 Black Point	19 Command Post	<b>Total Hours</b>	<b>7,395 hrs.</b>
380 Unit 6 Dunstan	1,370 Car 7 (Duty Officer)		
762 Unit 7 Oak Hill	2 Canteen		



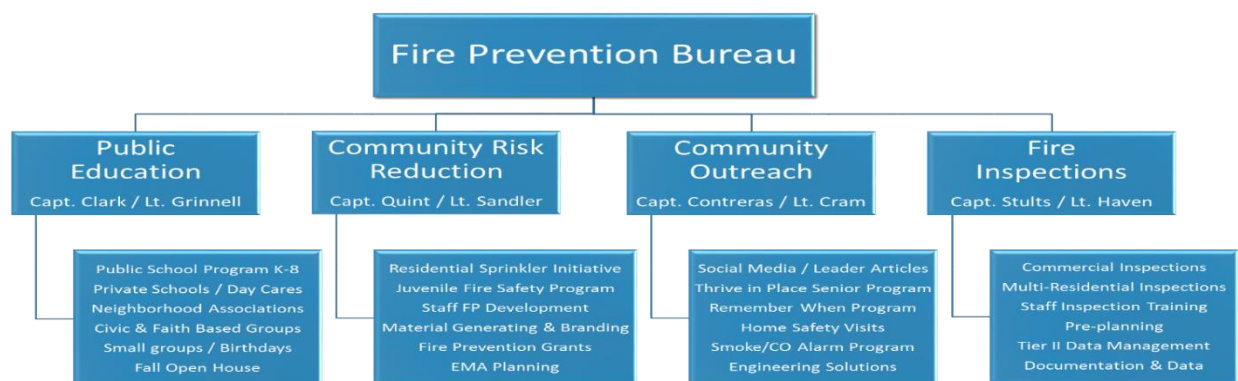
### Renewed Fire Prevention Strategy

During the past fiscal year the fire department instituted a renewed focus on fire prevention which included a strategy to involve each of our four shifts with the planning and implementation of various segments of our program. This effort builds on a simple philosophy that we teach to new recruits in the Fire Science Technology courses at Southern Maine Community College. That philosophy states that to be effective and efficient a fire department has to equally employ reactive methods, proactive methods, and have a solid administrative foundation.

Fire departments will always be reactive because we have to react and respond to emergencies that occur within our community when they happen. Our members train and prepare constantly to be ready to meet a wide-range of challenges from structure fires to medical emergencies, hazardous materials incidents, marine rescues, and many others. Administratively a department needs manpower to accomplish our mission along with apparatus and equipment so our personnel can do their job. Funding, policies, procedures, and human resources are all critically important administrative functions necessary for our success. Finally a fire department needs to be proactive in an effort to prevent fires and other types of emergencies. We do that through a variety of methods including public education, enforcement of codes and standards, inspections, and other community risk reduction activities.

The chart below illustrates how our four shifts have been organized to work on these various proactive initiatives each time they come to work. The public education team focuses on developing standardized programs to deliver critical safety training to citizens of all ages using nationally vetted and validated programs. The community risk reduction team is focusing on our residential sprinkler initiative, youth fire safety collaborative, emergency management planning, and seeking grants for fire prevention activities and supplies. The community outreach team is charged with public outreach by keeping a flow of safety and prevention messages fresh on our social media outlets, continuing our home safety visit and smoke/carbon monoxide alarm program along with a new initiative to install residential hood suppression systems in multi-unit residential occupancies. Finally the fire inspection team continues to refine and improve our very effective commercial life safety inspection program where we visit every business in town at least annually. This team also works to train our personnel in how to conduct those inspections as well as documenting known hazards and pre-planning our response to key facilities. Finally they are working on tools to better track our proactive fire prevention efforts to gauge the effectiveness of our program.

Fire is everyone's fight and our renewed focus on proactive fire prevention is intended to keep the citizens of Scarborough safe by employing a wide-range of efforts to prevent incidents before they occur, or better prepare the victims of emergencies to survive that event.



### Awards and Recognition

Each year the fire and police departments come together as one public safety team at our annual awards ceremony to honor the great work of our first responders. This event recognizes individuals and teams for their years of service and exceptional contributions to the safety and wellbeing of the citizens and visitors of Scarborough. What makes these awards special is that the vast majority of them are nominated and selected by their peers. A summary of the fire department awards bestowed at the ceremony for calendar year 2016 are noted below.

<b>Gold Badge Award for 20 Years of Service</b>		<b>Vernon Paulsen Award for 25 Years of Service</b>	
Chad Johnston	Andrew Clark	Geoff MacLean	
<b>Erwin Faunce Award for 30 Years of Service</b>		<b>Chief Robert Carson Award for 35 Years of Service</b>	
Anthony Attardo		Arthur Greene	
<b>Chief John Harmon Award for 40 Years of Service</b>			
B. Michael Thurlow	Glen Deering	David Jackson	
<b>Citizens Merit Award – CPR on Victim at Higgins Beach</b>			
Robert Hutchinson; Cory Murray			
<b>Fire Chief’s Merit Award</b>			
Capt. Bruce Bell and Capt. Richard Lamontagne			
<b>Paramedic of the Year</b>			
Andrew Breitbeil			
<b>Student Firefighter of the Year</b>			
Austin McKearney			
<b>Fire Officer of the Year</b>			
Capt. Andrew Clark			
<b>Firefighter of the Year</b>			
Mike Stephenson			

### In Closing

In closing I would like to take this opportunity to recognize some key department heads and colleagues that have moved on to retirement or other challenges during this past year. Bruce Gullifer retired in December after serving as our Community Services Director for 32 years. Bruce did a fantastic job expanding the offerings in that department for all ages and he was a pleasure to work with over the years. I also wanted to acknowledge Planning Director Dan Bacon and Human Resource Director Jaclyn Mandrake who both left to take jobs in the private and non-profit sectors. During their time leading their respective departments they too were consummate professionals who were key members of the town's management team, and who personally were very helpful to me and our department. Finally I want to thank the Town Manager and Town Council for their support over this past fiscal year as well as Police Chief Robbie Moulton, Public Works Director Mike Shaw, and all the department heads that I work with on a daily basis.

I also want to thank the men and women of our department for all of their sacrifices, hard work, and dedication to serving the emergency response needs of our community. We have a wonderful team that delivers exceptional service to the citizens and visitors of Scarborough and it is a pleasure to work with each and every one of them to provide those services to you in your time of need.

*Respectfully Submitted,*  
**B. Michael Thurlow**  
 Fire Chief



## Report from the

**PUBLIC WORKS DEPARTMENT***To the Town Manager, Town Council, and Citizens of Scarborough:*

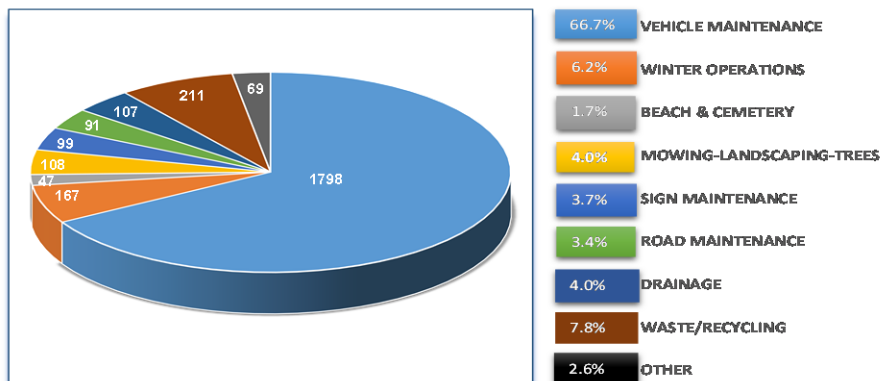
Michael E. Shaw  
Director of Public Works

The fiscal year ending June 30, 2017 was an exciting year with innovation being the key word as the department looked for more savings and efficiency in the department. Innovation can be new programs that benefit the citizens and the municipality as a whole or it can also mean taking inventory of existing programs and services and refining how they are done. For example work flows can be modified to create efficiencies. One example of this is the mobility initiative in operations discussed later in this report that streamlines asset management and reporting functions.

**Administration**

The administrative team this year responded to 2,697 requests for service from residents, various town departments, outside municipalities, and other general public. The calls generated work orders which were submitted to division supervisors for assignment to personnel whose skills were the best fit for the job. While there was an increase of 300 work orders over last year, the number of excavating permits almost tripled to 90 indicating more activity in the Scarborough economy.

**PUBLIC WORKS**  
**Work Distribution FY2017**



In addition to the 2,697 Work Orders, Public Works also approved:

75 Driveway Permits  
90 Excavating Permits  
30 Excavator Licenses

We are now in our second year with Cityworks, the new asset management and record keeping software. The program has given us expanded use of a robust GIS program developed by Public Works over the last 10 years. Cityworks offers additional mobility opportunities in comparison to our previous software. We now have the capability of more expanded inspection and record keeping functionality out in the field. This mobility provides direct access to the program as field work is processed, therefore, records are being updated continuously. We look forward to learning more about the complexities and features offered by this amazing new program

### Public Works Report Continued:



Deputy director Dick Collins retired on June 29th. Dick was an integral part of the PW family and dedicated 40 years to the department in a variety of positions spending his last 7 years as deputy director. During his time as deputy he managed many CIP programs, converted the winter operations program to more current practices and worked with me on staff development initiatives. His contribution to the department has put us in a favorable position as we move forward.

### Vehicle Maintenance

As mentioned in my opening remarks innovation was the key word for this past year. An example of that innovation is the contracted vehicle maintenance contracts the department negotiated with three area municipalities. These contracts provide revenue for the department while providing cost effective repair and maintenance for the outside municipalities. With vehicles becoming more complicated every year, up-to-date training and diagnostic equipment is critical. These contracts allow us to spread the investment of necessary training and equipment out to more municipalities saving the department money while allowing us to better maintain the Scarborough fleet which is and always will be our primary responsibility.

Last year the department entered into discussions with other municipalities to provide services for the maintenance and repair of their fire and rescue fleets. In 2016-2017 three towns signed on with Scarborough Public Works for vehicle repair and services:

July	Town of Old Orchard Beach
November	Town of Hollis
December	Town of Wells



A total of 27 pieces of equipment from these towns have been added to Scarborough's existing service list of over 200 vehicles. The Vehicle Maintenance Division has 1 supervisor, 7 full-time maintenance technicians, 1 metal fabricator, and a stock room manager. This dedicated crew of 10 is committed to providing the best service possible to the 12 in-town departments and 3 out-of-town municipalities.

