

**AGENDA
SCARBOROUGH TOWN COUNCIL
WEDNESDAY – AUGUST 17, 2016
TOWN COUNCIL WORKSHOP ON PROPOSED
CHANGES TO THE HAIGIS PKWY ZONE – 5:30 P.M.
REGULAR MEETING – 6:00 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: July 20, 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. 16-49, 6:00 p.m. Public hearing on the new request from Emily Dunuwila, for a Combined Massage Establishment/Massage Therapist, d/b/a Empower Massage Therapy, located at 51 U.S. Route One.

OLD BUSINESS: None at this time.

NEW BUSINESS:

Order No. 16-50. First reading and refer to the Planning Board for a public hearing, the proposed amendment to Chapter 405, the Zoning Ordinance, Section XVII.B Haigis Parkway District (HP).

Order No. 16-51. First reading and schedule a public hearing and second reading on the proposed amendments to Chapter 302 – the Scarborough Town Council Rules, Policies and Procedures Manual.

Order No. 16-52. Act to adopt the FY2016/2017 School Budget Resolutions, as required by State Statute.

Order No. 16-53. Act on the request from the Deputy Tax Collector to authorize the Town Manager to sign a release deed on property located at 331 Pleasant Hill Road – Map R099/Lot 038.

Order No. 16-54. Act on the request for a Mass Gathering Permit from Taylor Crabbe to hold the *Insane Inflatable 5K* on Friday, September 16th and Saturday, September 17th, at Scarborough Downs, located at 90 Payne Road.

- 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 – AUGUST 17, 2016
REGULAR MEETING – 6:00 P.M.

Order No. 16-49. Move approval on the new request from Emily Dunuwila, for a Combined Massage Establishment/Massage Therapist, d/b/a Empower Massage Therapy, located at 51 U.S. Route One.

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: August 12, 2016

RE: New Request for a Combined Massage Establishment / Massage Therapist License

The following applicant is requesting approval on a Combined Massage Establishment/ Massage License:

- Emily Dunuwila, d/b/a Empower Massage Therapy, located at 51 US Route One

Applicant is in compliance with the requirements of the Town Clerk's Office and there are no outstanding issues. The completed application is on file with Clerk's Office.

It is recommended that this license be granted.

AGENDA
SCARBOROUGH TOWN COUNCIL
WEDNESDAY – AUGUST 17, 2016
REGULAR MEETING – 6:00 P.M.

Order No. 16-50. Move approval of the first reading and refer to the Planning Board for a public hearing, the proposed amendment to Chapter 405, the Zoning Ordinance, Section XVII.B Haigis Parkway District (HP) and to schedule a Town Council public hearing after the filing of the recommendations from the Planning Board.

SCARBOROUGH
MAINE



To: Town Council Members and Tom Hall, Town Manager
From: Dan Bacon, Planning Director
Subject: Zoning Amendments Regarding Multi-Family Housing in the Haigis Parkway District
Date: August 3, 2016

Dear Town Councilors,

Currently in the Haigis Parkway District (HP) multi-family dwellings are allowed if they are part of a larger mixed use project that has commercial development and if each multi-family building is limited to no more than 12 units per building. The requirement for multi-family housing to be part of a greater mixed use project is in place because the HP District has been a zone focused on largely attracting commercial development and high value growth. The 12 unit per building limitation has been in place to help dictate that the size of buildings be in scale with the zone and the context in Scarborough.

Consistent with the recent zoning amendments for the TVC District and Village Residential Districts, this proposal is to enable multi-family housing to be regulated by physical size (maximum building footprint, height, setbacks etc.) in the HP District rather than the 12 units per building limit. As was discussed with the similar past amendments, regulating multi-family housing by building footprint can enable more flexibility for the types and sizes of dwellings in multi-family projects (potentially more 1 and 2 bedroom units) as well as a more cost effective development, while still regulating the size, scale and form of these buildings to ensure they are fitting within the zone.

For the HP District, which allows for fairly large commercial buildings and is well separated from established neighborhoods and lower intensity development, we're proposing a maximum building footprint of 12,500 SF per multi-family building as an appropriate size for this area. It should also be noted that multi-family building footprints of this size are in the range of what the industry is pursuing for a suburban setting like Scarborough. In addition, these amendments establish a height limit of 3 stories and 45 ft. for residential development to also ensure these buildings maintain proper scale. Further, on average buildings of this size and type have a value in the \$3.5M to \$4.5M range and have fairly low municipal service costs and demands, exhibiting a positive fiscal impact on the community as well as can play a role in inducing surrounding commercial development as desired in the HP District.

August 3, 2016

Proposed Amendment to the Zoning Ordinance Regarding Multi-Family Housing in the Haigis Parkway District (HP)

BE IT HEREBY ORDAINED by the Town Council of the Town of Scarborough, Maine, in Town Council assembled, that the following amendment to the Zoning Ordinance of the Town of Scarborough, Maine, be and hereby are adopted:

Amend SECTION XVIII.B HAIGIS PARKWAY DISTRICT (HP) Subsection B. as follows (additions are underlined; deletions are struck through):

B. RESIDENTIAL USES

The following residential uses are permitted only in planned developments:

24. Boarding care facilities for the elderly, subject to the performance standards of Section IX(C)
25. Nursing homes
26. Dwelling units in a mixed-use building, limited to ~~no more than twelve (12) dwelling units per building~~ a maximum building footprint of 12,500 square feet and only as part of a mixed-use planned development as specified under subsection II.C.5.
27. Multi-family dwellings, limited to ~~no more than twelve (12) dwelling units per building~~ a maximum building footprint of 12,500 square feet and only as part of a mixed-use planned development as specified under subsection II.C.5.
28. Live / work units and only as part of a mixed-use planned development as specified under subsection II.C.5.

Amend SECTION XVIII.B HAIGIS PARKWAY DISTRICT (HP) Subsection C.3. as follows (additions are underlined; deletions are struck through):

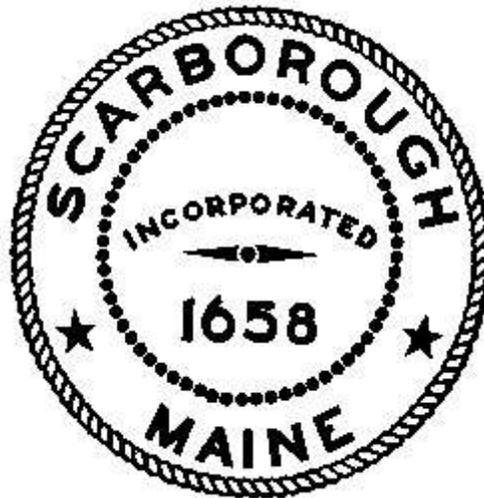
3. Maximum Building Coverage, Lot Coverage, and Building Height

<u>Use Type</u>	Maximum percent of lot coverage by buildings	Maximum percent of lot coverage by buildings and other impervious surfaces	Maximum building height (ft.)
<u>Non-Residential Uses</u>	50%	75%	75', not to exceed 6 stories
<u>Residential Uses</u>	<u>50%</u>	<u>75%</u>	<u>45', not to exceed 3 stories</u>

AGENDA
SCARBOROUGH TOWN COUNCIL
WEDNESDAY – AUGUST 17, 2016
REGULAR MEETING – 6:00 P.M.

Order No. 16-51. Move approval of the first reading on the proposed amendments to Chapter 302 – the Scarborough Town Council Rules, Policies and Procedures Manual and schedule a public hearing and second reading, as follows:

CHAPTER 302
SCARBOROUGH TOWN COUNCIL
RULES & PROCEDURES
~~RULES, POLICIES & PROCEDURES~~
~~MANUAL~~



Adopted February 4, 1970
Amended January 7, 1998
Amended February 18, 1998
Amended August 18, 1999
Amended October 20, 1999
Amended April 19, 2000
Corrected December 20, 2000
Amended April 4, 2001
Amended April 18, 2001
Amended March 21, 2001
Corrected June 6, 2001
Amended June 19, 2002

Amended September 4, 2002
Adopted December 17, 2003
Amended December 1, 2004
Amended April 15, 2009
Amended October 21, 2009
Amended April 17, 2013
Amended September 18, 2013
Amended April 1, 2015

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SCARBOROUGH TOWN COUNCIL
RULES, ~~POLICIES~~ & PROCEDURES ~~MANUAL~~

Section 100: TOWN COUNCIL RULES OF ORDER

100.0: Preface.

