

AGENDA
SCARBOROUGH TOWN COUNCIL
WEDNESDAY – MAY 18, 2016
COUNCIL WORKSHOP WITH CONSERVATION COMMISSION – 6:30 P.M.
REGULAR MEETING – 7:00 P.M.

NO NEW BUSINESS SHALL BE TAKEN UP AFTER 10:00 P.M.

- Item 1.** Call to Order.
- Item 2.** Pledge of Allegiance.
- Item 3.** Roll Call.
- Item 4.** General Public Comments.*
- Item 5.** Minutes: May 4, 2016 – Regular Meeting.
- Item 6.** Adjustment to the Agenda.
- Item 7.** Items to be signed: a. Treasurer’s Warrants.

***Procedure for Addressing Council** [Posted in Chambers.]

Order No. 16-037, 7:00 p.m. Public Hearing and action on the renewal requests for a Special Amusement Permit from: Black Point Inn, located at 510 Black Point Road; Bayley’s Campground, located at 274 Pine Point Road; Clam Bake, located at 352 Pine Point Road, Higgins Beach Inn, located at 34 Ocean Avenue; Libby-Mitchell Post 76, located at 40 Manson Libby Road; Loyal Order of Moose, located a 19 Spring Street and the Landing at Pine Point, located at 353 Pine Point Road.

Order No. 16-038, 7:00 p.m. Public Hearing and action on the new request for a Food Handlers License and a Liquor License from Hyun Lee, d/b/a Nara Restaurant, located at 238 Gorham Road.

Order No. 16-039, 7:00 p.m. Public Hearing and action on the new request for a liquor license from DJJR, Inc. d/b/a Salty Bay Seafood Take Out, located at 68 Jones Creek Drive.

OLD BUSINESS:

Order No. 16-024. Second reading on the on the proposed FY2017 Municipal/School Budget.

NEW BUSINESS:

Order No. 16-040. Act on the request from Maine Municipal Association to nominate a Municipal Officer to serve on MMA’s Legislative Policy Committee for the next two-year period.

Order No. 16-041. Act on the request to appoint MacPage as the Town Auditors, for three years, pursuant to Section 215.1 of the Town Charter.

- Item 8.** Non Action Items.
- Item 9.** Standing and Special Committee Reports and Liaison Reports.
- Item 10.** Town Manager Report.
- Item 11.** Council Member Comments.
- Item 12.** Adjournment.

AGENDA
SCARBOROUGH TOWN COUNCIL
WEDNESDAY – MAY 18, 2016
REGULAR MEETING – 7:00 P.M.

Order No. 16-037. Move approval on the renewal requests for a Special Amusement Permit from: Black Point Inn, located at 510 Black Point Road; Bayley’s Campground, located at 274 Pine Point Road; Clam Bake, located at 352 Pine Point Road, Higgins Beach Inn, located at 34 Ocean Avenue; Libby-Mitchell Post 76, located at 40 Manson Libby Road; Loyal Order of Moose, located a 19 Spring Street and the Landing at Pine Point, located at 353 Pine Point Road.

TOWN OF SCARBOROUGH
Office of the Town Clerk
P.O. Box 360
Scarborough, Maine 04070-0360

TO: Town Council Members
FROM: Yolande P, Justice, Town Clerk
DATE: May 13, 2016
RE: Renewal of Special Amusement Permits

Pursuant to Title 28-A, Section 1053 of the Maine Revised Statutes, as amended, there must be a hearing on Special Amusement Permits. The following applicants are requesting approval of their Special Amusement Permits:

- Black Point Inn, located at 510 Black Point Road
- Bayley's Campground, located at 274 Pine Point Road
- Clam Bake, located at 352 Pine Point Road
- Higgins Beach Inn, located at 34 Ocean Avenue
- Libby-Mitchell Post 76, located at 40 Manson Libby Road
- Loyal Order of Moose, located a 19 Spring Street
- The Landing at Pine Point, located at 353 Pine Point Road.

Applicants are in compliance with the requirements of the Town Clerk's Office and there are no outstanding issues.

AGENDA
SCARBOROUGH TOWN COUNCIL
WEDNESDAY – MAY 18, 2016
REGULAR MEETING – 7:00 P.M.

Order No. 16-038. Move approval on the new request for a Food Handlers License and a Liquor License from Hyun Lee, d/b/a Nara Restaurant, located at 238 Gorham Road.

Town of Scarborough, Maine

Town Clerk's Office

259 US ROUTE ONE

PO BOX 360

SCARBOROUGH, MAINE • 04070-0360

TO: Town Council Members

FROM: Yolande P. Justice, Town Clerk

DATE: May 13, 2016

RE: **Request for a Food Handlers License and Liquor License**

The following applicant is seeking approval on a new request for a Food Handlers License and a Liquor License:

- Hyun Lee, d/b/a Nara Restaurant, located at 238 Gorham Road.

The completed applications are on file with Clerk's Office and there are no outstanding issues and it is recommended that these licenses be approved.

AGENDA
SCARBOROUGH TOWN COUNCIL
WEDNESDAY – MAY 18, 2016
REGULAR MEETING – 7:00 P.M.

Order No. 16-039. Move approval on the new request for a liquor license from DJJR, Inc. d/b/a Salty Bay Seafood Take Out, located at 68 Jones Creek Drive.

Town of Scarborough, Maine

Town Clerk's Office

259 US ROUTE ONE

PO BOX 360

SCARBOROUGH, MAINE • 04070-0360

TO: Town Council Members
FROM: Yolande P. Justice, Town Clerk
DATE: May 13, 2016
RE: **New Request for a Liquor License**

The following applicant is seeking approval on a new request for a Liquor License:

- DJJR, Inc. d/b/a Salty Bay Seafood Take Out, located at 68 Jones Creek Drive.

The completed application is on file with Clerk's Office and there are no outstanding issues and it is recommended that this request be approved.

AGENDA
SCARBOROUGH TOWN COUNCIL
WEDNESDAY – MAY 18, 2016
REGULAR MEETING – 7:00 P.M.

Order No. 16-024. Move approval of the second reading on the on the proposed FY2017 Municipal/School Budget.

Budget Order for Fiscal Year 2017

Be it ordered that the Scarborough Town Council holds the second reading on the Fiscal Year 2017 Budget on the line item appropriations and expenditures for all offices, agencies and departments of the Town as follows, and approves other additional operating expenditures which may result from the receipt of Federal or State funds or other grants and subsidies not requiring local taxation:

SUMMARY MUNICIPAL OPERATING BUDGET 2017	
TOTAL ADMINISTRATION	\$ 1,348,187
TOTAL TOWN CLERK/ELECTIONS	193,957
TOTAL HUMAN RESOURCE/GENERAL ASSISTANCE	320,015
TOTAL FINANCE ALL DIVISIONS	1,024,430
TOTAL MUNICIPAL INFORMATION SYSTEMS	1,183,430
TOTAL PLANNING DEPARTMENT ALL DIVISIONS	951,269
TOTAL COMMUNITY SERVICES ALL DIVISIONS	2,753,340
TOTAL LIBRARY NET – TOWN APPROPRIATION	1,099,898
TOTAL SEDCO	224,694
TOTAL FIRE ALL DIVISIONS	4,641,596
TOTAL POLICE ALL DIVISIONS	6,228,611
TOTAL PUBLIC WORKS ALL DIVISIONS	6,748,940
TOTAL DEBT (Town Only)	<u>4,875,093</u>
MUNICIPAL TOTALS	\$31,593,460