### Operations

Operations continued to repair and maintain the infrastructure of the community. With a wide range of assets spread over 54 square miles, the 17 person team of the operations division were kept busy. Keeping with the theme of innovation the operations staff started the transition to in-field reporting. The benefit of in-field reporting is that information is constantly up to date and there is less post processing of data saving admin time. In the upcoming year the goal is to leverage more of the functionality the program has to offer.

A few of the major snow events:

December 2016		January 2017		February 2017		March 2017	
12/11	3 – 5"	01/18	6 – 8"	02/10	10"	03/14	18"
12/17	6"			02/11	6"	03/31	8 – 12"
12/29	11"			02/12	18"		
				02/16	5"		

During these events we spread *1,708 tons of salt*, *5,661 tons of sand*, and *35,588 gallons of magnesium chloride* on roads.

### Public Works Report Continued:

#### Capital Improvement Projects & Equipment

The **'Cummings Road Reconstruction Project,'** a shared project with the city of So. Portland, has been completed. Drainage and road surface work was completed from Running Hill Road in So. Portland to the Payne Road in Scarborough. Funding was a 3-way partnership between So. Portland, Scarborough, and MDOT. Scarborough's portion of the cost was \$222,500.00

Initial survey and design of the **'Gorham Road Reconstruction Project'** has been completed and the final planning phase of construction-ready plans and specifications for the first section from Wentworth Drive to Maple Avenue is near completion. Scarborough has received confirmation that MDOT will provide \$500,000.00 in funds through a Maine Partnership Initiative (MPI) agreement for work done on this project with another \$200,000.00 from a PACTS grant. The estimated cost for phase I construction is \$2,100,000.

The **'Pine Point Master Planning Project,'** a comprehensive planning process for roadway design in the Pine Point Area, began in the Fall of 2016. The approach is a "complete street design" for East Grand Ave that will review multi-modal use options, landscaping, and drainage. Public outreach and input will be crucial to this plan. One public meeting was held in November to start the process with another to be held in July of 2017.

PUBLIC WORKS PAVING EXPENDITURES FY17		
July 1, 2016 - June 30, 2017		
ROAD	DESCRIPTION OF WORK	COST
BROADTURN RD(3)	GRIND & OVERLAY	\$25,812
CARRIAGE WAY	RECLAIMED, PAVED	\$5,455
CUMMINGS RD	SCARBOROUGH'S PORTION OF CONSTRUCTION, GUARDRAIL REPAIR	\$230,453
DEERING DR	RECLAIMED, PAVED	\$49,444
EASTERN RD (NO.)	PAVED, CURB	\$71,434
GORHAM RD (2)	PAVED	\$71,497
LITTLE DOLPHIN DR	GRIND & OVERLAY	\$11,520
MINUTEMAN DR	RECLAIMED, PAVED	\$50,297
MUSSEY RD(1)	MILLED, PAVED, NEW TRAFFIC LOOPS	\$73,105
PINE POINT RD (2)	GRIND & OVERLAY,HAND-PLACED PAVEMENT,PAVED SIDEWALKS, SLIPFORM CURB	\$26,800
SCOTTOW HILL RD	PAVED	\$49,944
SPRING ST	MILLED, PAVED, NEW TRAFFIC LOOPS	\$58,057
SURREY LN	RECLAIMED, PAVED	\$4,096
US ROUTE 1 (1)	SIDEWALK CONSTRUCTION @ PLEASANT HILL	\$44,912
<b>TOTAL COSTS</b>		<b>\$772,826</b>

#### Subsurface Drainage Assessment

The Ted Berry Company has completed the first of a 4-phase inspection project. Closed Circuit TV inspection of pipe, GIS Gap analysis, and development of a system inventory for import into our existing GIS is part of the project. The end product will provide us with not only an index for the likelihood of failure but also the consequence of failure. These two factors are critical to creating a responsible multiyear pipe rehabilitation program that balances cost and necessity.

#### Detention Pond Maintenance

Twelve town-owned detention ponds were returned to original design condition. Labor and equipment was provided by in-house Public Works crews.

The **CIP equipment replacement program** was funded to include one new plow truck, one new pickup truck, a tractor, and a loader/backhoe. The Town Council once again supported our comprehensive vehicle and equipment replacement program. By doing so we are able to control spending on repairs of vehicles and maintain a consistent annual level of capital expense. With the information Cityworks provides the goal for the future is to move to a cost of ownership program to determine replacement rather than age or mileage.

## Public Works Report Continued:

### Recycling and Solid Waste

Accounting for 7.8% of the total public works budget recycling and solid waste is always under scrutiny to reduce cost and maintain level of service. With guidance from the Energy Committee's "Final Report on Reducing Municipal Solid Waste" (MSW)) focus was directed to food waste recovery and diversion.

On May 1, 2016 three centralized organic waste drop-off sites were created at the following locations:

- Walmart, Scarborough
- US Route 1, in front of the Maine Veterans Home
- Pine Tree Waste, Scarborough

**2017 was the first full year we were able to generate statistics on centralized organic waste collection.**



In 2008, Scarborough enacted an automated curbside recycling and waste collection program. From 2008 through fiscal year 2017, there has been a reduction in the recycling rate from a high of 38% to an average of 32%. In 1989, Maine enacted a comprehensive solid waste law where one of the codified goals is to achieve a statewide recycling rate of 50%. However, the rate has yet to break 40% state-wide. Based on numerous studies, the general consensus is that the 50% rate cannot be achieved until food waste and organic waste are separated and composted.

In an effort to reach the State goal of a 50% recycling rate and to reduce municipal waste costs, Scarborough conducted a curbside food waste collection pilot. The pilot program ran from May 10, 2017 until September 7, 2017 and consisted of weekly curbside collection of food waste for 258 households in the Pleasant Hill neighborhood while alternating municipal solid waste (MSW) and recycling pickup. During the pilot period, 64.66 tons of materials were collected: 10.32 tons of food waste, 36.17 tons of trash, and 18.17 tons of recycling. The food waste portion equates to an approximate 16% diversion/recovery rate. While data indicates that Scarborough residents are interested in food waste diversion efforts, alternating MSW and recycling pickup proved to be a challenge in the pilot neighborhood. Moving forward in fiscal year 2018, Scarborough Public Works will continue to efforts to increase town-wide recycling rates.

Scarborough Public Works will continue to efforts to increase town-wide recycling rates.

Coming in 2018! **RECYCLOPEDIA** Your one-stop shop for recycling and waste-handling answers.



I would like to voice my appreciation for the support received this year from the residents, town council and the town manager. I am always thankful for the recognition we receive for the work we do.

*Respectfully submitted,*  
**Michael Shaw**  
 Public Works Director

## Report from the

**SCHOOL DEPARTMENT***To the Town Manager, Town Council, and Citizens of Scarborough:***Superintendent's Introduction**

*Julie R. Kukenberger*  
*Superintendent of Schools*

It is my hope that this communication finds you and your family well. It seems like yesterday that I was writing to introduce myself and express my gratitude for the warm welcome into your community. However, one year later I am honored not only to serve the Scarborough community, but am I am also privileged to be a member of this community as my family recently purchased a home in Scarborough. My first year as your superintendent of schools went by in the blink of an eye and although I am still learning every day, I am confident that our students and staff are among the very best in the State of Maine

Our **vision** has been clear since day one, "*Scarborough is committed to all students becoming college, career, and civic ready through student-centered learning.*"

The work our faculty and support staff do for our students and families is remarkable. On several occasions parents have meet with me to "let me know" what an amazing staff we have. A staff that understands that we must support, nurture and develop the whole child in order to ensure that they are both successful students and productive, contributing members of society when they graduate. Our administrators are authentic leaders who are committed to ensuring that every decision we make is based on one question, "Is this what is best for our student(s)?"

As I reflect on the 2016-2017 school year I am amazed and proud of the numerous improvement efforts we have undertaken. I would like to share some highlights aligned to our four focus areas from our Long-Range Vision for Continuous Improvement (the title has been simplified, however the essence of these focus areas remains the same as those included in the district's 24 month improvement plan).

**Focus Area 1: Effective Teaching and Learning**

We have continued to develop a culture of continuous learning and growth for all students, staff, and families as we transition from a traditional student-centered educational system to a Proficiency-based Education (PbE) system. This was no small task as we worked to develop and accelerate an implementation plan that would meet the State's required timeline for our incoming Freshmen (Class of 2021) while also ensuring that we do not lose sight of why we are doing this work. Our Proficiency-based Education (PbE) system is designed to keep the learning at the center of our work while ensuring that all students have multiple pathways and opportunities to demonstrate success through a growth model. At the heart of this work we strive to ask ourselves two questions about every student, every class, every day:

1. What does the student do well?
2. What is the student ready to learn?

When consistently implemented, PbE will support and empower students to hone in on their strengths and interests as they work to meet and/or exceed the standard expectations.

Simultaneously all of our staff are members of a Professional Learning Team (PLT) where they work collaboratively with colleagues to identify an action research project designed to improve instructional practices and student outcomes. Late start Wednesdays are critical for this work as it allows for protected PLT time. Some projects this year include studying the impact of mindfulness, the effects of a growth mindset on student effort, improving

**School Report Continued:**

reading and writing instruction through a workshop model, and flexible seating and furniture options to optimize student learning.

**Focus Area 2: Safe and Inclusive Schools**

We strive to provide and nurture a climate that allows for a positive and supportive student-centered culture, where students and staff are encouraged to be engaged members of the community. Across the district Scarborough students have opportunities for voice and choice, and are encouraged to take calculated risks that will lead to deeper understanding of themselves and others.

We have examined our K-12 student support services and worked collaboratively with the Leadership Council and School Board to update our Bullying and Cyberbullying policies. We have utilized restorative practices to remediate unexpected behavior and repair harm caused by conflict.

Our Leadership Council has engaged in two full days of cultural proficiency professional development examining our own identity and biases and how they impact our leadership and decision making. We recognize that this is the beginning of this work and will continue to develop equity improvement modules that will educate and support staff as we strive to increase access and equity for all students.