The Scarborough Town Council will maintain ~~this~~ these Rules, ~~Polieies~~ & Procedures ~~Manual~~ as an operational guide for staff, council members and the general public. The manual will be regarded as a continuously developing and changing document to meet the needs of the changing times and circumstances. This development and change process, while ultimately the responsibility of the Council, is a task in which all affected are expected and invited to participate and contribute.

101.0: Definitions.

For the purposes of this manual and each of its sections, the following definitions shall apply:

101.1: Rules of Order

Are general procedural rules and orders adopted by a majority of the Town Council for the members of the Council to follow. Unless otherwise modified herein, Roberts Rules of Order will prevail. [amended 10/21/09]

101.2: Policy(ies)

Are a plan or course of action, guiding principle(s) or procedure(s) considered to be expedient, prudent and advantageous to the Town and/or Town Council.

101.3: Procedures

Are step-by-step directions that should be performed in order to obtain the intended outcome of an Order, Resolution, Proclamation, and/or Policy.

101.4: Resolutions

Also referenced as **Resolves**, are an expression of opinion, principles, facts or purposes adopted by the Council as direction to the staff and/or general public.

101.5: Proclamations

Are expressions of support, recognition or sentiments on behalf of the Town of Scarborough.

101.6: Orders

And/or **Ordinances** are a by-law, law or legal requirement adopted by the Council, as authorized by state statute and town charter to exercise any power or function which the Legislature has power to confer upon it.

101.7: Petitions

Are formal written requests addressed to a person(s) in authority that asks for some action or benefit, or the redress of a grievance. A petition may also be a formal application in writing made to the Council requesting action concerning some matter.

101.8: Majority

The majority of the elected Council shall constitute a quorum for the transaction of business. Pursuant to Section 210 of the Charter in that every ordinance, order, and resolve shall require on final passage the affirmative vote of four (4) members of the Town Council, except where a rule provides otherwise. However, in the event of less than four (4) members of the Town Council are present, then a majority of those Council members present shall constitute a quorum for the purpose of calling the meeting to adjourn to a date specific.[adopted 10/21/09]

101.9: Quorum

The number of elected Council members required for final passage on every ordinance, order, and resolve, except where a rule provides otherwise. [adopted 10/21/09]

101.10: Abstain

It is the duty of every member of the Council that is present must vote. There may be circumstances whereby a member may be required to abstain in the case of a real or perceived conflict of interest; however, it is the duty of the members of the Town Council to determine whether there is a conflict of interest [Section 130.2][adopted 10/21/09]

101.11: Immediate Family

Immediate family is defined to mean spouse, domestic partner (as defined by the Maine Municipal Employee Health Trust), child parents, brothers, sisters, mother-in-law, father-in-law, grandfather, grandmother, grandchildren, step-father, step-mother, step-children or other relatives living in the same household.

101.12: Consent Agenda

~~The purpose of a Consent Agenda is to expedite the conduct of routine business during council meetings in order to allocate more meeting time to discussion on substantive issues. The Consent Agenda should consist of routine financial, legal and administrative matters that require council action. The Council Chairman determines whether an item belongs on the Consent Agenda. Consent Agenda items are expected to be non-controversial and not requiring discussion. The Consent Agenda is voted on in a single majority vote, but it may be divided into several, separate items. The Chair will ask if any member wish to remove an item from the Consent Agenda for separate consideration as Adjustments to the Agenda, and if so, the Chair will schedule it to be taken up later on the agenda. Consent Agenda items may include, but are not limited to, approval of minutes, proclamations, resolutions and resolves; final approval of appointments to town committees/board; reports provided for information only; correspondence requiring no action, and staff appointments requiring Council action.~~

102.0: Organization.

The Scarborough Town Council Rules ~~& Procedures and Policy Manual~~ shall be organized by general sectioning, such that those sections will be titled: [amended 10/21/09]

- a) **Section 100:** Town Council Rules of Order
- b) **Section 200:** Town Council Meeting(s) Policies and Procedures
- c) **Section 300:** Other Town Council Policies

103.0: Regular Meetings.

The regular meetings of the Town Council shall be held in the room known as the Town Council Chamber of the Town Hall at 7:00 P.M., Eastern Standard Time, on the first and third Wednesdays of each calendar month, with the exception of the months of July and August when only one meeting will be held on the third Wednesday of each of the two months.

103.1: When said days fall on a holiday or on Election Day, the regular meeting shall be held on the following Monday, at the same time and place.

103.2: The date of any regular meeting may be changed by an order or resolve passed at the previous meeting upon the vote of five members of the Council, provided, however, that said change in date will still provide for two regular meetings in one month, with the exception of the

months of July and August when only one meeting will be held on the third Wednesday of each of the two months.

103.3: No new business shall be taken up after 10:00 p.m.
[amended 04/19/00; amended 03/21/01; corrected 06/06/01].

104.0: Special Meetings.

Special meetings may be held on the call of the Council Chair or by written signature or voice confirmation of four Councilors, if unavailable by signature.

104.1: Notice of the meeting will be given in person or left at the place of residence of each Councilor. If practical, such notice shall be given not less than 24 hours before the meeting. Such notice will state the time and place of such meeting and business to be transacted, along with the names of the Councilors calling for the meeting.

104.2: No business shall be transacted at this meeting except as stated in the notice. Notice will also be posted near the main entrance to the Municipal Building, visible from outside the building.

104.3: Members of the media will be notified in person, by telephone or facsimile transmission.
[adopted 02/28/1998]

105.0: Televising Council Meetings/Workshops and/or Related Meetings. [adopted 09/04/02]

All Council meetings, both regular and special, whenever possible shall be televised live and recorded for rebroadcast at a later date.

105.1: Committee meetings dealing with legislative or financial matters shall also be televised; all other committee meetings (e.g. Appointments Committee) shall be at the discretion of the committee chair.

105.2: Council workshops may be televised or taped at the call of the Council Chair.

105.3: All meetings/workshops that are taped shall be broadcast at a later date. [adopted 09/04/2002]

106.0: Quorum: Adjourned Meetings.

A majority of the members of the Town Council shall constitute a quorum for the purpose of calling the meeting to adjourn to a date specific. [amended 10/21/09]

106.1: At least twenty-four hours notice of the time and place of holding such adjourned meeting shall be given to all members who are not present at the meeting from which adjournment is taken.

107.0: Agendas.

The Council shall take up items, which appear on its agenda in the following order, unless a majority of those Councilors present and voting vote to take an item out of order.

1. Call to Order by the Chair
2. Pledge of Allegiance
3. Roll Call by the recording secretary
4. General Public Comments [~~limited to three (3) minutes or less—refer to Section 202~~]
[adopted 10/21/09]
5. Acceptance of minutes

6. Adjustments to the Agenda [adopted 10/21/09]
7. Items to be signed; i.e., treasurer's warrants
8. Public Hearings
9. ~~Consent Agendas [amended 04/04/01]~~
10. Proclamations, Resolutions and Resolves
11. ~~Unfinished Old~~ Business: Ordinances, orders or resolves not reached on the agenda of the previous meeting, including items tabled and second readings ~~[limited to three (3) minutes—refer to Section 202] [amended 10/21/09]~~
12. New ~~B~~business: Ordinances and orders ~~[limited to three (3) minutes—refer to Section 202] [amended 10/21/09]~~
13. Non-Action Items. (amended 04/19/00)
14. Standing and Special Committee Reports and Liaison ~~R~~reports [amended 10/21/09]
15. Town Manager's Report [adopted 10/21/09]
16. Council member comments ~~[limited to ten (10) minutes]~~
17. Adjournment
18. Executive sessions, which may be scheduled or held anywhere on the agenda

108.0: Enactment: Form.