Be it further ordered, that the Scarborough Town Council hereby appropriates the sum of \$75,000 for Resident Senior Property Tax Relief as authorized under – Chapter 313 – Property Tax Assistance Ordinance; and,

Be it further ordered, that the Scarborough Town Council hereby appropriates, for school purposes, the Education Operating Budget (including Adult Education, Food Services and school debt), the sum of \$47,508,938 and the Town of Scarborough raises as the local share for the Education Operating Budget, the sum of \$39,833,562 and,

Be it further ordered, that the Town Council hereby authorizes the Chairperson of the Town Council to sign the Municipal Expenditure Warrant approving all expenditures paid at the regular meetings of the Town Council and;

Be it further ordered, that the Town of Scarborough hereby adopts the Schedule of License, Permit and Application Fees as presented and attached hereto – Chapter 311 – Town of Scarborough, Schedule of License, Permit and Application Fees, for Budget Presentation FY 2017; and,

Be it further ordered, that the Town of Scarborough hereby appropriates the Town's due portion of the County Tax, in the amount of \$2,568,852 for the period July 1, 2016 through June 30, 2017; and,

Be it further ordered, that the Scarborough Town Council hereby appropriates for capital purposes, the sum of \$1,380,830 for school capital programs and \$1,194,470 for town capital equipment and \$2,194,132 for town capital improvements; for a total Capital Budget of \$4,769,432 to be funded from property taxes, lease and bond arrangements and other local, state and federal sources; and,

Be it further ordered, that the Total Gross Budget of \$87,586,082 this total less estimated revenues and other credits of \$27,188,603 result in a Net Appropriation of \$60,397,479, which shall be raised from taxation. The Scarborough Town Council further fixes Monday, October 17, 2016, and Wednesday, March 15, 2017, as the dates upon each of which one-half of such tax is due and payable, and pursuant to 36 M.R.S.A. Section 505.4 with interest to accrue upon taxes due and unpaid after each such date at the rate of 7.00% per annum.

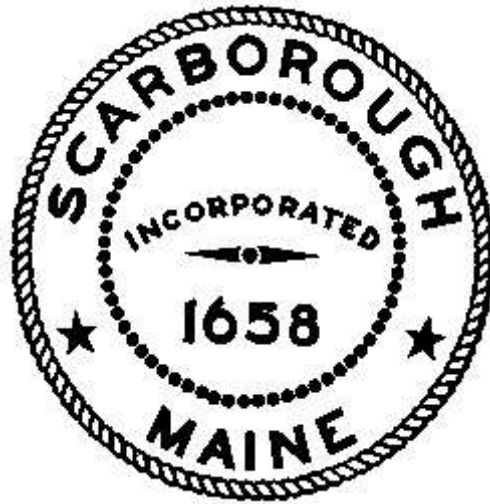
Be it further ordered, that in accordance with 36 M.R.S.A Section 506, the Tax Collector/Treasurer is authorized to accept prepayment of taxes not yet committed or prior to any due date and pay no interest thereon.

In accordance with 36 M.R.S.A. Section 506-A, a taxpayer that pays an amount in excess of that finally assessed shall be repaid the amount of overpayment plus interest from the date of overpayment at the annual rate of **3.00%**.

Be it further ordered, that the Town Council hereby authorizes the Finance Director-Tax Collector/Treasurer or Deputy Tax Collector/Treasurer to withhold monies payable to the Town of Scarborough to cover taxes due pursuant to M.R.S.A. Title 36, Section 905; to sign on behalf of the Town, the necessary deeds and liens and tax settlements; and to invest funds in accordance with M.R.S.A. Title 30-A, Section 5706; in accordance with 36 M.R.S.A. Section 906, the Tax Collector/Treasurer is authorized to apply any tax payment received as payment for any property tax against outstanding or delinquent taxes due on that property in chronological order beginning with the oldest unpaid tax bill and processed in the order of liens and fees, interest and then to principal and, after the date of perfection of the tax, the Tax Collector/Treasurer is authorized to discharge any obligation to collect unpaid property taxes in the amount of \$5.00 or less and remove same from the municipal books, pursuant to 36 M.R.S.A. Section 970-A.

Be it further ordered, that in the event that that the 2017 Municipal Budget exceeds the Property Tax Levy Limit for fiscal 2017, pursuant to Title 30-A, Section 5721-A of the Maine Revised Statutes, as amended, it is the intent of the Town Council to increase the commitment to greater than the Property Tax Levy Limit.

**CHAPTER 311
TOWN OF SCARBOROUGH
SCHEDULE OF LICENSE, PERMIT AND APPLICATION FEES**



**Adopted September 6, 1995
Amended February 28, 1996
Amended March 21, 1996
Amended March 5, 1997
Amended June 18, 1997
Amended October 1, 1997
Amended March 18, 1998
Amended January 20, 1999
Amended May 16, 2001
Amended December 5, 2001
Amended May 1, 2002
Amended October 2, 2002
Amended November 20, 2002
Amended February 5, 2003
Amended May 7, 2003
Amended June 18, 2003
Amended November 5, 2003
Amended May 5, 2004
Amended June 2, 2004
Amended September 2, 2004
Amended October 6, 2004
Amended November 3, 2004
Amended February 2, 2005
Amended April 6, 2005
Amended May 3, 2005
Amended June 15, 2005
Amended February 1, 2006
Amended February 16, 2006**

**Amended March 15, 2006
Amended May 3, 2006
Amended June 21, 2006
Amended September 6, 2006
Amended March 7, 2007
Amended May 2, 2007
Amended July 18, 2007
Amended May 21, 2008
Amended August 20, 2008
Amended May 6, 2009
Amended September 16, 2009
Amended February 17, 2010
Amended May 5, 2010
Amended May 19, 2010
Amended February 16, 2011
Amended May 4, 2011
Amended May 18, 2011
Amended December 7, 2011
Amended January 18, 2012
Amended May 2, 2012
Amended June 6, 2012
Amended February 20, 2013
Amended May 1, 2013
Amended November 6, 2013
Amended May 7, 2014
Amended May 20, 2015**

Chapter 402a – Electrical Permit Fees	Fee
Administrative Fee [for each application] (adopted 05/06/09)	\$30.00
<u>RESIDENTIAL</u>	
Minimum Fee (amended 05/06/09)	\$30.00
Square footage of any structure (adopted 05/06/09)	\$0.05
Service Inspection (adopted 05/06/09)	\$30.00
Each Garage – Under, Attached, Unattached (amended 05/06/09)	\$30.00
<u>RENOVATIONS</u>	
Rewiring Complete Existing Home – Same as New	
Each Room (amended 05/05/04)	\$15.00
Meter and Panel Upgrade (amended 05/06/09)	\$30.00
Alarm/Low Voltage (adopted 05/06/09)	\$30.00
Pools, In-Ground or Above (amended 05/06/09)	\$30.00
Storage or Utility Buildings (amended 05/06/09)	\$30.00
<u>COMMERCIAL</u>	
Minimum Fee	\$30.00
Square Footage of Any Structure (adopted 05/06/09)	\$0.05
All Signs – Each (amended 05/05/04) (amended 05/06/09)	\$30.00
Yard Lights – Up to 6 (amended 05/05/04) (amended 05/06/09)	\$40.00
Each Additional over 6 Yard Lights (amended 05/06/09)	\$10.00