**Focus Area 3: Global Citizenship**

Together, we strive to develop skills for engaged citizenship and an appreciation of one's own culture and those of others in order to make positive changes in the world. Over the past year our students have engaged in hundreds of student-directed community service opportunities. On any given day you could walk into one of our schools and you would clearly see evidence of various philanthropic projects such as raising money to fight cancer, collecting change on Halloween to donate to UNICEF, or collecting food and clothing for shelters and families who are struggling to make ends meet. Hundreds of our students are formally involved in service clubs such as Interact, Key Club, Seeds of Peace, Builders Club, and many more. Several of our athletic teams advocate for issues that they are passionate about such as dedicating gate revenue to the Travis Mills Foundation, fundraising to support the Wounded Warriors Project, volunteering at the Root Cellar, and participating in the Coaches Against Cancer Program to name a few.

**Focus Area 4: Community Engagement**

Our School and Business Partnership is co-led by our Director of Curriculum and Assessment and our Scarborough Economic Development Corporation (SEDCO) Executive Director. This group has been very active and strategic as they work to solidify the mission, vision, and infrastructure in order to coordinate and cultivate our school and business partnerships. These partnerships are designed to expand student learning opportunities, career exploration, internships, and experiential learning in the classroom and beyond. This year the Scarborough Education Foundation (SEF) provided over \$30,000 in innovation grant funds directly to our classroom teachers. This partnership continues to serve a critical role in ensuring that our teachers have opportunities to think beyond the limitations of our school budget as they implement new and innovative practices and resources into their instruction.

As I write this reflection, we look forward to another year of improvement and continuous growth in the 2018-2019 school year. It continues to be my honor to serve our children and our community.

***Respectfully Submitted,***  
*Julie R. Kukenberger*  
*Superintendent of Schools*

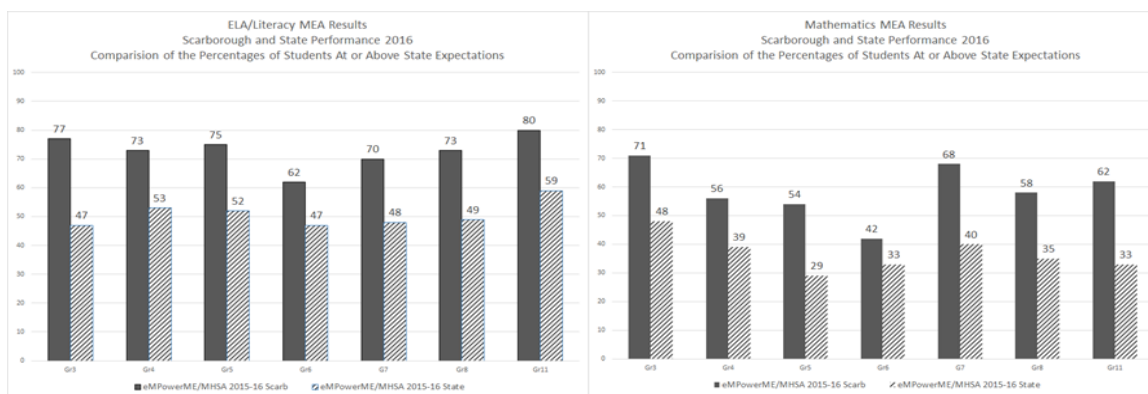
### School Report Continued: Curriculum and Assessment

Monique Culbertson, Director of Curriculum

The theme this year has been preparation. Our leadership and staff have worked hard to plan for shifts in teaching and learning in preparations for the class of 2021 who will graduate with a proficiency based diploma. While this has been a goal within our district's strategic improvement plan for several years, we ramped up our efforts particularly at the middle and high schools. We established standards and learning goals for all curriculum areas across K-12; studied and began implementing teaching and grading practices that will help students learn better; reviewed software applications that will help with the teaching, learning, tracking and reporting of student progress. Our professional learning system, with the help of our Instructional Coaches, continues to be focused on improving student learning through a quality curriculum.

While middle and high schools maximized their energies in these areas, the K-5 staff continued to focus on their multi-year plan to improve literacy. The new reading curriculum is in place across all classrooms. We were also able to do something that has never been done in Scarborough, begin to bring our K-5 classroom reading books, often called classroom libraries, to a level so that all classrooms have similar sets of titles that meet the reading needs and interests of the students. In the past, teachers often invested their own funds to purchase titles, and while the local budget allocated some funds to add to collections, we learned from the recommendations around our new reading curriculum that our libraries needed better coordination and updating to better assist our students.

The State test results from a revised set of tests gave us baseline data from which we can begin to track our strengths and areas for growth in ELA/Literacy and mathematics. These tests assessed new, more rigorous state standards, and were taken completely online via our students' computers. As the charts indicate, our students perform well above State average.



We continue to make incremental improvements in the areas of Science and Social Studies as our resources allow. Our STEM programming is growing incrementally with computational thinking, engineering, and innovation as important areas of learning for students so that they will be college, career and civic ready for our rapidly changing global society.

### Special Services

Alison Marchese, Director of Special Services

Scarborough Public Schools Special Services team provides oversight of programming for Special Education, Gifted and Talented programs (GATES), English as a Second Language (ESL), and Section 504 services. Over 28% of the student population benefit from one or more of these programs. Some highlights from this past year included:

**School Report Continued:**

- **Recreational Swim Program** – Full implementation of a weekly swim program for our middle school and high school functional life skills students.
- **Student Independence** – Continued fostering opportunities for students whose level of need requires adult support to become more independent.
- **GATES Internship Program** - Offered a series of three workshops for high school GATES students about career exploration and real world readiness.
- **Study Skills Instruction**- Refinement of study skills instruction model at middle school and piloted a new study skills model and curriculum for Wentworth School special education students.
- **Executive Functioning** – Staff participated in trainings on understanding executive functioning and how it impacts programming for students.
- **Reading Instruction** - Staff participation in specialized reading instruction programs (SPIRE).
- **IEP Goal setting** – Staff participated in training on writing recursive IEP goals to create challenging, realistic goals for students.
- **Inclusion** – Staff participated in training during school year and summer with Inclusion consultant to refine our inclusion practices.
- **Student Engagement** – Continued work on increasing student understanding and participation with their I.E.P. meetings.
- **Behavior Interventions** - Increased support for all staff working with students with behavioral needs.
- **Positive Behavior Supports** – Continued training of building based teams for development of effective behavior interventions.
- **Public School Programming** - Transitioned two out of district students back to their public schools.
- **Social/Emotional Resources** - Provided additional psychological and behavioral consultation support for our social life skills programs.
- **Community Partnerships** - Continued local business involvement with supported employment opportunities of students with life skills curriculums.
- **DOE Audit** – Conducted audit of our special education files and met with DOE staff as part of mandatory DOE audit process and provided training and guidance for staff to ensure that our documentation is compliant with state and federal regulations.
- **Transition Planning** – Middle and High school staff participated in training on developing effective transition plans for students with IEPs.

**Scarborough Public Schools Nutrition Program**

Peter Esposito, Director

Scarborough High School had a new dishwasher installed at the end of last year. We have now purchased reusable trays. This will allow us to save money on paper tray purchases and by cutting down on the amount of trash. Also new at the High School is a new vending machine that will allow students to access healthy snacks by using their school ID number. In the K-5 schools we applied and received a grant for a breakfast cart that will be stocked with breakfast items and grab-and-go breakfasts. This is an effort to make sure we offer breakfast to the students that may have not had time to eat before they head to school. Also at Wentworth we have implemented an online Deli Sandwich order so teachers can preorder their sandwich and it will be ready for them to pick up during their lunch time. We are in the process of implementing this ordering system at the Middle School and the High School. We also continue to offer all homemade soups and chowders at Wentworth School, Middle School and High School. We have added homemade soups to the K-2 menu as well.

**School Report Continued:****Facilities**

Todd Jepson, Director of Facilities



Projects were completed at all of the schools over the past school year, including the following:

**High School Facilities and Maintenance**

- Exterior masonry restoration of 1968 courtyard and 2004 east wall have been completed.
- The senior parking lot was repaired and resealed, and all lots had lines re-painted.
- ADA tactile strips/ramps for visually impaired students have been replaced at the main entrance plaza and at door 14.
- All garden beds at the main entrance have been re-edged, pruned and re-mulched.
- Crumbling pavement in front of the high school dumpster has been replaced with concrete.
- A green screen wall was painted for the Audio Visual lab
- Air conditioning units were installed in the Special Services classrooms in the C100 corridor and the G203 classroom.
- Maintenance was completed on the science lab neutralizing tank
- All parking lot lights that remained from 2004 renovation have been converted to high efficiency LED lights and received Efficiency Maine incentive money.
- A new combustion management system was installed on the boilers through the help of Efficiency Maine incentive money.

**Middle School Facilities and Maintenance**

- Roof replacement on the 6th grade portable been completed.
- New library book shelves were installed
- The old computer labs were renovated, re-carpeted and painted and furnished for conference room and classroom use.
- Several classrooms were completely or partially repainted
- All parking lots had lines repainted.
- Stem Lab was re-purposed (previously a Home Economics room), stoves and sink removed, and classroom area established.
- All hallway lighting was replaced with high efficiency LED lights and received Efficiency Maine incentive money.



**School Report Continued:****Wentworth School Facilities and Maintenance**

- Areas of the gymnasium were repainted
- Damaged concrete was repaired in the courtyard
- Memorial gardens were edged, pruned, weeded and mulched
- A sink was installed in the classroom garden
- All lines in parking areas and crosswalks were repainted

**Blue Point Primary School:**

- Several areas were painted, including the teachers' break room.
- Principal's office had office furnishings removed and repurposed to Pleasant Hill School and one wall was re-painted.
- Upper playground had all retaining timbers replaced and new playground surface installed

**Pleasant Hill Primary School:**

- The meeting room was cleaned out and reconfigured/refurbished
- The Principal's office was repainted and desk repurposed from Blue Point installed.
- Main hallway was repainted and had high efficiency LED light fixtures installed and received Efficiency Maine incentive money.
- One section of the playground retaining timbers was replaced, a new playground installation was completed and surfacing added.
- 

**Eight Corners Primary School:**

- Main hallway was repainted as well as touch up work in classrooms
- Playground had retaining timbers replaced and playground surface added.
- All lines were repainted in parking lot areas
- Main hallway of oldest section of building had lights replaced with high efficiency LED fixtures and received Efficiency Maine incentive money.