The Town Council shall act only by ordinance, order, resolve or proclamation. However, if a resolve or proclamation is recognizing an accomplish, then the Town Manager and Council Chair, at their discretion, shall be authorize to sign the document on behalf of the Town Council.

108.1: All ordinances, orders, and resolves, except orders and resolves making an appropriation of money, shall be confined to one subject, which shall be clearly expressed in the title. The appropriation order or resolve shall be confined to the subject of appropriations only.

108.2: All ordinances, order, resolves and proclamations when presented on the Agenda shall note the action's sponsor and committee/board recommendation, if the action item has been reviewed by a municipal committee.

108.2.a: All committee/board recommendations shall be in the form of "Unanimous – Ought to Pass", Unanimous – Ought Not To Pass", "Ought To Pass", "Ought Not to Pass".

109.0: Ordinances: Style.

All by-laws passed by the Town Council shall be termed "ordinances" and the enacting style shall be:

"Be it ordained by the Town Council of the Town of Scarborough, Maine, in Town Council assembled."

110.0: Order and Resolve: Style.

In all votes of command, the forms of expression shall be "ordered"; and of opinions, principles, facts, or purposes, the form shall be "resolved."

111.0: Reading on Two Separate Days: Waiver [amended 08/01/77]

No ordinance or order authorizing the expenditure of ~~\$500.00~~ \$1,000.00 or more shall be passed until it has been read on two separate days, except when the requirement of reading on two separate days has been dispensed with by a vote of five of the members of the Town Council.

111.1: A reading is not an official first or second reading for the purpose of this section unless a Councillor specifically designates the reading as such in the motion for approval. The motion shall be in the following form:

“Move approval of the first (second) reading of _____.”

111.2: When the general budget appropriation resolve shall have been enacted, except for expenditures and transfers from the Contingent Account and year-end adjustment of balances, no order, ordinance, or resolve shall be passed adding any new project or expenditure unless by vote of five of the members of the Council.

112.0: Second Reading: Waiver [amended 02/18/70].

Any other order or resolve may be passed after a first reading (which may be by title only if no member of the Council objects), unless on motion, a majority of those members present vote in favor of a second reading on a separate day.

113.0: First Reading: Waiver.

Every ordinance, order or resolve shall have a first reading unless the reading is dispensed with by the unanimous vote of those present, in which case reading shall be by title only.

114.0: Yeas and Nays Taken: When.

The yeas and nays shall be taken upon the passage of all ordinances and orders authorizing the expenditure of money in the amount of ~~\$500.00~~ \$1,000.00 or more and entered upon the record of the proceedings of the Town Council by the clerk. The yeas and nays shall be taken on the passage of an order or resolve when called for by any member of the Town Council.

115.0: Ordinances: Effective When. [amended 08/01/77]

After receiving final passage by the Town Council, an ordinance shall take effect at 12:00 A.M. on the day following enactment or at a later date specified within the ordinance, except that emergency ordinances shall take effective as specified in Section 118.

116.0: Order, Resolve: Effective When.

All orders or resolves shall take effect after passage.

117.0: Emergency Ordinances.

The Town Council may, by vote of five of its members, pass emergency ordinances to take effect at the time indicated therein, but such emergency ordinance shall contain a section in which the emergency is set forth and defined, provided however, that the declaration of such emergency by the Town Council shall be conclusive.

118.0: Item for Meetings: Filed When.

No ordinance, order, or resolve shall be in order for action at any meeting of the Town Council unless such ordinance, order, or resolve shall be filed in the office of the Town Clerk on or before 2:00 p.m. in the afternoon on the Wednesday prior to the regular meeting held on the following Wednesday and before 2:00 p.m. in the afternoon of the business day next to the day of any other special meeting. [amended 12/01/04]

118.1: In the event that the Town Clerk’s Office is not open on Wednesday, then the deadline for filing will fall at 2:00 p.m. on Tuesday the day before the original filing deadline. Members of the public wishing to place an item on the agenda shall do so with the support of a Councillor. Agenda items shall not be removed from the agenda after the agenda has been published. [adopted 04/19/00; amended 12/01/04]

119.0: Chair to be Presiding Officer.

The Chair shall take the chair at the time appointed for the meeting, call the members to order, cause the roll to be called, and, a quorum being present, cause the minutes of the preceding meeting to be read and proceed to business.

120.0: Role of Vice Chair.

The Town Council shall elect a Councillor to serve as Vice Chair by a majority vote. The Vice Chair will serve in the absence or disability of the Chair and perform any duties as designated by the Chair. The term of Vice Chair will be concurrent with the Chair. [amended 04/04/01].

121.0: Preserve Order: Decide All Questions of Order.

The Chair shall preserve decorum and order, may speak to points of order in preference to other members, and shall decide all questions of order and subject to an appeal to the Council by motion regularly seconded, and no other business shall be in order until the question on appeal is decided.

122.0: Declare Votes: Cause Return of Votes.

The Chair shall declare all votes, but if any member doubts a vote, the Chair shall cause a return of the members voting in the affirmative and in the negative without debate.

123.0: Debate: Rules of.

When a question is under debate, the Chair shall receive no motion but to adjourn, or for the previous question, or to lay on the table, or to postpone to a day certain or to refer to a committee or some administrative official, or to amend, or to postpone indefinitely; which several motions shall have precedence in the order in which they stand arranged. The Town Manager shall have the right to take part in the discussion, but may not vote.

124.0: Motion to Adjourn: Lay on Table.

The Chair shall consider a motion to adjourn as always in order except on immediate repetition; and that motion and the motion to lay on the table, or to take from the table, shall be decided without debate.

125.0: Reconsideration.

When a vote is passed, it shall be in order that only those Council members who voted in the majority can sponsor an item for reconsideration, or in the negative on a tie vote, to move a reconsideration thereof at the same, or the next stated meeting, but not afterwards; and when a motion of reconsideration is decided, that vote shall not be reconsidered.

125.1: No motion to reconsider a vote passed at a previous meeting shall be in order for consideration at the next meeting unless an item to that effect is contained on the agenda for such next meeting, or unless five of the members consent to such reconsideration. Only a Council member who voted in the majority can make the motion to reconsider. [amended 10/21/09]

125.2: A petition once presented to and finally acted upon by the Town Council shall not again be received by the Town Clerk for presentation to the Council in the same or substantially the same form for a period of one year next succeeding the Council's final actions on the original petition.

125.3: A member of the Town Council, voting with the majority on the original petition, shall be privileged to reintroduce such a petition.

126.0: Motion for Previous Question.

Upon the motion for the previous question being made and seconded, the Chair shall put the question in the following form:

“Shall the main question be put?”

126.1: And all debates upon the main question shall be suspended until the motion for the previous question shall be decided. After the adoption of said motion for the previous question by a majority vote, the sense of the Council shall be forthwith taken upon all pending amendments, and then upon the main question.

127.0: Not to be Debated or Amended.

No debate shall be allowed on a motion for the previous question. Neither is it susceptible of amendment.

127.1: All questions of order arising incidentally thereon must be decided without discussion whether appeal be had from the chair or not.

128.0: Manner of Speaking.

When a member is about to speak, said member shall respectfully address the Chair, confine comments to the question under debate, and avoid personalities.

129.0: Not to Interrupt.

No member speaking shall be interrupted by another, but by a call to order or to correct a mistake.

130.0: Breach of Rules and Orders.

Please refer to Section 200 – Town Council ~~Policies &~~ Procedures – Page 8.

131.0: Member Excused from Voting: When.

All members present when a question is put shall give their vote, unless the Council, for special reasons, shall excuse any member.

131.1: Application to be so excused must be made before the Council is divided, or before the calling of the yeas and nays, and decided without debate.

132.0: Motion to be Reduced to Writing: When.

Every motion shall be reduced to writing, if the Chair shall so direct.

133.0: Division of Question.

Any member may require the division of a question when the sense will admit it. When a single motion contains a number of parts, each of which is capable of standing alone, the parts can be separated and voted on as if they were distinct questions. Division of the question takes precedence over the main motion and must be dealt with before moving on the main motion. [amended 10/21/09]

134.0: Motion for Referral.