Chapter 404a – Local Plumbing Permit Fees Internal Permit Fee Schedule	Fee
Administrative Fee [for internal permit applications](adopted 05/07/2014)	\$20.00
1. The minimum permit fee is: (amended 05/06/09)(amended 02/16/2011)	\$40.00
2. The fixture fee for all fixtures is per fixture and is: The fixture fees are no longer on a sliding scale. (amended 05/06/09)(amended 02/16/2011)	\$10.00 ea.
<u>EXTERNAL PERMIT FEE SCHEDULE COMPLETE SYSTEM</u>	
Non-engineered System (amended 05/06/09)(amended 02/16/2011)	\$250.00
Primitive Disposal System (includes alternative toilet) (amended 05/06/09)	\$130.00
Engineered System (amended 05/06/09)	\$250.00
<u>SYSTEM COMPONENTS (INSTALLED SEPARATELY)</u>	
Treatment Tank (amended 05/06/09)(amended 02/16/2011)	\$150.00
Holding Tank (amended 05/06/09)	\$130.00
Alternative Toilet (amended 05/06/09)	\$65.00
Disposal Area (amended 05/06/09)(amended 02/16/2011)	\$150.00
Engineered Disposal Area (amended 05/06/09)	\$200.00
Separated Laundry Disposal Area (amended 05/06/09)	\$50.00
<u>OTHER</u>	
External Permit Amendments (adopted 05/07/2014)	\$75.00
Seasonal Conversion Permit (amended 05/06/09)	\$65.00

Chapter 405 – Zoning	Fee
Requests for Zoning Amendments (Not from Planning Board or Town Council)	\$250.00
Contract Zoning – Non-Refundable Application Fee (11/20/02)(amended 05/05/04)	\$500.00
Zoning Determination Letter (adopted 05/07/2014)	\$35.00
Planning Administrative Review Fee (adopted 05/07/2014)	\$75.00

Review Fee for Private Way Registration (amended 06/02/04)	\$100.00
One (1) Dwelling Unit Credit (<i>as per Section VIID(E)I, Development Transfer Provisions</i>) (July 18, 2007)	
Affordable Housing In-Lieu Fee Per Dwelling Unit [Adopted 11/06/2013]	\$20,000
CODE ENFORCEMENT -	
Building Permit Fees [-a minimum of] (amended 05/06/09)	\$35.00
Residential / Commercial Unfinished, per square foot (amended 05/05/04) (amended 05/03/06)	\$0.20
Residential / Commercial Finished, per square foot (amended 05/05/04) (amended 05/03/06)	\$0.40
Renovations/Remodels/Alterations/Minor Additions, Residential/Commercial (adopted 05/07/2014)	\$10.00 per \$1,000 of est. cost of construction
Sheds less than 250 SF(adopted 05/07/2014)	\$35.00
Minimum Application Fee - Will be applied toward the building permit when issued. Applies to new construction and renovations over 1,000 square feet.	\$110.00
First Offense Double the Permit Fee	
Each Offense Thereafter Triple the Permit Fee	
Demolition Permit Fees (amended 05/05/04) (amended 05/06/09)(amended 05/02/2012)	\$50.00
Zoning Board Of Appeals - Per Appeal (amended 05/05/04)	\$250.00
Certificate of Occupancy/Change of Use Fee [no charge if in conjunction with other active permits) (adopted 05/06/09) (amended 05/07/2014)	\$50.00
Sign Permit Fees	
Permanent Signs – each (amended 05/05/04) (amended 05/06/09)	\$35.00
Temporary Signs – each (amended 05/05/04) (amended 05/06/09)	\$35.00
Plus Deposit Required (refundable deposit for removal of sign) (10/02/02)	\$300.00
Temporary Storage Containers - Per Application (10/01/97) (amended 05/05/04)	\$25.00
Heating Appliance Permit (adopted 05/07/2014)	\$35.00
The fees for electrical permits, plumbing permits and building permits shall include one inspection of the work covered by each permit. Typically permits include the following inspections: A) Foundation; B) Bed bottom for leech fields; C) Leech bed; D) Electrical; E) Plumbing; F) Framing; and, G) Certificate of Occupancy. For each re-inspection thereafter, per-permit, a fee of \$50 shall be charged. If a re-inspection is required because the permit holder called for an inspection before the work was ready for inspection, such re-inspection shall not occur for at least two (2) weeks, unless the permit holder pays a surcharge of \$200 in addition to the \$50 re-inspection fee. For after the fact Certification of Occupancy/Change of Use Permits and Inspections, the fee is doubled (amended 10/06/04) (amended 05/07/2014)	

Chapter 405A - Floodplain Management	Fee
Non-Refundable Permit Application Fee	\$50.00

Chapter 405B - Site Plan Review	Fee
Site Plan Application Fee (plus fee per Square Feet)(adopted 05/07/2014)	\$500.00
Site Plan Amendment Fee (plus fee per Square Feet)(adopted 05/07/2014)	\$250.00
Under 1,000 Square Feet (amended 05/07/2014)	\$0.00
1,000 to 2,000 Square Feet (amended 05/07/2014)	\$250.00

>2,000 to 5,000 Square Feet (amended 05/07/2014)	\$500.00
>5,000 to 10,000 Square Feet (amended 05/07/2014)	\$1,000.00
>10,000 Square feet and over, plus \$25.00 per 1,000 above 10,000 square feet (amended 05/07/2014)	\$1,000.00

<u>Chapter 405C – Shoreland Zoning</u>	Fee
Planning Board Review (adopted 05/07/2014)	\$250.00
<u>Chapter 406 - Subdivision Review</u>	Fee
Subdivision Application Fee (plus fee per lot) (adopted 05/07/2014)	\$750.00
Subdivision Amendment Application Fee (plus fee per lot) (adopted 05/07/2014)	\$250.00
Charge Per Lot (amended 05/05/04)	\$175.00

<u>Chapter 407 - Septic Tank Sludge Disposal Fees</u>	Fee
Field Spread - per gal. (amended 05/05/04)	\$0.04
Holding Tank - per gal. (amended 05/05/04)	\$0.08
Disposal Of Treatment Plant Sludge S.S.D. Only - per gal. (amended 05/05/04)	\$0.08
Disposal Of Industrial Sludge & Wastes - per gal. (amended 05/05/04)	\$0.08
Grey Water 2,000 Gallons, Maximum Load - per load (amended 05/05/04)	\$4.00

<u>Chapter 408 - Extractive Industry, Waste Control, Landfill, And Land Reclamation</u>	Fee
Plan Review Fee - Minimum fee (amended 05/05/04) (amended 05/07/2014)	\$250.00
Additional Fee Per Acre In Excess Of 10 Acres - Per additional acre over 10 acres (amended 05/05/04)	\$15.00