**All Schools Facilities and Maintenance**

- All of the school buildings had roof inspections and were repaired as needed.
- All of the schools had full HVAC mechanical and controls systems preventative maintenance inspections and repairs completed.
- All schools had their carpets professionally cleaned.
- Full floor-to-ceiling cleaning and tile floor stripping and waxing was completed.
-

**School Report Continued:****Scarborough High School**

David Creech, Principal, Scarborough High School

**STUDENT CENTERED LEARNING**

*Scarborough Public Schools are committed to all students becoming college, career, and civic ready through student-centered learning. Using our Student-Centered Learning focus, decisions in planning instruction and in the continuous improvement of our schools are made with student's' needs and interests as our primary consideration.*

**School Schedule**

SHS completed a two and a half year commitment to creating a student centered schedule that meets the needs of each and every student. The new schedule will be implemented over a two year period with the focus in year one being on two new programs. During the 2016-2017 school year, Academic Enrichment and Support Time (AEAST) and an Advisory Program were implemented. The 2017-2018 school year will see part two of the new schedule with the implementation of an Alternating Block Schedule. The Block Schedule consists of classes that meet every other day for 75 minutes. AEAST/Advisory groups meet for 35 minutes between the first and second block of the school day.

**Academic Enrichment & Support Time / Advisory**

*The Academic Enrichment and Support Time is designed to provide students with a regularly scheduled time to access staff members for:*

- Academic support and/or enrichment
- Check ins with teacher(s) after an absence
- Make up work from an absence
- Completion of unfinished classroom assessments (homework, quizzes, tests, etc.)
- Connecting with a staff member for support (academic, social, emotional, health & wellness needs)

Students are able to access staff through a pre-approved request or staff members may request a student meet with him or her as needed. AEAST is scheduled between the first and second block on Monday, Tuesday, Wednesday, and Thursday. AEAST will not be held on late start Wednesdays so that all of the academic classes can meet.

**Advisory Program**

*The SHS Advisor/Advisee Program will provide:*

1. *A caring adult who will guide, support, and encourage students throughout high school and*
2. *Activities that support the academic, social, emotional, health & wellness needs of all students*

**Program Details**

- Advisory will meet every Friday during Academic Enrichment & Support Time (AEAST)
- Each month will include time for the following:
  - Student check-in (grades, attendance, behavior, goals, etc.)
  - Advisor led, team-building activity
  - Building-based activities, presentations, and assemblies
  - Information gathering following building based activities
  - Advisor led, small group discussions

---

**School Report Continued:****Technology Integration (1 to 1 Laptop Program)**

Scarborough High School students and staff continue to use the Lenovo laptop computer with programs and software that are aligned to academic courses imaged on each device. Our technology integration coach will continue to work with staff to help them integrate technology into the classroom.

**Proficiency-based Education (PbE)**

A PbE Committee was formed to develop the plan to implement a PbE system in Scarborough Public Schools. District leaders, school leaders, and teachers were part of a team that examined the areas of PbE that would support our Student Centered Learning Vision. Sub-committees were created to support the identified components of a PbE Model. The sub-committees worked on the following areas: The Guiding Principles, Habits of Work and Learning (HOWL), Grading Scales, and the PowerTeacher Pro electronic grade book.

Teachers of grade 9 classes in the four core content areas received professional development during the spring and summer of 2017. The focus of their professional development was preparing for a shift to a PbE model.

**Graduation Requirements for the Class of 2021**

Graduation Requirements were created for the incoming class of 2021 that support the Standards Based Diploma requirements and align with Scarborough High School's Graduation Expectations. Students will be tracked as they demonstrate proficiency in the four core content areas of English, Mathematics, Science & Technology, and Social Studies. The class of 2021 will also track their progress on the Guiding Principles and share their growth in each of the five areas with a culminating exhibition their senior year. The Guiding Principles can be found in any area of the student's life and they may choose how to best demonstrate their growth.

**The Guiding Principles**

- 1) Clear and effective communicator
- 2) Self-directed and lifelong learner
- 3) Creative and practical problem solver
- 4) Responsible and involved citizen
- 5) Integrative and informed thinker

**Content Area Curriculum Development**

SHS continued to provide each content area with professional development time to: align curriculum to national/state standards, develop learning goals that support standards, develop assessments to track student progress in the course and learning goals, and examine current grading practices as SHS implements a hybrid model for grading that includes a course grade, HOWL scores, and tracking of learning goals tied to graduation standards.

**PROFESSIONAL DEVELOPMENT**

*Scarborough High School is committed to the growth and development of all staff to ensure a student centered learning system is in place to support all students.*

**Performance Evaluation and Professional Growth (PEPG) Model**

SHS continued the implementation of the district-wide PEPG model for all educators. During the 2016-2017 school year, staff members were trained in the PEPG system and completed a self-assessment, created a growth plan, and implemented two professional goals.

### School Report Continued: Professional Learning Teams (PLT)

SHS continued to use PLTs as a vehicle for collaborative action and inquiry. Self-selected teams of educators were asked to focus on improving instructional practices through their PLT. Staff developed plans that:

- Reviewed research in the field to determine best practices for implementation
- Allowed staff to implement quality instructional strategies
- Enabled them to collect data to measure effectiveness
- Ensured they could share findings and recommendations with colleagues
- Focused on improving student learning through improved instructional practices

### NEASC Accreditation

SHS completed the first phase of the three phase accreditation process which was a comprehensive, reflective self-study. The second phase of the Accreditation Process will include a four-day on-site evaluation visit by a 16-person committee. That site visit will occur on November 5-8, 2017.

The three-phase accreditation process includes:

- A reflective 12-18 month self-study
- A four-day on-site evaluation visit
- A multi-year follow-up process

### The Meaning and Value of Accreditation

Accreditation of public schools by the New England Association of Schools and Colleges indicates that the educational institution has conducted a self-evaluation of all of its programs and hosted a visiting committee to assess the institution in terms of its own stated educational goals and the Standards for Accreditation. Schools must demonstrate that they meet these Standards throughout the decennial accreditation cycle and continually work toward school improvement in order to maintain accredited status.



#### Scarborough Middle School

Barbara Hathorn, Principal, Scarborough Middle School



During the 2016-2017 school year the Scarborough Middle School staff worked diligently to improve teaching and learning consistent with the Scarborough Public Schools Long Term Goals/Improvement Plan. This laser-like focus produced positive results throughout the building. The work of the staff also set the stage for more improvements to come during the 2017-2018 school year.

Some of the highlights from the 2016- 2017 school year include:

- Inquiry-based Science and Social Studies curriculums were implemented.
- Common grading expectations, including conversion scales and Habits of Work, were developed by teachers and used for reporting in PowerSchool.
- Content teams met weekly to ensure that common summative assessments were calibrated. Content teams also met regularly to develop formative assessments as well as multiple options for students to demonstrate their learning.
- A data plan was created. The plan includes student data being regularly monitored by, but not limited to, the following groups: RISE, MDT, Inquiry Teams, and Content Teams.
- A new position was created. The Bridge teacher works with students who need time out of Math or ELA classes for short periods of time due to illness and for students new to Scarborough Public Schools. This teacher also works with the students and staff in the Academic Center.

**School Report Continued:**

- The RISE Program (Remediate, Improve, Stretch, Excel), a customized learning block, was redesigned to provide students with voice and choice in their learning.
- Electronic portfolios were redesigned to which allow for goal setting around Guiding Principles, reflection, and celebration of growth.
- Content and Inquiry Team Meetings were operationalized.

To prepare for improvements planned for the 2017-2018 school year, teachers:

- Piloted Powerteacher Pro, a grading program which allows for better reporting of standards.
- Collaborated in preparation for the implementation of a standards-based curriculum and reporting system.
- Developed CREW, an advisory type program that aligns with the work at the high school.
- Piloted an electronic system to monitor students in RISE which also aligns with the work at the high school.

**Wentworth School**

Kelli Crosby, Principal, Wentworth School

A powerful symbol for the progress the Wentworth School Community has made over the 2016-17 school year exists right in front of our school. Our beautiful school garden has blossomed into an aesthetically pleasing outdoor learning environment, boasting all components of student centered learning and the connected nature of our learning as well as our community. Granite was donated by CPM Construction to create a unique circular seating area bordered by vibrant native perennials and shrubs. Through the leadership and vision of a Wentworth Professional Learning Team, students in 5th grade also helped design the new garden gallery fence created by metal-smithing students from Portland Arts and Technology High School. Funded by SEF, the ornamental fence features Maine themes of forests, marshland, mountains, and the sea. This gorgeous fence welcomes students into the outdoor classroom space, and also serves as a gallery for unique wire and beaded sculptures created by students in art class.

Modeling and acknowledging respectful behavior is a large focus of our day to day work as well as engaging in our school, town, United States and worldwide communities. During the 2016-17 school year, Wentworth students were heavily involved with Scarborough's Guiding Principles. As responsible and involved citizens, Wentworth students participated in a food drive to benefit the Preble Street Shelter helping families in need. Students also collected winter clothing items as part of our Coats for Kids fundraiser. Winter clothing was distributed to Maine families in need. Additionally, students collected items for the Animal Refugee League and collected money for the worldwide organization of UNICEF. Each service learning project benefitted our community while also providing students an opportunity to take the lead in making a positive change.

**School Report Continued:**

Through integration of technology and instruction, we are realizing all the benefits offered to our students and the staff in our state of the art building. As evidenced by the outstanding performance of our students on the EMPOWERME / MEA with outstanding participation and proficiency in both Reading and Mathematics, we are proud of the effort students put forth and grateful for the access to excellent resources. Last year was the first year students



participated in the same state assessment two years in a row, and we are supported by access to the tools necessary for a successful experience.

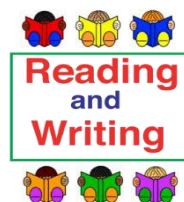
Students participate in demanding online testing periods, and because each of our students has their own laptop and is getting more and more comfortable with their device as well as this form of assessment, they are able to demonstrate their learning. We are extremely proud of their efforts and growth!



Professional development for our dedicated staff remains a priority, and throughout the year, teachers have had opportunities to collaborate and learn together. Through our morning enrichment program, staff work on grade level curriculum, while students enjoy enrichment experiences with our allied arts teachers. Staff also learn together after school on Mondays through a series of building based professional development opportunities, and once per month on Late Start Wednesdays with their Professional Learning Teams. Each Learning Community gathers weekly to share strategies, updates, and team business.