A motion for referral to a committee or administrative official, until it is decided, shall preclude all amendments to the main question.

135.0: Priority of Business.

All questions relating to priority of business to be acted upon shall be decided without debate.

136.0: Suspension of Rules: Amendment or Repeal.

The rules shall not be dispensed with or suspended unless five of the members of the Council consent thereto.

136.1: No rule or order shall be amended or repealed without notice, in writing, being given at the preceding meeting.

Section 200: TOWN COUNCIL ~~POLICIES &~~ PROCEDURES

200.0: Breach of Rules and Orders [amended 10/21/09].

The proper operation of democratic government requires that Town Councilors be fair, impartial and responsive to the needs of the people and each other in the performance of the respective functions and duties; that decisions and policy be made in proper channels of the Town's governmental structure; that public office not be used for personal gain; and that such Councilors maintain a standard of conduct that will inspire public confidence in the integrity of the Town's government. In recognition of these goals, a Code of Ethics is hereby established for all Town Councilors which is not intended to deny Council members their constitutional rights nor violate their civil rights.

200.1: Standards of Conduct. The purpose of this Code is to establish ethical standards of conduct for all Town Councilors by setting forth those acts or actions deemed to be in conflict or incompatible, or to create the appearance of conflict or incompatibility, with the best interest of the Town of Scarborough.

200.2: Conflicts of Interest. No Councilor shall participate directly by means of deliberation, approval or disapproval, or recommendation, in the purchase of goods and services for the Town, and the award of any contracts with the Town, except that he/she may be allowed to submit bids for same in accordance with the Town ordinances; and under the laws of the State of Maine, where to his/her knowledge there is a financial interest, or special interest other than that possessed by the public generally, in such purchase or award, held by:

200.2.a: himself/herself or a member of his/her immediate family;

200.2.b: a business in which he/she or a member of his/her immediate family serves as an officer, director, trustee, partner or employee in a supervisory or management position; or

200.2.c: any other person or business with whom he/she or a member of his/her immediate family are in business, or are negotiating or have an arrangement concerning future employment.

200.3: Disclosure of Confidential Information. No Town Councilor shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the Town, nor shall he/her use such information to advance the financial or private interest of himself/herself or others. For purposes of this subsection, the term "confidential information" shall mean any information, oral or written, which comes to the attention of, or is available to, such Town Councilor only because of his/her position with the Town, and is not a matter of public record. Information received and discussed during an executive session of the Scarborough Town Councilor any Town agency shall be considered within the constraints of this section, and shall not be disclosed to any third part unless permitted by affirmative vote of such body.

200.4: Gifts and Favors. No Town Councilor shall accept any gift in excess of \$50, whether in the form of service, loan, thing or promise, from any person and/or business which to his/her knowledge is interested directly or indirectly in any manner whatsoever in business dealings with the Town; nor shall any Town Councilor: (1) accept any gift, favor or thing that tends to influence him/her in the discharge of his/her official duties; or (2) grant in the discharge of his/her official duties any improper favor, service or thing.

200.5: Use of Town Property. Nothing herein shall prohibit the use of Town buildings and equipment at rates and/or on terms as may be established.

200.6: Disclosure of Interest in Agenda Items. Any Town Councilor who believes he/she or a member of his/her immediate family, has a financial or special interest, other than an interest held by the public generally in any proposed order, ordinance or resolve on the agenda of the Scarborough Town Council, shall disclose the nature and extent of such interest, and have it recorded by the Clerk on the Town records of such item.

200.6a: Once such disclosure has been made, such Town Councilor shall refrain and shall be relieved, in the discretion of the other members of the Council, from voting or otherwise participating in the deliberations and decision making process on such item.

200.6.b: Nothing herein shall be construed to prohibit any Town Councilor from representing his/her own personal interest in any such item.

200.7: Disclosure Statement by Town Councilors. Every Town Councilor shall file with the Town Clerk within thirty (30) days after the effective date of this Section, and during the month of April during each calendar year thereafter, a written statement under oath containing the following information, to the best of his/her knowledge and belief:

200.7.a: The name of each person or business doing business with the Town in an amount in excess of one thousand dollars (\$1,000.00) during the preceding calendar year from which such Councilor, or a member of his/her immediate family, has received money or other thing of value in an amount in excess of one thousand dollars (\$1,000.00) during the preceding calendar year, including campaign contributions.

200.7.b: For purposes of this Code, a list prepared by the Finance Officer of those persons or businesses doing business with the Town in amount in excess of one thousand dollars (\$1,000.00) for the preceding calendar year shall be determinative for purposes of reporting under this section.

200.7.c: Income from, and financial investments in, policies of insurance, and deposits and accounts from commercial or savings banks, savings and loan associations, or credit unions shall not be considered to be a financial interest within the meaning of this section.

200.8: Political Activities. No Town Councilor shall participate in any political activity which would be in conflict or incompatible with the performance of his/ her official functions and duties for the Town. In conjunction therewith:

200.8.a: No Town Councilor may use his/her official authority or position for the purposes of influencing or interfering with or affecting the results of any election, nor

shall he/she solicit funds or contributions or accept or receive funds or contributions from Town employees for political purposes. No Town Councilor may distribute pamphlets or handbills while he/she is performing their official functions and duties with the Town. Nothing herein shall be construed to prohibit any Town Councilor from participating in the political process in their capacity as private citizens.

200.9: Penalties. In addition to any other penalties or remedies as may be provided by law, violation of this Code shall constitute cause for censure, after notice and hearing conducted in private by the Town Council or if otherwise requested in writing by the Councillor to conduct the hearing in public session. A majority of the Scarborough Town Council shall conduct such proceedings.

200.10: Separability. If any section, subsection, sentence, clause or phrase of this Code is for any reason held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this Code.

201.0: Appointments To Town Committees/Boards.

Appointments to town committee/boards must go through a two-meeting process. Name(s) of individual(s) will be posted at one Council meeting and approved at the next Council meeting. Current members will serve until a replacement is named by the Appointments Committee and certified by the Council. The term for new appointees will be for one year unless otherwise determined by the Town Council. [amended 09/04/02; amended 04/01/15]

202.0: Procedures For Addressing The Council.

Any person wishing to address the Town Council will be given an opportunity to do so in accordance with the following procedures:

202.1: Procedure.

A Public Comment Period shall be conducted prior to the start of any Council business at each regular Town Council meeting, at which time citizens shall be given the opportunity to be heard on matters concerning Town business in general. Additional public comment shall be allowed during public hearings and on agenda items. Such public forums and/or public comment periods may be waived if no member of the public wishes to speak. Persons wishing to speak will preface their comments by giving their name and address. [amended 10/21/09]

202.2: Time Limit.

All such public forums, public comment periods and public hearings shall be conducted under the following guidelines:

202.2a: General Public Comment: Persons addressing the Town Council during the public comment period at the beginning of the meeting shall limit their comments to (3) three minutes. Individuals may be permitted to speak more than once at the discretion of the Chair of the Council. The first (30) thirty minutes of the Council meeting will be allocated for general public comment. If it appears that the public comment period will exceed 30 minutes, public comment may be suspended by the Chair, so the Town Council may conduct its business, in any case to occur prior to adjournment. [amended 10/21/09]

202.2.b.: Public Hearing Comment: Persons addressing the Town Council during a public hearing shall limit their comments to the particular agenda item and shall limit their comments

to (3) three minutes. Individuals may be permitted to speak more than once at the discretion of the Chair of the Council. [amended 04/18/01][amended 10/21/09].

202.2.c: Public Comment on Agenda Items: Following the reading of each agenda item, the Chair shall ask if any member of the public wishes to speak on that item. Persons who have previously addressed the Town Council during the public comment portion and wishes to speak on an agenda item may do so only if there is new and pertinent information to be added and limit their comments to (3) three minutes. [amended 10/21/09]

202.2.d: Council Member Comments: Each Council Meeting Agenda schedules an opportunity for Council Member to share personal comments that may be of community interest, at the close of each meeting. Town Council members shall limit their comments to (10) ten minutes. Individual Councilors may be permitted to speak more than once at the discretion of the Chair of the Council.