<u>Chapter 410 - Road Impact Fee Ordinance And Designating Approved Projects</u>			
The following fees and charges are established for development and the following projects are designated as eligible for funding from the Highway Impact Fee Trust Fund:			
Fees	Peak Hour Trips		Cost of Trip
A. District 1	N	X	\$149.43
B. District 2	N	X	\$292.42
C. District 3	N	X	\$499.05
D. District 5	N	X	\$1,024.52
Where N = Estimated number of peak hour trips. Total trips generated during the p.m. peak hour for a development can typically be determined by trip rates presented in the 1987 Institute of Transportation Engineers (ITE) “ <u>Trip Generation</u> ” handbook, or estimated by field measurements collected at similar type developments. If, however, the ITE handbook does not have applicable rates, then the rates should be based on sufficient field data collected at a similar site. There are several types of development (i.e., fast food, shopping plazas, convenience stores, etc.) that simply redirect existing pass-by trips already on the existing roadway system; these trips should not be included in the assessment system. Only “new” trips to the system roadways should be assessed a development fee.			
The total Impact Fee for a project shall be the sum of the fees for each district affected.			
Projects eligible for funding from the Road Impact Fee Trust Funds are those projects depicted on the 100 scale aerial photographs titled “Long Range Transportation Improvement Program” (April 1989), prepared by Vanasse Hangen Brustling, Inc. as part of the 1988 Maine Mall/Jetport Area Traffic Study conducted for the Portland Area Comprehensive Transportation Study (PACTS) and the Maine Department of Transportation.			

Chapter 413 – Growth Ordinance	Fee
Application Fee (amended 11/03/04)	\$1,500.00

Chapter 500 - Trailer & Trailer Camp	Fee
Application Fee, minimum	\$27.50
Each unit in excess of 10 (amended 05/21/2008)	\$3.75
Maximum Fee (amended 05/21/2008)	\$200.00

Chapter 501 - Tenting & Camping Ordinance	Fee
Annual Fee For Tenting/Camping Season License, per lot (amended 05/05/04; 05/21/2008)	\$2.25

Chapter 601 – Traffic Ordinance [amended 05/02/2012]	Fee
Section 26 – Penalties General (05/03-2006)	
Fine for any violation of this ordinance is:	\$80.00
If paid within 30-days of issuance of the ticket the fine is reduced to:	\$40.00
Section 27 – Illegally Parked Vehicles (05/03-2006)	
Fine for illegally parked vehicle, except handicapped parking violation is:	\$80.00
If paid within 30-days of issuance of the ticket parking fine is reduced to:	\$40.00
Fine for parked vehicle violating handicapped parking is:	\$120.00
If paid within 30-days of issuance of the ticket parking fine is reduced to:	\$60.00
Section 30 – Towing Rate Schedule -	
Service Call - Gas, Jumpstarts, lockouts, tire change, etc. Range	\$25.00 to \$40.00
Vehicle Storage, per day, INCLUDING non-business days (amended 05/07/2014)	\$40.00 per day
Call out fee, to come to shop during non-business hours (amended 05/07/2014)	\$40.00
Vehicle Tow	
Day (amended 05/07/2014)	\$80.00
Night (amended 05/07/2014)	\$90.00
Snow Tow – Range	
Day (amended 05/07/2014)	\$90.00
Night (amended 05/07/2014)	\$100.00
Vehicle Tow w/dollies – Range (amended 05/07/2014)	\$80 to \$100
Motorcycle Tow – Same as vehicle due to special equipment	
Pull out – Range	\$40 to \$85
Recovery – Same as tow, depending on time of day. After first hour \$70 per additional hour plus any special equipment, i.e., bulldozer, etc.	
Definition of Hours – Daytime Hours = 0700 to 1800 hours; Night Time Hours = 1800 to 0700 hours	

Chapter 602A – Mass Gathering	Fee
Application Fee, each event; 1,000 – 2,500 (Number of anticipate patrons) [amended 05/05/04; 05/21/2008; 06/06/2012]	\$175.00
Application Fee, each event; 2,501 – 5,000 (Number of anticipate patrons) [adopted 06/06/2012]	\$350.00
Application Fee, each event; >5,000 (Number of anticipate patrons)	\$500.00

[adopted 06/06/2012]	
<u>Chapter 607 - Alarm Systems</u>	<u>Fee</u>
False Alarm Fee - per occurrence after third false alarm within one year (amended 05/05/04)	\$250.00
<u>Chapter 608 – Fireworks Ordinance</u>	<u>Fee</u>
Non-Refundable Local Fireworks Display Permit Application Fee (amended 06/15/05)	\$50.00
<u>Chapter 612 – Rules & Regulations for Use of Parks & Recreation Facilities</u>	<u>Fee</u>
Application Fee	\$100.00
Application Fee for Non-Profit or Service Groups	\$50.00
<u>Chapter 702 - Street Opening, Fees</u>	<u>Fee</u>
Excavator License Fee Annual (amended 05/07/2014)	\$125.00
Excavation Permit Fee - Each Excavation (amended 05/05/04)	\$50.00
Renewal Of Excavation Permit (amended 05/05/04)	\$50.00
<u>Other Charges</u>	
1. Removing and replacing regulatory signs	\$50.00 each
2. Removing and replacing street name and stop signs	\$50.00 each
3. Reinstalling street and right of way granite monuments	\$800.00 each
4. Long-term maintenance reserve for bituminous street openings	\$25.00 per sq. yd.
<u>Chapter 901 – Refuse collection Fee</u>	<u>Fee</u>
1. Commercial Hauler	\$500.00 each
2. Residential Hauler	\$500.00 each
Applications for license renewal received after March 1 st shall pay a late fee in the amount of \$100.00 in addition to the regular application fee. (05/03/2006)	
<u>Chapter 1002 - Shellfish Ordinance, Fees</u>	<u>Fee</u>
Resident Commercial	\$200.00
Non-resident Non-reciprocating Commercial	\$400.00
Resident Student Commercial	\$100.00
Non-resident Student Commercial	\$200.00
Over - 60 Years Resident Commercial (Bushel)	\$100.00
Resident Recreational - (Over 65 Free)	\$25.00
All Day Licenses – Resident and Non-resident (amended 04/06/05)	\$10.00
<u>Chapter 1003 – Hawkers & Peddlers</u>	<u>Fee</u>
License Fee for Hawkers & Peddlers License (05/21/2008)	\$110.00
<u>Chapter 1004 - Taxicab Licenses</u>	<u>Fee</u>
Annual License - Each Taxicab (amended 05/05/04) (amended 05/06/09)	\$150.00
Annual License - Each Operator (amended 05/05/04) (amended 05/06/09)	\$50.00
<u>Chapter 1005 - Innkeepers Licenses (06/21/2006)</u>	<u>Fee</u>
Application Fee	\$50.00