We continued to examine our Units of Study in Reading and Writing throughout our second year of full implementation by examining student progress and looking for opportunities to further both staff and student expertise. Like our Math in Focus program, which has resulted in outstanding mathematical performance by our students, the investment in Units of Study supports access to guaranteed and viable research based instruction in literacy for all students. Teachers are examining and reflecting on their own teaching practices to determine how they can best continue to support students, particularly with goal setting to meet learning targets. Many are involved in action research around instructional strategies to support students with practices such as mindfulness, mindset, and grit in the classroom.

**Primary Schools: Blue Point School, Eight Corners School and Pleasant Hill School**

Kelly Mullen-Martin, Principal, Blue Point School

Anne Lovejoy, Principal, Eight Corners School

Barbara Hathorn, Principal, Pleasant Hill School



The K-2 Phase has had another great start to the school year. Barbara Hathorn is excited to move from the Middle School to Pleasant Hill. She is eager to work closely with staff, students and families at Pleasant Hill and across the K-2 phase. Kelly Mullen-Martin is thrilled to be focused on one building and is full time at Blue Point School. Anne Lovejoy completes the K-2 Leadership team. We are proud to work as three principals, three schools, one K-2 phase that serve our youngest learners. Our highly talented and dynamic staffs set the foundation for learning for years to come.



We welcomed 573 students to our elementary buildings, including 188 Kindergarten students. Over 80 students participated in Kindergarten Kamp to help them to prepare for the transition to Kindergarten. Kinder Kamp was offered in five, week -long sessions. Parents could sign up for any or all of the 5 weeks. We offered transportation from centralized locations and snacks. Students were exposed to a variety of experiences including literacy, numeracy, Creative Problem solving, Maker Space, music and cooperative play. This a free program offered by Scarborough Public

**School Report Continued:**

Schools to establish a strong foundation and offer the opportunity to practice being in Kindergarten for our youngest learners.



Our literacy implementation continues to progress with Units of Study for Reading and Writing in all three K-2 Schools. Teachers are engaged in intense and ongoing professional development to accomplish significant shifts in our approach to literacy instruction. Students are demonstrating increased engagement, stamina, and achievement in reading and writing.

Our focus on Student-Centered Learning continues to be a priority. Students participate in conferences by sharing their learning their families in a variety of ways. Students are learning at a very young age to be proud of themselves as learners and citizens.

K-2 technology has allowed for greater access to blended learning opportunities and enhanced our overall curricula. Teachers will be supported to integrate this increased capacity to enhance student learning on the spot! This investment in technology reaches each student every day.



The Primary PTA generously provided STEM carts and Maker Space materials for each K-2 school to kick start STEM experiences for our students. Students work collaboratively to solve problems through hands-on learning. We hope to be able to grow these experiences through future investments as we grow the engineers and problem solvers of the future!

## Report from the

**COMMUNITY SERVICES***To the Town Manager, Town Council, and Citizens of Scarborough*

*Todd D. Souza  
Director*

*"It is the mission of the Community Services Department to provide, to the best of our abilities, diverse, safe, quality and cost-efficient services. We accomplish this through communication, coordination and education in a professional and timely manner for the Town of Scarborough"*



It's a pleasure to submit the annual report on behalf of Community Services for fiscal year 2017.

***Part-ner-ship – A relationship between individuals that is characterized by mutual cooperation and responsibility, as for the achievement of a specified goal.***

In my short time here with the Community Services Department, it is evident that our department has excelled in creating working partnerships within our community to offer the high level of services we provide today. Throughout the upcoming year, my goal is to evaluate programs, services, and facilities through a self-evaluation process with staff and partners. This process will help us acknowledge areas of strength and identify areas of need. With the continued development of new relationships, our department will be able to offer increased services to meet growing needs, such as increased participation in the 55+ programs, greater demands on field spaces, and increased requests for indoor meeting space.

Our department is continually working to meet the growing amount of requests for our services. Through coordination and communication, we reserve and schedule all municipal and school facilities, indoor and outdoor. This allows us to be as efficient as possible and ensures a smooth transition between hundreds of groups and thousands of users. This task also allows our department to maximize programming, plan maintenance accordingly, and protect the condition of all our resources (athletic fields, trails, and parks).

In addition to typical recreational services -- after/before school child care, summer camps, athletic leagues, 55+ programs and trips, special events, summer concerts, and winter activities -- our department handles the management of the town's trail system, the three municipal beaches (Pine Point Beach, Higgins Beach, and Ferry Beach) and the municipal boat launches including the Co-Op launch and parking lot. Responsibilities that accompany beach management are water testing through Maine Healthy Beaches and the town's piping plover monitoring program. Another responsibility of the Community Services Department is the maintenance of Town Hall, including the Tri-Gen system. We also oversee Scarborough's community television station and cable access channels, from which all government meetings, selected school athletic events, and public service announcements are aired. Community Service staff is in the fifth year of accepting U.S. Passport applications for the U.S. Department of State and managing the office as a Passport Acceptance Facility.

I look forward to serving the residents of Scarborough and working alongside the amazing staff here within the town and the Community Services Department. On behalf of the entire staff, I would like to thank all of the department heads, town manager, town employees, town council, committee members, volunteers, and the school system. Nothing we do would be possible without their support and partnership. Last, but not least, I would like to personally thank the staff of the Scarborough Community Services Department for their passion and dedication to our Community and for warmly welcoming me to the Town of Scarborough.

***Respectfully Submitted,***

*Todd D. Souza, C.P.R.P.,  
Director*

---

**Community Services Report continued:****School Age Child Care**

Our mission is to promote the physical, mental, social, and emotional development of each child by providing a high-quality child care program. This program enriches the experiences of children as we view the home, school, community, and child care settings as complementary and interrelated domains that affect children's growth and development. Run as a non-profit recreational program, Community Services offered morning and afternoon child care programs at each Scarborough school site during the 2016-17 school year. Our programs complied with all the recommendations for the Licensing of Child Care Facilities established by the State of Maine.

**Before and After Care -- Grades K through 5**

Morning care opened at 7:00 am at all of our Grades K-2 and 3-5 school sites. Morning care tends to be very low key. Many students bring their breakfast from home to enjoy prior to the start of school. Activities in the last year included coloring, drawing, puzzles, and games. Staff planned simple crafts and set up separate activity areas for blocks, marble mazes, and cars. One morning each week, we allowed participants to use electronic devices.

Afternoon care, open until 6:00 pm Monday through Friday, began as soon as school was dismissed in the afternoon. Staff took attendance daily to ensure all students were present. Snacks were offered daily. Weather permitting, students spent at least 30 minutes outside; more in-depth choices were made available later in the afternoon such as science activities, story and activity time, indoor active games, origami, and, of course, homework time. The extra time in the afternoon afforded child care program coordinators time to plan more extensive age-appropriate activities.

**Club Teen After-School Care -- Grades 6 through 9**

After-school care began when the middle school let out at approximately 2:30 pm. Since it is important for students to get their homework done in the afternoon, we devoted quiet time for this each day. Many students participated in extracurricular activities like sports, dance, or karate while others went outside daily, playing ball on our fields or taking walks on the trails in the woods. Other activities included field trips to the movies and holiday shopping in December at the Maine Mall.

**Date Night for Parents**

We offered care on these days 7:00 am to 6:00 pm at the Wentworth Intermediate School. These days consisted of a variety of choices, including plenty of outside time. Participants loved getting together with their friends from all the different schools in Scarborough.

**Vacation Experience Camps**

During the February vacation break we offered a variety of age-appropriate trips and activities for all the children in our program. The children went on a field trip to SpareTime in Portland for bowling and laser tag. For the first time we offered a field trip to Pizzeria Uno, where kids got a tour of the kitchen and the restaurant and got the opportunity to make their own personal pan pizzas. We capped off the week with a movie at the Winslow Homer Auditorium at Scarborough High School. During in-house days, the children worked on arts and craft projects and spent time playing games in the gym.

The highlight of this year's April vacation program was a trip to the Portland Science Center to see *Dinosaurs Unearthed*. The children enjoyed the animatronic dinosaur experience and especially liked digging for fossils. Other trips included Happy Wheels in Portland and watching a movie in the Winslow Homer Auditorium at the High School. The children worked on arts and craft projects and spent time playing games in the gym during in-house days.

**Community Services Report continued:****Summer Day Camp****Grades K-5 Summer Camp**

Community Services offered an eight-week extended summer day camp program. Parents were offered flexible scheduling options, with a 3-day, 4-day, or 5-day week option, and had the choice to register for the full eight-week program or for individual weeks during the summer school vacation. At the Grades K-5 level, parents could register their child for just the Thursday all-day field trip, as well.

This past summer campers took trips to Funtown/Splashtown, Story Land, Monkey C Monkey Do, Water Country, and a Portland Sea Dogs game, to name a few. Every Friday was theme day such as Camping Out, Wacky Water Day, Olympics, and Super Hero Day. We ended the summer with our Annual Highlights Show and Pizza Party. All participants enjoyed an ice cream treat to celebrate the end of the summer program.

**Middle School Summer Camp**

Grades 6-9 summer camp had another great summer. Popular field trips included Palace Playland, Mt. Cranmore, white water rafting, paintball, and Canobie Lake Park. The campers experienced a fair amount of physical activity throughout the summer with hiking trips to Bradbury Mountain, Mt. Agamentacus, and Pleasant Mountain. In-house activities included Game Show Day, the Olympics, and the Middle School Camp Amazing Race.

**Summer Specialty Programs**

We offered over 30 different camps throughout the summer, from the end of June through the beginning of August. Many of these camps were sports related and would not have been possible without our exceptional varsity coaches who run the majority of these camps. In addition to the sports camps, we offered several technology-based camps and art programs that are always a fun way to change things up and learn something new during the summer.

**Youth Programs**

Community Services offered a variety of youth programs from league play to specialty camps and lessons. Our league play includes fall soccer, basketball, and indoor soccer, offered to Grades PreK through 8 students. These three leagues have over 1,200 participants combined. We also offered over 40 specialty camps and lessons that ran throughout the year and covered everything from softball pitching clinics to art camps and everything in between.

**Volunteers**

Many of our programs relied heavily on the assistance of parent and student volunteers. Without these volunteers putting in time year after year, we would not have been able to offer as many programs as we did. We want to thank everyone who took the time out of their own schedules to assist in these programs and make an impact on so many young lives.

---

**Community Services Report Continued:****Special Thank-You**

Community Services would like to thank Town & Country Federal Credit Union for sponsoring all the shirts for the fall and indoor soccer programs this year. Sponsorships such as this go a long way to improve the overall programs.