202.3: Decorum.

Persons present at Council meetings, including Elected Officials, are requested not to applaud or otherwise express approval or disapproval of any statements made or action taken at such meeting.

202.3.a: Citizens Persons addressing the Council shall direct their remarks exclusively to the Council Chair unless the Chair allows otherwise. Citizens Persons will strive to be accurate in their statements and avoid making personal, rude or provocative remarks. All statements should respect the dignity and seriousness of the proceeding. Citizens Persons conduct themselves in a manner expected of all meeting participants. [amended 04/18/01; amended 04/01/15]

202.3.b.: It shall be at the discretion of the Council Chair to ask any persons making in-appropriate statements, and/or conducting themselves in a disrespectful manner to cease such action or risk being asked to be seated or removed. [adopted 10/21/09]

203.0: Council Standing Committees [amended 01/07/98][amend 10/21/09].

At the commencement of the municipal year, or soon thereafter as possible, there shall be chosen the following Standing Committees, each Standing Committee to consist of such members of the Council as the Town Council may designate:

203.0.a: 3 Members to the Finance Committee:

The Finance Committee will review the Town Manager's proposed budget after it has been presented to the Town Council for a first reading and in accordance with Section 502 of the Town Charter.

The Finance Committee shall review appropriation requests and revenue estimates for all offices, agencies and departments of the Town, including the Department of Education, with the exception of the Department of Education—pursuant to Articles IV and V of the Town Charter— The Finance Committee shall and prepare recommended line item appropriation amendments, with the exception of the Department of Education Budget, to the proposed budget to the Town Council prior to the public hearing and final reading. The Finance Committee shall recommend, only, a total appropriation for the Department of Education. Pursuant to Article V of the Town Charter, the Town Council retains the ultimate responsibility of reviewing and approving the total budget with or without amendments.

In consultation with the Town Manager and staff, the Finance Committee may prepare and recommend for approval by the Town Council, policies and/or procedures relating to the financial affairs of the Town.

203.0.b: 3 Members to the Appointments Committee:

The Appointments Committee shall meet from time to time and review applications for vacancies on the various Town committees/boards and make their recommendations in accordance with Section 2019.0 of the Rules and Policies Manual.

203.0.c.: 3 Members to the Ordinance Committee:

The members of the Ordinance Committee shall review proposed ordinances or amendments and make recommendations thereon to the Council for final action.

Minor amendments are amendments that do not alter the substance to ordinances generated from other standing committees may be recommended administratively to the Council without review by the Ordinance Committee. From time to time the Town Council may appoint a committee that may not require its recommendations to be reviewed by the Ordinance Committee.

203.0.d: 3 Members to the Rules and Policies Committee:

The Rules and Policies Committee shall review proposed Policies Chapter 101 – Town Council Adopted Policies and Chapter 302 – ~~the Rules & Procedures and Policies Manual~~ from time to time to ensure that it is in compliance with State Law and the local Charter. All recommendations will be brought forward for approval by the Town Council.

203.1:The Council Chair shall select committee members after seeking input from Councilors on committee preference. Committee appointments are subject to confirmation by a majority of the Council. The Council Chair shall serve as an ex-officio member of all Council Standing Committees and may vote only in the absence of any regular member.

203.2: The Councilor first named shall serve as Committee Chair. In the case of a member’s resignation or inability to serve, the Council Chair shall designate a new committee member. Committee members shall be chosen at the first regular meeting of the Town Council following the meeting in which the Council Chair is elected.

203.3: Members of the Town Council may attend and participate at the Council Committee meetings, but shall only vote at meetings for the committee of which they are a member. Citizens will be allowed to give input at the discretion of the Committee Chair.

203.3.a: A quorum of a Town Council Committee shall consist of two members of that Committee.

204.0: Other Committees/Boards

204.1: Special Committees/Boards – Committees/Boards that are created by the Town Council and for which serve a specific purpose for an indefinite period of time and those Committee/Boards that are required by State Statute. [e.g. Conservation Commission; Planning Board; Shellfish Conservation Commission].

204.2: Ad-hoc Committees/Boards – Those Committees/Boards that are appointed by the Town Council for a specific purpose and/or for a specified duration [e.g. Payne Road Study Committee, Energy Study Committee].

204.3: Review of Committees/Boards – The Town council shall conduct an annual review of all committees/boards and other than standing committees of the Council, to ensure that there is still a valid need for such committees/boards. The workshop shall be held within the first quarter of the year. [Adopted 09-18-2013]

SECTION 300.0: OTHER TOWN COUNCIL PROCEDURES POLICIES

~~301.0: Use of Town Letterhead Policy [adopted 06/16/02]. Individual Opinion Disclaimers.~~

~~Councilors will be reasonable in making personal statements insofar that they will not project a personal opinion as the official position of the Town Council.~~

~~If a Councillor uses town letterhead to express an opinion that is not the official position of the Town Council, then the letter shall include a disclaimer stating the opinions presented are those of the individual Councillor.~~

~~302.0: Council Correspondence Policy [adopted 08/18/99].~~

~~Correspondence received in the Clerk's office for individual Councilors is opened by the Town Clerk or the Clerk's designee. The Town Clerk will notify individual Councilors, as soon as is practical, when correspondence is received. Thereafter, copies of all such correspondence will be included in each Councilor's packet and provided to the Town Manager. Each Councillor will provide the clerk with their preference regarding where such notification will be made. (When the originator has copied all Councilors, the Clerk will simply note this information on the correspondence unless the originator has done so.)~~

~~**302.1:** When material is marked "CONFIDENTIAL", the Councilor addressed will be notified personally and will have an opportunity to review the material prior to general distribution to the Council. This would not preclude the Town Clerk and Town Manager to determine what, if any, further distribution should be made of the correspondence.~~

~~**302.2:** Correspondence received or produced by individual Councilors will be provided to the Town Clerk as soon as practical by the individual Councillor. The material will be distributed to the full Council by inserting in their individual mail folders. The Town Manager will be provided copies by the Clerk. Any mail not personally picked up by individual Councilors will be included in the Councilors' packet for distribution.~~

~~**302.3:** This procedure does not apply to commercial mail, such as solicitations, brochures, etc.~~

303.0: Town Council Reimbursement for Professional Development Travel Policy [adopted 02/18/98][amended 04/19/00].

~~303.1: Council Policy for Conference/Workshop Expenditures [adopted 04/19/00].~~

~~The Town of Scarborough recognizes the constructive value of professional conferences, seminars, meeting, and training individual Town Councilors may actively participate in that support their elected role. The Finance Committee shall recommend be responsible in setting annual funding for Council professional development., subject to approval of the Council, and shall have the authority to administer The Town Manager shall administer the use of those funds in accordance with the standard operating procedures that are consistent with Scarborough municipal employee rules and policies.~~

~~From time to time members of the Town Council are expected to attend workshops or conferences related to their roles as elected representatives of the citizens of Scarborough. Participation at these events will be with the prior knowledge of the full Council and the costs will be covered within the current municipal budget.~~

~~**303.1.a:** Expenditures may include: associated travel costs (long distance and local); registration fees, lodging, meals, tips, publications and other reasonable costs associated with the event. Materials purchased will remain the property of the Town.~~

~~**303.1.b:** Some costs will be handled by Councilors personally with the expectation that reimbursement will be made by the Town.~~

~~303.1.c: Two methods are available to the Councilors for reimbursement:~~

~~**303.2: Request for Advance Payment.**~~

~~If desired a Councillor may submit a Request for Advance Payment based on a detail of estimated expenditures.~~

~~303.2.d: In this case a reconciliation of the Advance will be completed by the Councillor, including all receipts, and submitted to the Manager's Assistant within 60 days after the event.~~

~~303.2.e: If the expenditures exceed the amount of the advance the Town will reimburse the difference to the Councillor within 20 days of receipt of the reconciliation.~~

~~303.2.f: If expenditures are less than the amount of the advance the Councillor will reimburse the Town within 20 days of submission of the reconciliation.~~