Per Room Fee	\$3.00 per room
Maximum Fee Not to Exceed	\$350.00
<u>Chapter 1006 – Higgins Beach/Ferry Beach/Hurd Park Fees Season Passes</u>	<u>Fee</u>
Resident and/or Taxpayer Season Pass - (includes Ferry Beach, Higgins Beach and Hurd Park) (amended 05/05/04; 05/18/11)(amended 05/02/2012) (amended 05/07/2014)	\$40.00
Resident - Additional Vehicle Registered to the Same Address	\$5.00
Non-Resident Season Beach Pass - (includes Ferry Beach Higgins Beach and Hurd Park) (amended 05/05/04) (amended 05/02/2012) (amended 05/07/2014)	\$75.00
Resident Commercial Fisherman Season Beach Pass - (Ferry Beach <u>only</u> , <i>must</i> show State Commercial Fisherman License)	FREE
Resident Senior Citizen Season Pass - (includes both Ferry Beach, Higgins Beach and Hurd Park)	FREE
Resident Veteran Lifetime Season Pass – Applications must be filed and applicant must meet the following criteria: must be a resident of the Town of Scarborough and must have received an honorable discharge or general discharge under honorable conditions [copy of DD214 must accompany application]. This pass will not expire and is valid for the lifetime of the holder. (Please note that any Scarborough Veteran age 60 years or older will not be issued a Resident Veteran Season Pass as they are automatically entitled to a free Resident Senior Citizen Season Pass.) (Adopted 05/19/2010)	FREE
<u>DAILY PARKING RATES (WITHOUT PASS)</u>	
Daily Parking: Ferry Beach, Higgins Beach And Hurd Park (amended 05/05/04) [amended 05/02/2012]	\$10.00
End of Day Parking Fee (e.g. Passenger Vehicles, Motor Bikes) – 3 PM to 5 PM (amended 05/03/05)	\$5.00
Larger Vehicle Daily Parking Fee - (R.V.'s, Campers and Buses) (amended 05/05/04)	\$35.00
<u>BOAT LAUNCHING FEE</u>	
Launching from any town facility, includes Ferry Beach Boat Launch and Co-op Boat Launch (Note – Ferry Beach – parking is not included)	
Resident – Daily Boat Launching Fee (amended 05/05/04)	\$10.00
Resident – Seasonal Boat Launching Fee	\$25.00
<u>Resident - Additional Boat Launching Fee Registered to the Same Address</u>	<u>\$5.00</u>
Resident Commercial Fisherman Seasonal Boat Launch Pass	Free
Non-Resident – Daily Boat Launching Fee (amended 05/05/04)	\$20.00
Non-Resident – Seasonal Boat Launching Fee	\$50.00
<u>Chapter 1007 - C.A.T.V. (Cable T.V.) Operators Fees</u>	<u>Fee</u>
Franchise Filing Fee (Amended 05/04/2011)	\$1,000.00
<u>Chapter 1008 - Special Amusement Operator License Fees</u>	<u>Fee</u>
Annual License Fee	\$110.00
<u>Chapter 1009 – Coin Operated Game License Fees</u>	<u>Fee</u>
Annual License Fee - Per Machine (B-2 Zone)	\$110.00

Annual Video Arcade License Campgrounds (R-F Zone) Maximum of 25 machines (amended 05/03/06)	\$1,500.00
--	------------

<u>Chapter 1010 - Massage Establishment Annual License Fees</u>	<u>Fee</u>
Massage Establishment	\$55.00
Combined Massage Establishment/Massage Therapist	\$35.00
Massage Therapist	\$30.00

<u>Chapter 1011 - Para-Massage Establishment Annual License Fees</u>	<u>Fee</u>
Para-Massage Establishment License	\$55.00
Para-Massager License	\$30.00
Combined Para-Massager Est./Para-Massager License	\$35.00

<u>Chapter 1012 - Adult Business - Viewing Booth Annual License Fees</u>	<u>Fee</u>
Annual License For Each Viewing Booth	\$110.00

<u>Chapter 1013 - Ice Cream Trucks (06/18/97)</u>	<u>Fee</u>
Application Fee	\$110.00
Each Additional Truck	\$30.00

<u>Chapter 1017 – Pawnbroker Fees/Secondhand Dealer Fees (02/17/2010)</u>	<u>Fee</u>
Application Fee	\$100.00
SBI Check	\$25.00

<u>Chapter 1201 - Cemetery Fees</u>	<u>Fee</u>
Sale Of Lots -	
Scarborough Memorial Cemetery Per Grave (amended 05/05/04)	\$400.00
Scarborough Memorial Cemetery – Section D, Lots for Cremations Only (adopted 02/16/2011)	\$220.00
Grave Opening Charges	
Regular Burial (amended 05/05/04 – 05/04/2011)	\$450.00
Cremations/Other (Weekends) (amended 05/05/04 – 05/04/2011)	\$125.00

<u>Chapter 1401 – Coastal Water and Harbor Fees [amended 02-20-13]</u>	<u>Fee</u>
Annual Mooring Fee	
Resident And/Or Taxpayer (amended 05/05/04)	\$50.00
Non-Resident (amended 05/05/04)	\$100.00
Annual Pier Maintenance Fee	
Commercial User	\$100.00
Non-Commercial User	\$50.00

<u>Assessing Office Charges</u>	<u>Fee</u>
<u>Printouts</u>	
Name/Location/Map & Lot	\$25.00
Name/Address/Location/Map & Lot	\$50.00
Name/Location/Map & Lot/Assessment	\$75.00
Name/Address/Location/Map/Lot/Assess	\$75.00

Name/Address/Location/Map/Lot/Assess/Ref.	\$100.00
Valuation Report – Printout per page	\$2.00
Mailing Labels - Each	\$.05
Copy of Property Card	\$2.00
Large Map	\$5.00
Reduced Map	\$2.50
Reduced Set of Maps	\$200.00

Fire Department Fees	
Fire Department Construction Permit & Plans Review Fees	Fee
A Fire Department construction permit is required for any new construction, or remodeling of existing commercial space, or erection of any temporary structures for commercial purposes. The permit allows us to review important information concerning life safety issues, the buildings alarm & suppression systems, utility connections, heating system information, water supply, hazardous materials, fire lanes, and a variety of other items prior to the start of construction. (amended 11/05/03)	
Minimum <u>Construction Permit</u> Fee	\$25.00 \$35.00
Construction permit fees for all commercial buildings shall be	\$0.10 per sq. ft.
Commercial structures include any building that is non-residential, or any residential complex that has three or more living units.	
Construction permit fees cover the following services:	
Initial conference and fact finding discussion	
Concept plans review for compliance with local ordinances	
Site Plan review	
Construction plans review	
Follow-up meetings with contractors, architects, and building owners	
Structural building inspections as necessary during construction	
One (1) comprehensive alarm system and fire suppression system test to be scheduled after coordination of reporting information with the Fire Department, and after all components have been installed to the applicable codes and pre-tested through to the monitoring company.	
One (1) final Certificate of Occupancy inspection to be scheduled when all Federal State and Local codes have been met and the building is ready for occupancy.	
Additional Fire Dept. Construction Permits & Plans Review Fees	
Re-inspection of alarm & fire suppression system testing required due to improper pre-testing, installation, or lack of coordination with the Fire Department concerning appropriate reporting requirements. (amended 05/05/04) (amended 05/06/09)	\$100.00 first occurrence and \$200.00 for second and any subsequent occurrence
Re-inspection fee for Certificate of Occupancy (amended 05/05/04) (amended 05/06/09)	\$100.00 first occurrence and \$200.00 for second and any subsequent occurrence
Commercial Fire Alarm Plan Review & Permit Fees (adopted 05/06/09)	\$100.00