**Adult Recreation Programs**

This year adult soccer took over as our most attended adult program, with adult basketball coming in a close second. The spring, summer, and fall adult soccer programs had close to 50 participants each. Participants came out on Sunday nights to enjoy a friendly match of soccer and socialization. Basketball continued to find a home at the various gyms in town on Tuesday and Thursday nights. We are always looking for new ideas and opportunities for adult recreation programming. We invite all residents to contact us with their suggestions.

**55+ Programs**

The mission of the Scarborough 55+ Programs is to give all seniors an opportunity to maintain dignity, enrich their quality of life, and actively promote participation in all aspects of community life. As the 55+ Program changes and grows, we continue our goal of offering quality programming for seniors in and around Scarborough.

In February, we moved our weekly programs to the brand new Martin's Point Community Room. Our weekly BINGO, senior lunch, and senior drop-ins have seamlessly transitioned into this convenient new space and attendance has skyrocketed. We are seeing many new faces and are continuing to grow as people hear about the

fun we are having in Scarborough. Through our continued partnership with the Southern Maine Agency on Aging, we are able to provide discounted catered meals to seniors on a weekly basis.

New in 2017, we began hosting a second weekly senior drop-in activity center. The drop-in activity centers allowed seniors to enjoy coffee and light refreshments and the camaraderie of others. The drop-in center provided seniors with the opportunity to meet new people, catch up with friends, and play cards, cribbage, and other board games. Offering an additional drop-in day afforded local seniors another opportunity to get together with friends and helped us reach those who could not make it to the Friday sessions.

We continued to enhance the membership program to better serve our customers. Although seniors did not have to be members to participate in programs, we encouraged everyone to consider joining to take advantage of some of its perks, including early trip registration dates and discounts, as well as discounts at local businesses. New in 2017, we added the benefit of free admission to home opening games at Scarborough High School athletic events.

What remained the most popular offering and brought in a line of excited registrants were the day trips. Trips to Peaks Island, Jillson's Sugar House, the Fryeburg Fair, holiday shopping, and the Magic of Christmas were just some of the trips that filled up quickly and kept our seniors active and enjoying the sights around Maine.

**U.S. Passport Acceptance Facility**

For the fifth year, Scarborough Community Services accepted U.S. passport applications on behalf of the U.S. Department of State. Even though we were down one acceptance agent, we were able to accept 695 applications during this fiscal year, surpassing last year's 665. Included in that total were passports accepted during our fifth

---

**Community Services Report Continued:**

annual Passport Day in Scarborough. Held in the municipal building on Saturday, March 4, we were able to accept 76 applications and serve 25 other citizens in answering questions and assisting them in the preparation of their own passport renewal applications. Community Services welcomes the opportunity to offer this service Tuesday through Thursday weekly between the hours of 9:00 am and 3:00 pm. We are always available to answer any questions in the office or by telephone. We also direct citizens to the official U.S. Department of State website at [travel.state.gov](http://travel.state.gov).

**SummerFest 2016**

Community Services held its 20<sup>th</sup> Annual SummerFest on Saturday, August 19, 2016. With perfect weather for the first time in what seems like years, the local community came out in droves. We had many local business offering free giveaways and sweet treats, while the Community Services staff roamed the sports complex presenting a

Trick-or-Trivia contest and offering small prizes to winners. Popular activities such as the Air Jumper and the Roaming Railroad were back once again, and new attractions like the Roaring Rapids slide and a special Gym Dandies performance brought some new faces to the crowd. Other entertainment included a hilarious family-friendly magic show as well as live music provided by Andy Happel and his band *Thanks to Gravity*. The night was capped off with an incredible fireworks show set to today's hit music.

**Santa in the Park and Tree Lighting Ceremony 2016**

Our annual Tree Lighting and Santa in the Park was held at Memorial Park on Saturday, December 3, and we had a fantastic attendance of over 250 children and their families. The park and newly-installed 30-foot evergreen tree were decorated with beautiful Christmas lights. There were fire pits staged in the amphitheater so that people could stay warm as they waited for the fireworks show. Due to the popularity of the fire pits last year, we added two more fire pits so that there were ten total to share amongst the crowd. To add to the excitement of the event, our Child Care staff held a drawing contest where one lucky member of our before-school and after-school program was selected to ride down in a fire truck with Santa. The fire truck flashed its lights and played festive holiday music all the way down Durant Drive, where the contest winner and Santa were greeted by many enthusiastic families. During this event a very successful toy drive was held in conjunction with Project G.R.A.C.E., who distributed the gifts to local Scarborough families in need. Scarborough Rotary Club also handed out free hot chocolate and desserts from the concession stand. The event was capped off with a great fireworks display put on by Atlas Fireworks. The Town of Scarborough is excited to continue this tradition year after year!

**WinterFest 2017**

In its 28<sup>th</sup> year, WinterFest had to be postponed until Monday, February 13, due to poor ice conditions in January. The turnout was excellent even with spring-like temperatures. This year we hosted several food trucks who offered their delicious food to our attendees. Participants enjoyed plenty of fun activities for families and children alike. Free hot chocolate, popcorn, and delicious s'mores were offered by the bonfire, and the fire pits were crowded with festival goers warming up periodically throughout the day.

Festivities included events such as ice skating competitions, snow sculpture contests, a snowshoe obstacle course, human dogsled races, milk jug curling, and tractor rides. Children competed in ice skating events for the coveted title of WinterFest King or Queen while families competed in the WinterFest Family Olympics.

Other events throughout the day included the ever-popular raffle, a visit with Olaf from the movie "Frozen," a "Frozen" themed activity center at Wentworth School, and an exciting ice cube hunt for the children. This year, the professional ice sculptor took his art to the next level and carved an ice hot wheels track as well as a beautiful

---

**Community Services Report Continued:**

winter sculpture. We appreciate the very active Police Explorers who took great care of the bonfire throughout the event. The event concluded with a spectacular fireworks display!

Our community is fortunate to have very generous local organizations and individuals who either sponsor specific events at WinterFest each year or contribute to the overall success of the event. We look forward to seeing everyone out there in 2018!

**Bunny Hop and Flashlight Egg Hunt**

With yet another mild winter, we were able to hold all egg hunts at the Wentworth playground without any issues with snow. Both the Grades PreK-K and Grades 1-2 had their hunts during a sunny day. In the evening there was a flashlight hunt for Grades 3-5. Each hunt offered the participants a chance to hunt for 1,000 toy-filled eggs and the chance to win special prizes if they found the larger “goose eggs.” Of course, the Bunny showed up to visit and take photos with the participants at each hunt.

**Concerts in the Park 2016**

Introduced in 2000 by the Scarborough Community Chamber of Commerce, shows were first held on the lawn of the Scarborough Public Library, where crowds of 40-50 were considered high attendance. Eleven years later and partnered with Scarborough Community Services, shows at Memorial Park now draw over 2,000 music lovers for a single show. This season also marked the 70<sup>th</sup> performance at the summer series. These concerts have brought together family, friends and music lovers from over 24 different communities to enjoy the music and facilities Scarborough has to offer.

Despite a few questionable weather forecasts this season, the concerts drew in well over 6,000 attendees. This year's entertainment included the Bob Charest Band (voted *Best Maine Band* by Portland Press Herald), Studio Two (Beatles tribute band), Motor Booty Affair (ultimate party disco band), Time Pilots (best dance hits of all time), Don Campbell Band (country/bluegrass) and the Carmine Terracciano Band (hit's from all decades). These bands and talented musicians performed a large range and variety of musical styles and songs spanning over seven different decades.



As in years past, free parking was available at the high school, free shuttles were provided to and from Memorial Park, and a rain location was available in the High School auditorium. The Scarborough Rotary Club provided outdoor concessions again.

**Beach Management**

Community Services oversaw the day-to-day operation of the beach parking lots and boat launches for the town. With the dry summer we had this year, residents and tourists were able to spend ample time at Pine Point Beach, Ferry Beach, and Higgins Beach. We feel that these are some of the best beaches in the state, drawing many people to our community.

## Community Services Report Continued:



### Scarborough Community Television (SCTV)

From coverage of town and school meetings to school-related activities, sports, and productions, our SCTV staff ensures that residents have a close connection to what is happening in the Town of Scarborough. Live and pre-recorded programming is available around the clock on Time Warner channels 2 and 3. Channel 2 focuses on Scarborough schools and community

life, as well as public service announcements from local non-profits. Channel 3 focuses on all Town meetings. These meetings are also catalogued into digital format and are made available 24/7 on the Town's website from our Video-On-Demand system. SCTV is proud to serve the town of Scarborough and is looking forward to another great year of bringing citizens coverage of meetings at Town Hall, plus varied airings of varsity sports, events at the library, and other outside programming of local interest.

### Sponsorships

Community Services received many generous donations from Scarborough area businesses, organizations, and individuals this year. These sponsorships assisted the town in providing residents with annual special events, including SummerFest, the 55+ Barbecue, WinterFest, Santa in the Park and Tree Lighting Ceremony, and the Easter Egg Hunts.

Businesses provided cash donations through our sponsorship program or donated items through our Benefactor program, such as gift certificates, gift baskets, tickets, or small toys. Donations through the Benefactor program were given away as prizes at SummerFest or WinterFest. Larger items were auctioned off at our events with all proceeds helping to fund future special events. We acknowledge all sponsorships, benefactors, and donors through our cable access channels, within our seasonal brochures, and on our website. Scarborough Community Services would like to acknowledge and thank the following sponsors, benefactors, and donors:

#### Sponsorship Program

**Platinum** (\$2,000): Town & Country Federal Credit Union; **Gold** (\$1,000): Fielding's Oil & Propane CO., Mitchell's Electric, Prouts Neck Association, Saco & Biddeford Savings; **Silver** (\$500): Main Line Fence; **Bronze** (\$250): Biddeford Savings, North East Mobile Health Services, Ravin Family Dental Care, Scarboro Muffler Center Inc., Scarborough Lions Club, Optimal Performance Physical Therapy, Town & Country, Tri-State Packing Supply Inc.; **Friend** (\$100): Black Point Auto & Towing, Canfield Systems Inc., Dead River Company, Eight Corners Pizza, Frederick Bros. Oil, Katahdin Trust Company

#### Benefactor Program

**Platinum** (donations, services, or gifts worth \$2,000): Bruce Haskell Photography; **Gold** (\$1,000): One the Vine Marketplace; **Silver** (\$500): Five County Credit Union; **Bronze** (\$250): Mainely Tubs, Subway; **Friend** (\$100): Bei

Capelli, Lowe's Home Improvement, Pine Tree Waste; Donors (Less than \$100): Amato's Italian Sandwich Shops, Bad Dog Deli, Bullmoose Music, Estabrooks, Funtown Splashtown USA, Maine Indoor Karting, Making Waves Salon, Marden's, Mister Bagel, New Angles Salon, Northeast Civil Solutions, Paws Applause Natural Pet Supplies, Portland Pie Co., Portland Sea Dogs, Sam's Club, Shaw's Markets, The Egg & I.