~~303.2.f.1. Note: If receipts are not submitted within 60 days of the event, the amount of the advance will be reported as personal income to the Councillor per IRS regulations.~~

~~**304.0: Reimbursement.**~~

~~A Councillor may elect to cover related costs and submit all receipts after the event for reimbursement.~~

~~Requests for reimbursement must be made within 60 days after the event. Reimbursement will be made by the Town within the same 20-day period as described above.~~

~~304.1: Requests for reimbursement must be completed no later than 30 days after the end of the fiscal year in which the expenditure was incurred.~~

~~304.2: Reasonable attempts will be made to secure accommodations and long distance travel fares at competitive rates for the location of the conference/workshop. Councilors are encouraged to take advantage of early registration rates when possible.~~

~~304.3: When meals are included in registration fees paid the Town will not reimburse for these same meals unless scheduling conflicts did not allow the Councillor to take advantage of the included meals.~~

~~304.4: Alcohol is not a reimbursable expense.~~

APPENDIX A: POLICY MATRIX

Type	Intended Audience	Process to Enact	Votes to Pass	Council Rules	Charter	Statutory
Council Rules & Order	Council Members	2 Council Mtg.	Simple Majority	Section 100: Sub.102	Section. 212	No
Defined As: General procedural rules and orders adopted by the Council Members for the members of the Council to follow.						
Resolutions/Resolves	Staff and/or General Public	1 Council Mtg.	Simple Majority	Section 100: Sub. 102.4	No	No
Defined As: An expression of opinion, principles, facts or purposes adopted by the Council as direction to the staff and/or general public.						
Orders				Section 109-117	No	No
General or if authorizing expenditure under \$500	Staff and/or General Public	1 Council Mtg.	Simple Majority	Section 111, 115	No	No.
\$500 or more	Staff	2 Council Mtg.	Simple Majority ¹	Section 111, 115	No	No
Ordinances	General Public – enforcement by staff	1 Council Mtg., Public Hearing & 2 nd Meeting ²	Simple Majority ³	Section 109-117.	Section. 213	Title 30A, Part 2
Defined As: By-law, law or legal requirement adopted by the Council, as authorized by state statute and town charter to exercise any power or function which the Legislature has power to confer upon it.						
Petitions						No
General or if requesting a reversal of a Council decision.	Council Members, Staff and/or General Public	See Town Charter	Council vote not required.		Article IX: Section 903	No
If not requesting a reversal of a Council decision.	Council Members, Staff and/or General Public			Section 100: Sub. 102.7		No.
Defined As: Formal written requests addressed to a person(s) in authority that asks for some action or benefit, or the redress of a grievance. A petition may also be a formal application in writing made to the Council requesting action concerning some matter.						
Proclamations	Staff and/or Gen. Public	Staff – if authority delegated		Section 100: Sub. 102.5	No	No
Defined As: Recognition, expression of support or sentiment on behalf of the Town of Scarborough.						
Policies	Council	1 Council Mtg.	Simple Majority	Section 100: Sub. 102.2	No	No
Defined As: A plan or course of action, guiding principle, or procedure considered being expedient, prudent or advantageous.						

¹ There are exceptions to a simple majority vote, such as to suspend the rules and wave the second reading or to add a new project or expenditure once the budget has been adopted. These exceptions require a minimum affirmative vote of five members of the Council.

² A second reading can be held on the same night as the public hearing.

³ There are exceptions to a simple majority vote such as the approval of a Contract Zoning Request (which requires a minimum affirmative vote of two thirds of the Council Members but not less than four) or the enactment of an Emergency Ordinance (which requires a minimum affirmative vote of five members of the Council to adopt it).

AGENDA
SCARBOROUGH TOWN COUNCIL
WEDNESDAY – AUGUST 17, 2016
REGULAR MEETING – 6:00 P.M.

Order No. 16-52. Move approval on the request to adopt the FY2016/2017 School Budget Resolutions, as required by State Statute.

**Scarborough School Department
2016-2017 Budget Resolutions
(based on State Subsidy Funding enacted by
Legislature as part of their biennial budget)**

ARTICLE I. To see what sum the municipality will appropriate for the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act.

Recommend \$ 34,024,879

and to see what sum the municipality will raise as the municipality's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688.

Recommend \$ 29,684,258

Explanation: The school administrative unit's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that a municipality must raise in order to receive the full amount of state dollars.

ARTICLE II. To see what sum the municipality will raise and appropriate for the annual payments on debt service previously approved by the municipality for non-state-funded school construction projects, or non-state-funded portions of school construction projects in addition to the funds appropriated as the local share of the school administrative unit's contribution to the total cost of funding public education from kindergarten to grade 12.

Recommend \$5,761,633

Explanation: Non-state-funded debt service is the amount of money needed for the annual payments on the municipality/district long-term debt for major capital school construction projects that are not approved for state subsidy. The bonding of this long-term debt was previously approved by the voters.

ARTICLE III. To see what sum the municipality will raise and to appropriate that sum in additional local funds for school purposes under Maine Revised Statutes, Title 20-A, 15690.

Recommend \$4,288,119

Explanation: The additional local funds are those locally raised funds over and above the school administrative unit's local contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state-funded debt service that will help achieve the municipality budget for educational programs.

ARTICLE IV. To see what sum the municipality will authorize the School Board to expend for the fiscal year beginning July 1, 2016 and ending June 30, 2017 from the school administrative unit's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy and other receipts for the support of schools.

Recommend \$45,855,066

Pursuant to Maine Revised Statutes, Title 20-A, section 1485, voters and the Town Council authorize the School Board to expend the above funds in the following State-mandated categories:

ARTICLE IV-A. To see what sum the school administrative unit will be authorized to expend for Regular Instruction. **Recommend \$19,199,277**

ARTICLE IV-B. To see what sum the school administrative unit will be authorized to expend for Special Education. **Recommend \$7,125,737**

ARTICLE IV-C. To see what sum the school administrative unit will be authorized to expend for Career and Technical Education. **Recommend \$259,555**

ARTICLE IV-D. To see what sum the school administrative unit will be authorized to expend for Other Instruction. **Recommend \$1,005,316**

ARTICLE IV-E. To see what sum the school administrative unit will be authorized to expend for Student and Staff Support. **Recommend \$4,481,517**

ARTICLE IV-F. To see what sum the school administrative unit will be authorized to expend for System Administration. **Recommend \$1,012,196**

ARTICLE IV-G. To see what sum the school administrative unit will be authorized to expend for School Administration. **Recommend \$1,689,833**

ARTICLE IV-H. To see what sum the school administrative unit will be authorized to expend for Transportation and Buses. **Recommend \$1,455,813**

ARTICLE IV-I. To see what sum the school administrative unit will be authorized to expend for Facilities Maintenance. **Recommend \$3,839,189**

ARTICLE IV-J. To see what sum the school administrative unit will be authorized to expend for Debt Service and Other Commitments. **Recommend \$5,761,633**

ARTICLE IV-K. To see what sum the school administrative unit will be authorized to expend for All Other Expenditures. **Recommend \$25,000**

ARTICLE V. To see if the municipality will appropriate **\$182,805** for Adult Education and raise **\$99,552** as the local share; with authorization to expend any additional, incidental or miscellaneous receipts in the interest and for the well-being of the Adult Education program. **Recommend \$99,552 (Local)**

AGENDA
SCARBOROUGH TOWN COUNCIL
WEDNESDAY – AUGUST 17, 2016
REGULAR MEETING – 6:00 P.M.

Order No. 16-53. Move approval on the request from the Deputy Tax Collector to authorize the Town Manager to sign a release deed on property located at 331 Pleasant Hill Road – Map R099/Lot 038.



Town of Scarborough, Maine

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

Memo To: Thomas J. Hall
Town Manager

From: Lisa M. Saulle
Deputy Tax Collector

Date: July 26, 2016

Re: Release Deed for Map R099 Lot 038

Please request permission from the Town Council for the Town Manager to sign the attached release deed for property located at 331 Pleasant Hill Road. The purpose of this deed is to release any interest the Town may have in this property from tax liens filed on June 24, 1980 and June 17, 1981. These liens were paid in full and not discharged at the Cumberland County Registry of Deeds.