<u>Minimum Permit Fee</u>	<u>\$35.00</u>
<u>New Fire Alarm Control Panel</u>	<u>\$100.00</u>
<u>Replacement of Fire Alarm Panel with Existing Devices</u>	<u>\$100.00</u>
<u>New Initiation or Notification Devices</u>	<u>\$50.00</u>
Commercial Sprinkler System Plan Review & Permit Fees (adopted 05/06/09)	\$100.00
<u>Minimum Permit Fee</u>	<u>\$35.00</u>
<u>New Sprinkler Heads</u>	<u>\$1.00/Head</u>
<u>Relocation of Sprinkler Heads</u>	<u>\$0.50/Head</u>
<u>Fire Pump Installations</u>	<u>\$100.00 Each</u>
<u>Fuel Canopy Installations</u>	<u>\$100.00 Each</u>
<u>Kitchen Suppression System Installations</u>	<u>\$100.00 Each</u>
Blasting Permit Fee (adopted 05/06/09)	\$50.00
<u>Fire Department Fees</u>	<u>Fee Per Hour</u>
Aerial / Ladder Truck	\$150.00
Pumper Truck	\$125.00
Squad Truck	\$125.00
Command Van	\$100.00
Rescue Unit	\$100.00
Tank Truck 4 x 4/Marine Rescue Boat (amended 05/07/2014)	\$75.00
Utility Truck/Chief or Duty Officers SUV (amended 05/07/2014)	\$50.00
All-Terrain Vehicles (amended 05/07/2014)	\$25.00
Personnel Labor [amended 05/01/2013]	\$45.00
<u>Fire Department Rescue Charges</u>	<u>Fee</u>
<u>Base Rescue Charges:</u>	
Based on bundled rate plan adopted May 1, 2013, these rates shall automatically adjust when and by the same % as those established and approved by the Centers for Medicare & Medicaid Services (CMS).	
Basic Life Support Non-Emergency (adopted 05/01/2013) (amended 05/07/2014)(05/20/15)	\$533.91 <u>\$531.77</u>
Basic Life Support Emergency (adopted 05/01/2013)(amended 05/07/2014) (05/20/15)	\$533.91 <u>\$531.77</u>
Advance Life Support Level 1 Emergency (adopted 05/01/2013) (amended 05/07/2014) (05/20/15)	\$823.68 <u>\$820.39</u>
Advance Life Support Level 2 Emergency (adopted 05/01/2013) (amended 05/07/2014) (05/20/15)	\$1,168.67 <u>\$1,164.00</u>
<u>Additional Rescue Charges:</u>	
Mileage (adopted 05/07/2014) (05/20/15)	\$9.04 <u>\$9.00</u>
No Transport (amended 05/05/04)(amended 05/06/09)(amended 01/18/12)	\$125.00
Paramedic Intercept Fee (05/21/2008)	\$300.00
Fees are set by State Statutes – pursuant to Title 22, Health and Welfare, subtitle 2, §1711, pertaining to <i>Fees charges</i> , and as amended from time to time. (adopted 05/07/2014)	
<u>Chapter 1015 -Food Handlers Registration Fee</u> <u>(adopted 05/03/06)(amended 05/21/08)(amended 05/05/2010)</u>	
Food handlers Registration Fee – Year Round Business	\$220.00

Seasonal, catering and in-home food handlers [Seasonal - 6 months or less]	\$110.00
<u>Chapter 1016 - Garage/Yard Sale (adopted 03/07/2007)</u>	<u>Fee</u>
Garage/Yard Sale Permit	\$5.00 per sale
<u>Horse Beach Permit (per rider) (adopted 10/02/02)</u>	<u>Fee</u>
All Permits (amended 05/06/09; amended 09/16/09)	\$20.00
<u>Interest Penalties (adopted 05/02/2007)</u>	<u>Penalty</u>
Interest on fees, charges or payments owed to the Town which are more than 30-days past due	1.5% per month
<u>Miscellaneous Fees (adopted 05/03/05) (amended 02/15/06)</u>	<u>Fee</u>
Marriage Ceremonies Performed (amended 02/15/06)	\$50.00
Miscellaneous Administrative Fees – Town Clerk’s Office (amended 05/06/09)	\$15.00
Replacement Fee for all Applications and Licenses/Permits (adopted 05/04/2011)	\$5.00
Genealogy / Research – \$3.00 per name, whether or not a record is found, this includes a photocopy. For an attested copy, the fee is as set by the State of Maine Office of Vital Records.	
Dog License Late Fee – Upon receipt of the rabies certificate(s) from the State of Maine the Town Clerk’s Office will notify owner(s) they need to register their dog(s) within 10-days. If a resident fails to license their dog(s) within 10-days of notification from the Town Clerk’s Office a late fee will be charged for each dog. (05/21/2008) (amended 05/07/2014)	\$25.00 per dog
Non-sufficient Funds (adopted 05/07/2014)	\$30.00
<u>Notary Fee (amended 3/6/96; 05/05/04; 05/21/2008)</u>	<u>Fee</u>
First 3-pages	\$10.00
Any Documents more than 3-pages	15.00
<u>Photocopies</u>	<u>Fee</u>
Single Sheets - Their Original	
8 ½ x 11 Regular, each copy	\$0.25
8 ½ x 14 Legal, each copy	\$1.00
11 x 17 Ledger, each copy	\$1.50
<u>Photocopies (amended 3/6/96)</u>	<u>Fee</u>
Single Sheets - Our Document	
8 ½ x 11 or 14 or 17, first page	\$2.00
Each Additional Page	\$0.50
Maps, each copy	\$5.00
Meeting DVD [Copying]	\$25.00
Electronic Responses to Requests (adopted 05/07/2014)	\$15.00 per hour [or any part thereof]
<u>Police Department Charges</u>	<u>Fee</u>
Special Police Charge, Per Hour (amended 05/05/04; 05/02/07; 05/21/2008; 05/04/2011)	\$43.90
Police Cruiser Charge (adopted 05/07/2014)	\$46.35 per every

	four hours
Notice of minimum charge if event is canceled without proper notice	
Police Reports	
First Page (amended 05/05/04)	\$12.00
Each Additional Page (amended 05/05/04)	\$1.50
Fingerprinting	
For Civilians' Personal Use (not criminal), each set	\$3.00
Copy Of Video Tape	
Blank Tape Provided (amended 05/05/04)	\$12.00
No Tape Provided (amended 05/05/04)	\$15.00

<u>Public Works Department Charges</u>	<u>Fee</u>
Fee for Building Coordination Form (05/05/04)	\$25.00

<u>Voter Registration Fees (amended 09/06/2006)</u>	<u>Fee</u>
Fees are as set by the Secretary of State's Office pursuant to Title 21-A, Section 2, §4, <i>Fees</i> , and as amended from time to time.	

<u>Vehicle Registration Fee</u>	<u>Fee</u>
Fees are set by the Secretary of State's Office, Department of Motor Vehicles pursuant to Title 29-A, Subchapter 2 §, <i>Fees</i> , and as amended from time to time. [amended 05/02/2012]	

AGENDA
SCARBOROUGH TOWN COUNCIL
WEDNESDAY – MAY 18, 2016
REGULAR MEETING – 7:00 P.M.

Order No. 16-040. Move approval on the request from Maine Municipal Association to nominate a Municipal Officer to serve on MMA's Legislative Policy Committee for the next two-year period.