#### Scarborough Community Services

Nicole Hall, Administrative Coordinator  
Brandi Bradley, Administrative Secretary  
Michael Hofheimer, Cable Manager  
Bob Loose, Facilities Manager  
Bob Peary, Grounds Maintenance

Bill Reichl C.P.R.P., Recreation Manager  
Ryan Colpitts, Program Manager  
Dan Hager, C.P.R.P., Facilities Scheduler  
Ken Kennedy, T.H. Maintenance Technician  
Jim Mathieson, T.H. Service Worker

Audra Keenan, Intergenerational Program Mgr.  
Andrea Zglobicki, Senior Program Coordinator  
Steve Kramer, Program Coordinator  
Cindy DiBiase, 55+ Program Coordinator  
Ian Weidner, 55+ Services Bus Driver

Report from the

## SCARBOROUGH PUBLIC LIBRARY

*To the Town Manager, Town Council, and Citizens of Scarborough*



*Nancy E. Crowell  
Library Director*

I am pleased to share highlights of the services offered and activities hosted at the Library this year. Last year's report described our strategic planning process and the priorities set for our next three years. This report will provide examples of our progress in addressing the goals in our ambitious workplan which is organized into four "Priorities".

### **Priority 1: Access to High Quality Services and Collections**

We have successfully negotiated a reciprocal borrowing agreement with neighboring public libraries in Cape Elizabeth, South Portland, Westbrook, and Gorham. Beginning July 2017, Scarborough citizens will be able to show a Scarborough Public Library card at any of these libraries to borrow materials from their collections. While our very popular Minerva interlibrary loan service will continue to deliver materials to our location, this new arrangement will enable immediate borrowing without waiting for the courier to deliver your requested item.

Our electronic resources collection grew in use to nearly 13,000 downloads, and our budget is stretching to purchase both electronic and print formats. The Maine State Library's large downloadable collection moved from the Overdrive platform to the Bibliotheca Cloud Library. Due to a different licensing model, this did not permit downloads to some devices. A grant from Biddeford Savings allowed the Library to purchase e-readers to loan to patrons not owning a compatible device.

Public Internet access is an important service to our community with over 11,000 public station log-ins and an additional 14,300 wireless log-ins. We have simplified the log-in process and added an enhanced printing function that allows users more control of their printing and increased confidentiality. A coin-op feature has reduced staff intervention, reduced waste, and increased revenue. Wireless users now have printing services and improved access throughout the building thanks to additional hot spots.

Portland Public Library serves as our regional reference center. We are able to issue free Portland Library cards that provide our patrons with remote online access to additional research tools offered by PPL.

### **Priority 2: Promote Life-long Learning**

The adult services staff offered individual and group instruction in the use of devices ranging from iPads to Nooks and Kindles. They held monthly sessions on the use of the online catalog, downloadable materials, and digital resources such as *Transparent Language*, *Lynda.com*, *Marvel - Maine's Virtual Library*, and the local newspaper archives hosted on our website. The instruction was also offered at senior residential facilities.

The youth services staff coordinated summer reading activities with the schools. 772 children of all ages registered for the program which encourages the joy of reading and helps to reduce the loss of reading skills over the summer months. Throughout the year we offered child development workshops for preschool children and their caregivers as part of our designation to the Family Place Libraries network, a nationwide organization dedicated to transforming libraries into community centers for early literacy, learning, and family engagement. Collaboration

---

**Scarborough Public Library Report Continued:**

with the schools included participation in “Raising Media Smart Children”—an effort to teach Internet safety and digital citizenship to students in Grades 3-5 and their parents.

**Priority 3: Engage the Community in Developing and Promoting Resources and Partnership Opportunities**

Partnerships are evident in everything the Library does, including donations to build and share the collections, programs to inform the community, and opportunities to engage in public discourse and promote civility.

A grant written by our library provided the Middle School with a Maine Humanities Council (MHC) sponsored stage production to support their school-wide Shakespeare unit. Over 800 students and staff were in attendance. MHC also provided support for a *World in Your Library* program on the 14<sup>th</sup> Amendment. Maine Historical Society joined us in hosting the Library of Congress’ *Veteran’s History Project* to collect the personal histories of our local veterans. *Let’s Talk America* participants also continued to meet monthly to encourage inclusive, respectful dialogue on contemporary issues facing our community, state, and nation.

Delivery of books to the homebound was started in the 1970’s thanks to support from the Friends of the Scarborough Library. Now, decades later, we were pleased to receive a grant from the Friends of Maine Libraries to help us rebrand the program and provide customized tote bags for our deliveries. The grant was matched with a gift from Scarborough Terrace in honor of June Cassidy in recognition of her many years of volunteer service to the Library.

The Library is an active member of the business community and hosts monthly and quarterly meetings of the Scarborough Community Chamber and Scarborough Buy Local respectively. We also hosted Small Business Week workshops on social media and business continuity and emergency planning which were well attended.

Little Free Libraries sprouted throughout the community as we promoted the literacy-building value of small outdoor book exchanges, stewarded and stocked by the neighbors themselves. Eagle Scout Chris Rayner built and installed four of the LFL in local parks, while the Rotary Club and several businesses adopted additional book exchanges.

A review of partnerships must include the Friends of Scarborough Library for their support of our Summer Reading Program, monthly Movie Matinee, and passes to the Portland Museum of Art, Children’s Museum and Theatre of Maine, and the Maine Wildlife Park. The Friends also make a generous contribution to the library collections. The support is possible through memberships and the annual used book sale – a huge undertaking only possible thanks to many volunteer hours and logistical help from the Public Works department and Scarborough High School.

**Priority 4: Provide a versatile, welcoming, and safe space that serves as an anchor for the community**

Our library meeting room hosted 117 events from homeowners’ meetings and booster clubs, to AARP Tax Aide and business seminars. 550 original library sponsored programs were also offered, reaching 12,824 people.

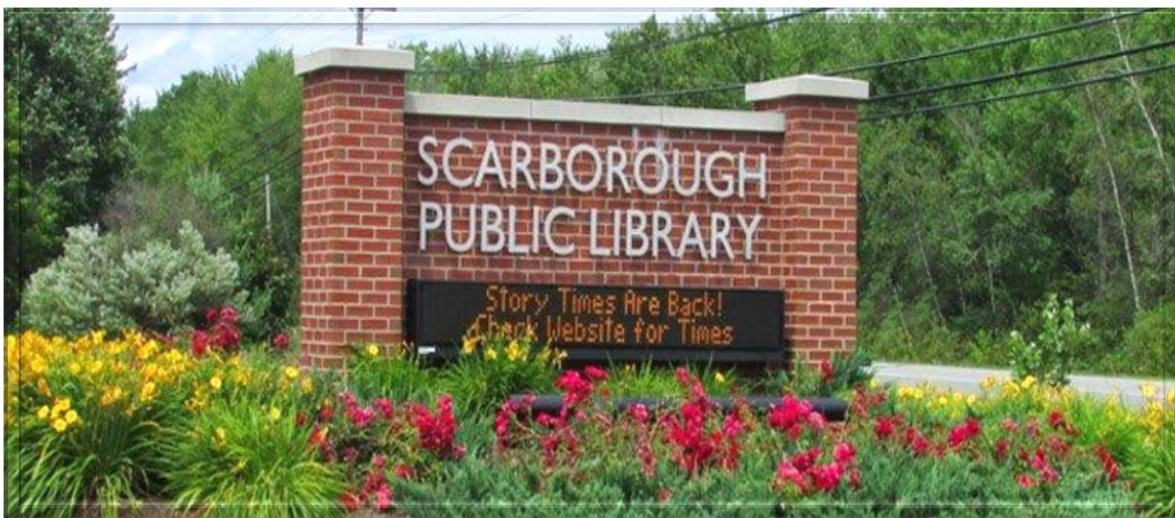
The Library is perceived as a safe and neutral space and we are grateful and respectful of this trust. We have been identified as a heating and cooling center should weather and temperature emergencies present the need. Our recent designation as a “Weather-Ready Nation Ambassador” by NOAA and the National Weather Service also supports our effort to spread the word about preparedness and response with timely information through this network.

**Scarborough Public Library Report Continued:**

Our fourth priority encompasses our commitment over the next three years to address ongoing space constraints. The Town has included a Library expansion in its Municipal Facilities Plan and the Municipal Campus Master Plan. We respect the challenges presented with planning and funding the many worthy projects ahead. We look forward to engaging the community in the Library's future planning.

*Respectfully Submitted,*

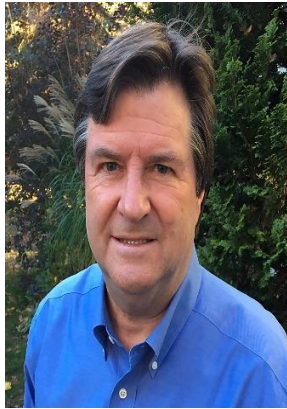
*Nancy E. Crowell,  
Library Director*



## Report from the

**SCARBOROUGH LAND TRUST***To the Town Manager, Town Council, and Citizens of Scarborough*

*Scarborough Land Trust (SLT) is a private, non-profit, community-based organization that acquires, protects and stewards land for open space, public access, and wildlife habitat. SLT conserves land where natural resources, scenic vistas and historical significance offer unique value to our community.*



*Rick Shinay  
President*

To the Town Manager, Town Council, and Citizens of Scarborough:

Scarborough Land Trust (SLT) is pleased to provide this report to the Scarborough community. A private, non-profit organization founded in 1977, SLT works with many partners to advance our mission of land conservation and stewardship. The citizens and Town of Scarborough are key partners in our work.