Real estate taxes are currently paid through June 30, 2016.

RELEASE DEED

The **TOWN OF SCARBOROUGH**, a body politic located in Scarborough, Cumberland County, State of Maine releases to Ronald & Mary E Tsika, their heirs, successors and assigns, the real property in the town of Scarborough, Cumberland County, State of Maine, described as follows:

A certain lot or parcel of land, with any buildings thereon, situated on the westerly side of Pleasant Hill Road in the Town of Scarborough, County of Cumberland and State of Maine, bounded and described as follows: Beginning at the granite monument on the westerly side of Pleasant Hill Road in Scarborough, Maine, said monument being approximately one-half mile southerly of the Fogg Road thence from the point of beginning by the following courses and distances: South 48 40' 10" East along the westerly sideline of Pleasant Hill Road, three hundred forty-six and eighty-three hundredths (346.83) feet to a point at land of one Peterson as recorded in Cumberland County Registry of Deeds in Book 1564, Page 184; thence South 41 19' 50" West along land of said Peterson, sixty-six and thirty hundredths (66.30) feet to a large oak tree and boulder; thence South 16 21' 15" West along land of said Peterson, four hundred sixty-nine and sixty-five hundredths (469.65) feet to an iron at a corner of Indian Rock Woods II as recorded in said Registry of Deeds in Plan Book 101, Page 16; thence South 49 49' 38" West along said Indian Rock Woods II, two hundred ninety-nine and eighty hundredths (299.80) feet to a point at land of A. Earl Brown; thence North 11 35' 35" East along other land of the said A. Earl Brown four hundred sixty-nine and sixteen hundredths (469.16) feet to a point; thence North 31 43' 17" West along land of said A. Earl Brown, three hundred ninety-five and sixty-three hundredths (395.63) feet to a point; thence North 59 05' 38" East along land of said A. Earl Brown; two hundred eighty-three and seven hundredths (283.07) feet to the westerly sideline of said Pleasant Hill Road; thence south 39 49' 11" East along the westerly sideline of Pleasant Hill Road, twenty-four and twenty-five hundredths (24.25) feet to the point of beginning.

The above described parcel of land containing 5.06 acres, more or less.

Being the same premises conveyed to these grantors by A. Earl Brown and Patricia A. Brown by deed dated May 11, 1976, recorded in Cumberland County Registry of Deeds in Book 3841, Page 260.

The purpose of this deed is to release any interest the Town of Scarborough may have in the above described property by virtue of tax liens filed as follows:

Town of Scarborough tax lien dated June 24, 1980 and recorded in the Cumberland County Registry of Deeds in Book 4620 Page 81; and tax lien dated June 17, 1981 and recorded in the Cumberland County Registry of Deeds in Book 4801 Page 196.

In witness whereof, the said Town of Scarborough has caused this instrument to be signed in its corporate name by Thomas J. Hall, its Town Manager, duly authorized, this 18th day of August, 2016.

WITNESS:

TOWN OF SCARBOROUGH

Printed Name

By: _____
Thomas J. Hall
Its Town Manager

State of Maine
County of Cumberland, ss

August 18, 2016

PERSONALLY APPEARED the above-named Thomas J Hall, duly authorized Town Manager of the Town of Scarborough, and acknowledged the foregoing instrument to be his free act and deed in his capacity and the free act and deed of the Town of Scarborough.

Before me,

Notary Public
Print Name:
Notary Commission Expires:

Know all Men by these Presents, That

I, A. Earl Brown, of Scarborough in the County of Cumberland and State of Maine,

in consideration of one dollar and other valuable consideration paid by Ronald Tsika and Mary E. Tsika, both of Black Point Road, Scarborough in the County of Cumberland and State of Maine,

the receipt whereof I do hereby acknowledge, do hereby give, grant, bargain, sell and convey unto the said Ronald Tsika and Mary E. Tsika, as joint tenants and not as tenants in common, their heirs and assigns forever, the following described real estate:

A certain lot or parcel of land with any buildings thereon, situated on the westerly side of Pleasant Hill Road in the Town of Scarborough, County of Cumberland and State of Maine, bounded and described as follows: Beginning at a granite monument on the westerly side of Pleasant Hill Road in Scarborough, Maine, said monument being approximately one-half mile southerly of the Fogg Road) thence from the point of beginning by the following courses and distances: South 48° 40' 10" East along the westerly sideline of Pleasant Hill Road, three hundred forty-six and eighty-three hundredths (346.83) feet to a point at land of one Peterson as recorded in Cumberland County Registry of Deeds in Book 1564, Page 184; thence South 41° 19' 50" West along land of said Peterson, sixty-six and thirty hundredths (66.30) feet to a large oak tree and boulder; thence South 16° 21' 15" West along land of said Peterson, four hundred sixty-nine and sixty-five hundredths (469.65) feet to an iron at a corner of Indian Rock Woods II as recorded in said Registry of Deeds in Plan Book 101, Page 16; thence South 49° 49' 38" West along said Indian Rock Woods II, two hundred ninety-nine and eighty hundredths (299.80) feet to a point at land of A. Earl Brown; thence North 11° 35' 35" East along other land of the said A. Earl Brown four hundred sixty-nine and sixteen hundredths (469.16) feet to a point; thence North 31° 43' 17" West along land of said A. Earl Brown, three hundred ninety-five and sixty-three hundredths (395.63) feet to a point; thence North 59° 05' 38" East along land of said A. Earl Brown; two hundred eighty-three and seven hundredths (283.07) feet to the westerly sideline of said Pleasant Hill Road; thence South 39° 49' 11" East along the westerly sideline of Pleasant Hill Road, twenty-four and twenty-five hundredths (24.25) feet to the point of beginning.

The above described parcel of land containing 5.06 acres, more or less.

The Grantees for themselves, their heirs and assigns do hereby agree to join the Lot Owners' Association of the subdivision developed by the Grantor herein to be known as Indian Rock Woods #3 and to abide by all the rules and by-laws promulgated by said Association.

To Have and to Hold the aforegranted and bargained premises, with all the privileges and appurtenances thereof, to the said Ronald Tsika and Mary E. Tsika, as joint tenants and not as tenants in common, their

heirs and assigns, to them and their use and behoof forever. And I do covenant with the said Grantee s , their heirs and assigns, that I am lawfully seized in fee of the premises; that they are free of all incumbrances , except as aforesaid , that I have good right to sell and convey the same to the said Grantees to hold as aforesaid; and that I and my heirs and assigns shall and will warrant and defend the same to the said Grantee s, their heirs and assigns forever, against the lawful claims and demands of all persons, except as aforesaid. In Witness Whereof, I, the said A. Earl Brown and Patricia A. Brown, wife of the said A. Earl Brown,

joining in this deed as Grantor s, and relinquishing and conveying all rights by descent and all other rights in the above described premises, have hereunto set our hands and seals this day of May in the year of our Lord one thousand nine hundred and seventy-six.

Signed, Sealed and Delivered in presence of
Laura M. Fowler
Laurance W. Fowler
A. Earl Brown
Patricia A. Brown

State of Maine, Cumberland, ss.
Personally appeared the above named A. Earl Brown

May 11, 1976.

and acknowledged the foregoing instrument to be his free act and deed.

Before me, *Laura M. Fowler* Notary Public, Justice of the Peace.

STATE OF MAINE, CUMBERLAND COUNTY, SS.

REGISTRY OF DEEDS

Received MAY 13 1976 at 2 o'clock 12 m. P. M., and recorded in BOOK 3841 PAGE 260 Attest: *Marjorie L. ...* Register.