Maine Municipal Association

60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330-9486
(207) 623-8428
www.memun.org

To: MMA's Key Municipal Officials

From: Stephan Bunker, President, Maine Municipal Association

Date: May 2, 2016

Re: Nominations to MMA's Legislative Policy Committee

This memo begins the process of electing 70 dedicated municipal officials to serve on MMA's Legislative Policy Committee (LPC) over the next two-year period. Given the importance of this Policy Committee to MMA's overall mission, I urge you to help us identify nominees for service during the 2016-2018 biennium.

The LPC brings elected and appointed officials together from towns and cities across the state. According to its by-laws, the purpose of the LPC is "*to define municipal interests and to maximize those interests through effective participation in the legislative process.*" Operating something like a town meeting, the LPC establishes MMA's public policy positions on all matters of direct and statewide municipal interest for representation in the State House. The LPC meets at the MMA building in Augusta once a month during the first several months of each legislative session.

After the next LPC is elected, its first task will be to develop MMA's legislative agenda for submission to the Legislature in January 2017. Beginning in early 2017 the LPC will meet to determine MMA's position on all municipally-related legislation submitted by the Governor and legislators. MMA's legislative staff advocates for the positions established by the LPC.

The membership of the LPC tends to be a mixture of seasoned veterans, who bring an extraordinary depth of experience to the table, and new members with fresh concerns and insights. Speaking as a former Chair of the LPC, it is my observation that the debates and decision-making accomplished by this Committee often include public policy discussions of the highest caliber. The results certainly help establish MMA's credibility in the Maine legislative process.

A Nomination Form is enclosed. Two municipal officials are elected from each of Maine's 35 Senate Districts. What follows is background information on the process of election, and the suggested time commitment to serve.

Background Information. Any elected or appointed municipal official holding office in any MMA member community is eligible to serve on the Committee. There are two seats on the LPC for each State Senate District. Members serve two-year terms, representing their own community and the other municipalities in their Senate District.

LPC activities require a time commitment of approximately ten hours a month during legislative sessions (i.e., during the first 4 months of each calendar year) which includes attendance

at the monthly meeting and contacts with other communities and legislators in the district as issues arise. The LPC is also engaged in the development of MMA's legislative agenda during the fall and early winter of each even-numbered year, which typically involves at least one additional meeting in Augusta. All mileage expenses are reimbursed. MMA's strength as a municipal advocate depends on the active help of a dedicated LPC membership.

More information about MMA's Legislative Policy Committee and the Association's entire advocacy program can be found at the Legislative/Advocacy link at MMA's website <http://www.memun.org/LegislativeAdvocacy/TheLPCHandbook.aspx>. In particular, the *LPC Handbook* describes the Association's overall policy development process and procedures in more detail.

Nomination Process

Your municipality is entitled to nominate a representative to the LPC.

- The nominee may be either elected or appointed, but must be serving currently as a municipal official.
- You may nominate any municipal official from any member town or city within your Senate/LPC District; you do not have to nominate someone from your municipality.
- The names and brief bios of all municipal officials properly nominated will appear on the LPC ballot, which will be distributed on June 23rd.

Nominee Profile

Because the municipal officers may not be familiar with a nominee from another municipality, a brief description of each nominee who completes the enclosed **Nominee Profile Sheet** will be provided with the ballots that are distributed in late June. Please make sure that the person you nominate has a chance to complete the Nominee Profile Sheet and that it is returned to MMA with the Nomination Form.

Deadline for Submitting Nomination

- ✍ The Chairman of your Board of Selectman, Council or Assessors (the "nominator") *and the nominee* must sign the nomination form for it to be valid.
- ☒ The form must be returned to MMA by 5:00 p.m. on June 21, 2016, to be counted. Ballots will be mailed out immediately after the nomination process closes, so make sure the nomination form is received by MMA by that deadline. Please return the nomination form to **Laura Ellis** at MMA either by mail (60 Community Drive, Augusta, Maine, 04330), by FAX (624-0129) or by email (Lellis@memun.org).

If you have any questions, please call MMA's State and Federal Relations staff at 1-800-452-8786 or 623-8428.

AGENDA
SCARBOROUGH TOWN COUNCIL
WEDNESDAY – MAY 18, 2016
REGULAR MEETING – 7:00 P.M.

Order No. 16-041. Move approval on the request to appoint MacPage as the Town Auditors, for three years, pursuant to Section 215.1 of the Town Charter.



Town of Scarborough, Maine

P.O. BOX 360 • SCARBOROUGH, MAINE 04070-0360

Memo To: Thomas J Hall, Town Manager

Memo From: Ruth D Porter, Finance Director 

Subject: AUDIT SERVICES RECOMMENDATION

Date: May 13, 2016

We recognize that the selection of an independent auditor is a very important process. The Town of Scarborough takes justifiable pride in the quality of our financial reporting, including receiving the GFOA Certificate of Achievement Award. The skills and abilities of our audit firm play a large role in that reporting. A clear and comprehensive audit process is a factor in our standing with many stakeholders, from bond ratings agencies to local citizens. We rely on an audit firm with impeccable credentials, skills and experience to be a partner in this task.

The RFP 102016 Audit Services Review Team has evaluated the 4 bid proposals. The following is the criteria results of this review:

RFP102016 Audit Services				
Ranking:	1st Choice	2nd Choice	3rd Choice	4th Choice
Kate Bolten, School Dept	MacPage	RKO	RHR	Ron L Beaulieu
Gina Clukey, Finance Dept	MacPage	RHR	RKO	Ron L Beaulieu
Teri Hodgdon, Finance Dept	MacPage	RKO	RHR	Ron L Beaulieu
Kim Massa, Purchasing Dept	MacPage	RKO	RHR	Ron L Beaulieu

All responses were evaluated by the same criteria. Please find the following overview of the RFP general selection criteria and our observations regarding each of the respondents.

Audit Approach:

MacPage - MacPage's proposal is detailed and thorough showing a complete understanding of governmental accounting requirements, including Schools and GASB 68. Their proposal is the only one that addresses the Council's interest in data comparisons, best practices and dashboard building (for an additional fee), which shows an engagement in the priorities of the Council and the community. MacPage proposes an audit team for Scarborough of 5 people.

RKO - Runyon Kersteen Ouellette's proposal is very specific and shows a clear understanding of governmental accounting requirements, including School and GASB 68. RKO proposes an audit team for Scarborough of 3 people.

RHR - RHR Smith's bid proposal is detailed in its description of the scope of work and specifically mentions the needs of the School Department as well as GASB 68 compliance.

Ron L Beaulieu - Ron L Beaulieu's proposal is very general and lacks many of the specific detail of the other bids. No specific mention of the school audit in the deliverables.

Qualifications of Auditors:

MacPage - MacPage is our current auditing firm and is very familiar with the Town of Scarborough having a complete and up-to-date understanding of Scarborough's needs. There is no learning curve required. Not only did the members of the Audit Review Team concur that they provide a high quality, very professional level of service, but this sentiment was confirmed by references provided. They have a proven record of accessibility to Scarborough, and as Scarborough residents, Christian Smith (Principal) and Darelene Koukos (Audit Manager) have a vested interest in our community.