Land stewardship was the primary focus of SLT this year. Thanks to our dedicated, all-volunteer Stewardship Committee led by Seth Hanson, other energetic community volunteers, and our new Stewardship Coordinator Toby Jacobs, we have made a number of improvements to our properties, but especially at Pleasant Hill Preserve. A new 13-space gravel parking area designed by VHB of South Portland and constructed by L. P. Murray & Sons of Cape Elizabeth was completed in early July 2016. Throughout the summer and fall, neighborhood work parties, along with employee work groups from IDEXX, Fluid Imaging and MacPage, helped remove brush, invasive plants, piles of old boards and large pieces of debris.

We contracted with Terrence Dewan & Associates of Yarmouth to design a Master Trail Plan for the 135-acre property and completed our first permanent trail in November 2016. Named Eleanor's Trail in honor of anonymous donors to the Pleasant Hill Preserve Capital Campaign, and with additional funding from the Morton-Kelly Charitable Trust, it is our first-ever A.D.A. handicapped accessible trail. Built by OBP Trailworks of Turner, Maine, this 1/3-mile trail has a compacted surface of fine crushed stone that can



accommodate wheelchairs, walkers and other assistive devices. Through donated and discounted materials and debris removal secured by Stewardship Coordinator Toby Jacobs and Stewardship Committee Chair Seth Hanson, we saved over \$5,000 on this project. In the spring 2017, with the help of SLT stewardship staff and three weekly volunteer groups, we began construction of another permanent trail – a 1.25-mile loop trail which should be completed by the fall of 2017.



*MacPage Employee Work Group  
at Pleasant Hill Preserve*

Improvements to our other properties include new stone steps, a refurbished parking area, and wood chip enhanced trails at our Libby River Farm property off Black Point Road. Eagle Scout Jacob Murphy created new benches and new wayfinding signs for Fuller Farm on Broadturn Road. We also installed and repaired several bog bridges at Fuller Farm. At Warren Woods on Payne Road we improved the parking area and constructed three new loop trails totaling 1.4 miles. There are also some newly blazed trails at Broadturn Farm and a new bench for

---

**Scarborough Land Trust Report Continued:**

the Silver Brook Trail donated by the residents of Piper Shores. We plan to install street signs at each of our public properties later in 2017 to make them more visible to the community.

2017 marks our 40<sup>th</sup> anniversary. We kicked off our anniversary celebration at our Annual Meeting at Camp Ketcha in March with the unveiling of a new website and a lively 40<sup>th</sup> Anniversary video created by Development-

Communication Committee member Dawn Piccolo. The video can be viewed on our new website, along with updated information about our trails and conserved lands, and a feature page on Scarborough's amazing natural heritage – marsh, coastline, rivers, farmland, forest and open sky. The celebration continued with a gathering of our Nonesuch Circle donors in May, a summer party with friends at Prouts Neck, and our 6<sup>th</sup> annual Fresh from the Farm dinner at Broadturn Farm. We also received two very generous gifts -- 40 Peter Alden autographed copies of National Audubon's Field Guide to New England from longtime SLT supporter Eddie Woodin, which we distributed to interested people at our nature walks throughout the year; and a \$40,000 anniversary gift from an anonymous donor which we will use to seed our first endowment to help ensure the future of SLT and land conservation in Scarborough.

This year, SLT had two transitions in leadership. We welcomed Toby Jacobs as our new part-time Stewardship Coordinator to replace Theresa Galvin who took a fulltime position with the York County Soil & Water Conservation District. Toby has a strong background in biology, conservation, natural resource management, and volunteer recruitment. He is dividing his time between SLT and Presumpscot Regional Land Trust where he also holds a part-time stewardship and outreach position. After five years as Executive Director, Kathy Mills accepted a position at Maine Farmland Trust, based in their Portland office. We will surely miss her but she leaves SLT in excellent shape to begin our next chapter. The SLT Board has launched a search for Kathy's replacement and will have a successor in place by the time this report is published.

Tickets to our fifth annual Fresh from the Farm Dinner at Broadturn Farm sold out within hours. An amazing collaboration of farmers, caterers, vendors, business sponsors, and volunteers, this event provides needed funds to care for the land and buildings at our 434-acre Broadturn Farm property. We lease a portion of the property to farmers John Bliss and Stacy Brenner. Proceeds from the dinner helped fund final renovations to the Long Barn and much needed paint for the farmhouse and the Square Barn, which houses the floral design business.

SLT has a rich history of people and partners working together for land conservation in Scarborough. In August 2016, we were pleased to partner with Maine Farmland Trust to permanently conserve Scarborough's oldest farm – the 100-acre Waterhouse Farm on Beech Ridge Road. We remain in conversation with several landowners about possible land conservation projects. With community support, we will continue to conserve landscapes that protect open space and offer public access to Scarborough's unique natural resources.

We encourage people to explore and enjoy our six properties with public trails. They are open year-round for all ages. Directions, trail information and free maps are available on our website.

*Respectfully submitted,*

***Rick Shinay, President**  
Scarborough Land Trust*

Report from the

## SCARBOROUGH CONSERVATION COMMISSION

*To the Town Manager, Town Council, and Citizens of Scarborough*

The Conservation Commission is tasked with increasing awareness of the value of and reducing damages to our natural resources, and working with Town Staff, other committees, and local organizations to encourage sustainable stewardship of Scarborough's natural resources.

The Commission continued to provide review comments to the Planning Board on different conservation and environmental issues related to development applications. We welcome further opportunities to work with the Board on proposed development activities within the Town.

This year, the Commission initiated a project that engages with different Town Departments to determine the Town's readiness for coastal storms, flooding, and sea level rise. To date, we've sat down and had conversations around these topics with representatives from Public Works, Public Safety and Emergency Management, and Community Services. Interviews will continue with the Harbor Commission and Planning Department this fall, and the Commission will provide a summary document on important findings and recommendations to the Council and the Comprehensive Plan update committee.

Finally, we've worked to provide input to the Town's Comprehensive Plan update process on important conservation-related issues, and will continue to do so this fall as the process continues.

We would like to thank our dedicated liaison to the Town Council, Councilor Foley, and our Town staff liaison, Sustainability Coordinator Kerry Grantham. Also, we would like to thank Jay Chace for years of enthusiasm in helping the Commission with its efforts, and wish him the best as Planning Director.

Respectfully submitted,  
**Peter Slovinsky**, *Chairman*,  
*Iver Carlsen*, *Vice Chairman*,  
*Anton Bodor*, *Secretary*  
*Suzan Nixon, Ben Keller, Rachel Hendrickson, Charles Spanger, Commission Member*

## **List of Service Organizations**

### **Am-Vets / Libby Mitchell Post**

Phil Ceaser (207-883-3902)  
P.O. Box 246, Scarborough, ME 04070-0246

### **Scarborough Community Chamber**

Art Dillion, President  
c/o Portland Regional Chamber  
60 Pearl Street, Portland, ME 04101

### **Kiwanis Club**

Troy Hendrickson (207-222-1470)  
P.O. Box 846, Scarborough, ME 04070-0846

### **Lions Club**

Rodney Laughton (207-883-9309)  
P.O. Box 644, Scarborough, ME 04070-0644  
kralston@yahoo.com

### **Masons - Gov. William King Lodge #219**

Richard Lord (207-883-6767)  
649 U.S. Route 1, Scarborough, ME 04074

## **State & Federal Elected Officials**

### **STATE REPRESENTATIVES**

#### ***District 27-*** Andrew McLean

114 Johnson Rd, Gorham, ME 04038  
Home Telephone: (207) 939-8482  
State House Message Phone: (800) 423-2900  
State House E-Mail:  
[Andrew.McLean@legislature.maine.gov](mailto:Andrew.McLean@legislature.maine.gov)

#### ***District 28 -*** Heather Sirocki

32 Glendale Circle, Scarborough, ME 04074  
Home Telephone: (207) 883-5609  
State House Message Phone: (800) 423-2900  
State House E-Mail: [Heather.Sirocki@legislature.maine.gov](mailto:Heather.Sirocki@legislature.maine.gov)

#### ***District 29—*** Karen Vachon

25 Ocean Avenue, Scarborough, ME 04074  
Home Telephone: (207) 883-4715  
State House Message Phone (800) 423-2900  
E-Mail: [Karen.Vachon@legislature.maine.gov](mailto:Karen.Vachon@legislature.maine.gov)

### **STATE SENATORS**

#### ***District 29-*** Rebecca Millett

1227 Shore Rd., Cape Elizabeth, ME 04107  
Home Telephone: (207) 767-4303  
Senate Message Phone: (800) 423-6900  
Legislature E-Mail:  
[senrebeccamillett@legislature.maine.gov](mailto:senrebeccamillett@legislature.maine.gov)

### **North Scarborough Grange -**

Barbara Griffin (207-839-4425)  
29 Saco Street, Scarborough, ME 04074

### **Project G.R.A.C.E.** 207-883-5111)

P.O. Box 6846, Scarborough, ME 04070-6846

### **Rotary Club**

Troy Dennen (207) 883-0355  
P.O. Box 6455, Scarborough, ME 04070-6455

### **Scarborough Garden Club**

Elizabeth Richter, President  
[scarboroughgardenclub@gmail.com](mailto:scarboroughgardenclub@gmail.com)

### **Scarborough Historical Society**

Becky Delaware (207-885-9997)  
P.O. Box 156, Scarborough, ME 04070-0156

### **Scarborough Land Conservation Trust**

Paul Austin (207-883-3064)  
P.O. Box 1237, Scarborough, ME 04070-1237

## **U.S. SENATORS**

### **Angus King**

#### ***Portland State Office:***

3 Canal Plaza, Suite 601, Portland, ME 04112  
Telephone: (207) 874-0883  
Fax: (207) 874-7631

#### ***Washington D.C. Office:***

154 Russell Senate Office Bldg., Washington, D.C. 20510  
Telephone: (202) 224-5344  
Fax: (202) 224-1946

### **Susan Collins**

#### ***Portland State Office:***

One City Center, Stop 23, Portland, ME 04101  
Telephone: (207) 780-3575

#### ***Washington D.C. Office:***

413 Dirksen Senate Office Bldg., Washington, D.C. 20510  
Telephone: (202) 224-2523  
Fax: (202) 224-2693

## **U.S. REPRESENTATIVE**

### **Chellie Pingree**

#### ***Portland State Office:***

2 Portland Fish Pier Portland, ME 04101  
Telephone: (207) 774-5019  
Fax: (207) 871-0720

#### ***Washington D.C. Office:***

1318 Longworth House Office Bldg., Washington, D.C. 20510  
Telephone: (202) 225-6116  
Fax: (202) 225-5590