RKO - Casey Leonard is currently a partner with RKO and has former auditing experience with the Town. RKO was our previous auditor and has past familiarity with the Town's audit needs. We feel there is a small learning curve required.

RHR - Greg Chabot is currently a partner with RHR and is a former auditing firm for the Town (when he was with RKO). This would be helpful for the learning curve. Question if enough staff for a town this size and enough hours bid. The review Team also questioned what the cost would inflate to with the additional auditor hours not included in the bid that would be required to complete the audit, if there is an additional hours cost. Or at what cost to the Town for staff having to pick up the difference required to complete the audit.

Ron L Beaulieu - All members of the Audit RFP Review Team expressed concerns that Ron L Beaulieu did not have the experience to provide the level of services we expect. Not enough staff or experience for a town this size

Qualifications of Firm:

MacPage - MacPage keeps up to date on both legal and financial compliance issues, technology software and solutions to improve their efficiency. They have a dedicated governmental practice team with 18 staff members. The firm has the ability to comply with all the Town of Scarborough’s requirements.

RKO - Runyon Kersteen Ouellette has the reputation of a quality audit firm. They audit many of the larger cities and towns in Maine. They have a dedicated governmental audit team with 16 staff members that can handle our needs.

RHR - RHR proposal was thorough, knowledgeable and competitively priced. RHR is a smaller firm trying to expand clientele. A reference commented about deadline issues. They could do an adequate job, but would be a risk and require more effort on our part. Price quoted was competitive.

Ron L Beaulieu - The qualification of this firm is questionable. The review team all agreed that with our size and requirements, we didn’t think this firm could give us what we need. The municipalities listed were generally smaller towns and school districts. There was no combination of both Municipal/School references listed and it was unclear how many of the many 100+ listed are current clients. Overextended? Price quoted was very competitive, although they seemed eager to work with us.

Cost Proposal:

Audit Year Ending	Ron L Beaulieu	RHR Smith	RKO	MacPage
16-Jun	\$ 25,600.00	\$ 35,000.00	\$ 39,750.00	\$ 45,000.00
17-Jun	\$ 25,600.00	\$ 35,000.00	\$ 41,000.00	\$ 46,000.00
18-Jun	\$ 25,600.00	\$ 35,000.00	\$ 42,000.00	\$ 47,000.00
19-Jun	\$ 25,600.00	\$ 36,500.00	Not-provided	\$ 48,000.00
20-Jun	\$ 25,600.00	\$ 36,500.00	Not-provided	\$ 49,000.00
Totals	\$ 128,000.00	\$ 178,000.00	\$ 122,750.00	\$ 235,000.00

Total Hours Included	499	362	400	550
----------------------	-----	-----	-----	-----

For informational purposes only:

Macpage no of Hours worked for Audit Yr End:

13-Jun	553
14-Jun	589
15-Jun	547

Per Hour Average	Ron L Beaulieu	RHR Smith	RKO	MacPage
16-Jun	51.30	96.69	99.38	81.82
17-Jun	51.30	96.69	102.50	83.64
18-Jun	51.30	96.69	105.00	85.45
19-Jun	51.30	100.83		87.27
20-Jun	51.30	100.83		89.09
Additional Costs:	\$1/pg after 7 report copies			
Additional Services:				
Hourly Rates	\$25 - \$100	\$85 - \$125	\$80 - \$210	\$50 - \$180

Recommendation:

The Audit RFP Review Team believes that either MacPage or RKO could provide the required services at the level we expect. However, the clear audit team preference is to continue our relationship with MacPage for the reasons listed:

MacPage has a staff of over 100 employees, while RKO has about 30. While both firms have proposed a dedicated team of auditors for a town the size of Scarborough, there is an advantage to having a deeper "bench" when extra help or varied expertise are needed to meet all requirements and expectations of the Council.

Because of their size, MacPage has been able to provide a combination each year of auditors who are experienced with Scarborough and auditors who are new to the Town. This means that we can benefit from their knowledge and understanding of our systems, while also ensuring that there are some new eyes on the financial data every year. This avoids the pitfall of becoming too "comfortable" with our audit firm and risk missing opportunities for improvement.

MacPage's proposal does not create a cost increase for the school audit - \$13,500. RKO's proposal does create a cost increase for the school audit - \$18,000.

Although RKO's bid seems \$5,250 lower than MacPage's, the team believes that for any savings we achieve in the billed cost, we will have an offsetting cost in time and energy for our staff to bring RKO up to speed on our systems and processes. Knowing how time-consuming the regular audit process is, we definitely see the value in not having to "start over" with a new firm.

MacPage's per hour average price is the best value of the two firms.

For all the reasons stated above, the audit RFP review team recommended MacPage, LLC for a three year term.

Thank you for your consideration.

ATT: MacPage References
RKO References

MACPAGE references

	Ronni Lynn Champlin, Finance Director, Sanford ME	Alicia Gardiner, CFO, Westbrook ME
What is your history with MacPage?	This is 3rd year with MacPage	left message
Did you feel auditors performed with accuracy and completeness?	Yes and more	
Did the auditors understand and keep current with the new GASB regulations	Absolutely	
Do you feel you received value for the cost of the annual audit?	Yes and more	
Your Opinion of the qualifications and experience of staff?	Extremely qualified	
Would you consider working with them again?	Yes, already in talks of extending after current contract expires	
Any issues with ability to meet deadlines?	No issues	
Is Audit for both Town and School?	Yes both	
Do you participate in the GFOA CAFR Award Reporting?	No issues	
How was was the auditors staff's communication skills? Easy to understand and work with?	Yes, cant say enough good things about MacPage	
Did the auditors meet with elected officials?	Yes, presentation was wonderful, easy to understand, did not talk over heads	

RKO references

	Tracy Roy, Dep Finance Director, Augusta ME	Greg L'Heureux, Finance Director, South Portland ME	Cheryl Fournier, Finance Director, Saco ME
What is your history with RKO?	Had them since FY03. Tracy also worked with them in South Portland and Auburn	Have had RKO since 2006	left message 3.28.15
Did you feel auditors performed with accuracy and completeness?	Yes	Yes	
Did the auditors understand and keep current with the new GASB regulations	Yes	Yes, very much so	
Do you feel you received value for the cost of the annual audit?	Yes, definitely	Yes, definitely	
Your Opinion of the qualifications and experience of staff?	Very qualified, no issues. Parker, Laura & Cathy	Very qualified and experienced staff. Strong leadership and consistant auditors each year	
Would you consider working with them again?	Yes	Yes	
Any issues with ability to meet deadlines?	No issues, they stay on top of the School to complete audit	No issues with deadlines at all	
Is Audit for both Town and School?	Yes both	Yes both	
Do you participate in the GFOA CAFR Award Reporting?	No, but Financials are all set to go, the City has not had the time yet.	Yes	
How was was the auditors staff's communication skills? Easy to understand and work with?	Very good, easy to understand and work with.	Very easy to work with and understand, they go over and above to explain what they are looking for and what they need.	
Did the auditors meet with elected officials?	Yes, they meet separately (w/o employees) with Audit committee (mayor, councilor, citizen) before audit. After audit they meet with the councilors to present audit with graphs.	Yes, they give presentations to both the Council and School Board. Excellent job in getting everyone to understand what they are explaining in presentation.	