Tax Collector's Lien Certificate (Title 36, M.R.S.A., Sections 942 and 943)

14752

STATE OF MAINE

I, Carl L. Betterley, Tax Collector of the Municipality of Scarborough, Maine, in the County of Cumberland, said taxes having been duly and legally committed to me for collection on the 8th day of September, 1980, hereby certify that a tax of one thousand five hundred fifty-four dollars and no cents

duly and legally assessed to real estate in said Municipality, and assessed against Ronald & Mary E. Tsika

of Scarborough, Maine as owner thereof, said real estate being bounded and described as follows:

Map R99 Lot 38 of the 1980 Assessment Plans, Scarborough, Maine, dated April 1, 1976, revised to April 1, 1980, and on file at the Town Office.
Deed recorded Cumberland County Registry of Deeds Book 3841 Page 260

together with interest of one hundred fifteen dollars and twenty-six cents which has been added to and becomes a part of said tax, and also one dollar to this officer for making the demand, a total of one thousand six hundred seventy dollars and twenty-six cents remains unpaid; that a lien is claimed on said real estate, above described, to secure the payment of said tax; that a demand for payment of said tax has been made of the said Ronald & Mary E. Tsika

by my sending by certified mail to his last place of abode at

Off Old Pleasant Hill, Scarborough, ME 04074 on the 13th day of May, 1981, a notice in writing signed by me stating the amount of said tax, describing the real estate on which said tax is assessed, alleging that a lien is claimed on said real estate to secure the payment of said tax, and demanding payment of said tax and costs within 30 days after mailing of said notice, in accordance with the provisions of Title 36, M.R.S.A., Sections 942 and 943, as amended.

Additional Costs:	\$ 9.00
Filing, Recording and	
Discharging Lien:	6.00
Certified Mail:	1.53
TOTAL	\$16.53

Carl L. Betterley
Tax Collector
Municipality of Scarborough

STATE OF MAINE

Cumberland, ss.

June 17, 1981

Then personally appeared the above subscribed Carl L. Betterley, Tax Collector, and acknowledged the foregoing instrument to be his free act and deed in this said capacity.

Before me, *Marilyn R. [Signature]*
Notary Public

MARILYN R. [Signature]
NOTARY PUBLIC
MY COMMISSION EXPIRES MAR 4, 1984

JUN 17 1981

REGISTRY OF DEEDS CUMBERLAND COUNTY, MAINE
Received at 2 H/8 MPM, and recorded in

BOOK 4801 PAGE 196 *Edward J. [Signature]* Register

Tax Collector's Lien Certificate (Title 36, M.R.S.A., Sections 942 and 943 as amended.)

13467

STATE OF MAINE

I, Carl L. Betterley, Tax Collector of the Municipality of Scarborough, Maine, in the County of Cumberland, said taxes having been duly and legally committed to me for collection on the 15th day of August, 1979, hereby certify that a tax of one thousand four hundred fifty-two dollars and twenty-five cents (\$1,452.25)

duly and legally assessed to real estate in said Municipality, and assessed

against Ronald & Mary E. Tsika

of Scarborough, Maine

as owner thereof, said real estate being bounded and described as follows:

Map R99 Lot 38 of the 1979 Assessment Plans, Scarborough, Maine, dated April 1, 1976, revised to April 1, 1979, and on file at the Town Office.

Deed recorded Cumberland County Registry of Deeds Book 3841 Page 260

together with interest of ninety-four dollars and thirty-nine cents which has been added to and becomes a part of said tax, and also one dollar to this officer for making the demand, a total of one thousand five hundred forty-seven dollars and sixty-four cents (\$1,547.64)

remains unpaid; that a lien is claimed on said real estate, above described, to secure the payment of said tax; that a demand for payment of said tax has been made of the said Ronald & Mary E. Tsika

by my sending by certified mail to his last place of abode at Off Old Pleasant Hill, Scarborough, Maine 04074

on the 10th day of June, 1980, a notice in writing signed by me stating the amount of said tax, describing the real estate on which said tax is assessed, alleging that a lien is claimed on said real estate to secure the payment of said tax, and demanding payment of said tax and costs within 10 days after mailing of said notice, in accordance with the provisions of Title 36, M.R.S.A., Sections 942 and 943, as amended.

Additional Costs:	
Filing, Recording & Discharging Lien,	15.00
Certified Mail, True Copies,	1.40
Total	16.40

Carl L. Betterley
Tax Collector
Municipality of Scarborough

STATE OF MAINE

Cumberland, ss.

Then personally appeared the above subscribed Carl L. Betterley, Tax Collector and acknowledged the foregoing instrument to be his free act and deed in his said capacity.

Before me,

Notary Public

June 24 1980
Notary Public Seal
MY COMMISSION EXPIRES JUNE 2, 1985

JUN 24 1980

REGISTRY OF DEEDS CUMBERLAND COUNTY, MAINE
Received at 7:30 P.M. and recorded in
BOOK 4620 PAGE 81 Edward C. Johnston Registrar

AGENDA
SCARBOROUGH TOWN COUNCIL
WEDNESDAY – AUGUST 17, 2016
REGULAR MEETING – 6:00 P.M.

Order No. 16-54. Move approval on the request for a Mass Gathering Permit from Taylor Crabbe to hold the *Insane Inflatable 5K* on Friday, September 16th and Saturday, September 17th, at Scarborough Downs, located at 90 Payne Road.



Scarborough Fire Department

B. Michael Thurlow, Fire Chief

INTEROFFICE MEMORANDUM

TO: TODY JUSTICE, TOWN CLERK
FROM: B. MICHAEL THURLOW, FIRE CHIEF / EMA DIRECTOR
SUBJECT: INSANE INFLATABLE 5K MASS GATHERING PERMIT RECOMMENDATION
DATE: AUGUST 10, 2016
CC: MASS GATHERING REVIEW COMMITTEE, TAYLOR CRABBE, TOWNSQUARE MEDIA

Tody,

The Mass Gathering Permit Committee has reviewed the Mass Gathering Permit Application for the Insane Inflatable 5k event which is proposed to be held at Scarborough Downs on Saturday September 17, 2016. This is the second time this event will be held in Scarborough, the last time was in 2014.

The applicant has paid the permit fee, provided the required insurance certificate listing the Town as a named insured, and is working positively with staff on the final details including obtaining the required permits and paying the costs to cover the fire/EMS and police personnel that are required.

Based on the town's positive experience with this event in 2014 we recommend Town Council approval of the Mass Gathering Permit as requested contingent upon satisfactory compliance with staff's requirements as outlined in the Mass Gathering Ordinance as we continue to work with the applicant on the final details of the show.



Scarborough Fire Department

B. Michael Thurlow, Fire Chief

INTEROFFICE MEMORANDUM

TO: TAYLOR CRABBE, EVENT DIRECTOR - INSANE INFLATABLE 5K
FROM: B. MICHAEL THURLOW, FIRE CHIEF/EMA DIRECTOR
SUBJECT: MASS GATHERING APPLICATION FOR EVENT ON 9/17/16
DATE: 8/4/2016
CC: MASS GATHERING REVIEW COMMITTEE

Taylor,

The Town of Scarborough as received your application for a Mass Gathering Permit. As I explained during our phone conversation your application was received after the deadline outlined in our ordinance even though we addressed this with your firm after the 2014 event here and after reaching out to your organization earlier this summer once we learned that you were planning to come back to Scarborough through your advertising for this year's event. We will do our best to review and process your application materials for the Insane Inflatable 5K event you are requesting to host in our community on 9/17/16, but will need your prompt responses and cooperation to do so.

Because the application was incomplete and short of details, we have a number of questions before we are able to make a positive recommendation to the Town Council regarding the issuance of a Mass Gathering Permit. Please review the questions and our comments below and respond in detail at your earliest convenience.

Items covered in the Mass Gathering Ordinance listed by section number:

1. 303.1 (c) – There is a discrepancy on the total number of registrants. Your application lists 3,000 in writing, but verbally during our phone conversation you indicated you were only expecting 1,000-1,200. That is a significant difference and impacts several of the items listed below. The following review is based on a maximum attendance of 1,200 (the latest information you provided) however if that isn't accurate and you haven't made contingent arrangements for adequate parking and logistics we will have to limit access on the day of the event.

As per what you and I discussed on average our events see about 3,000 attendees. This event is going to be on a much smaller scale and we are only anticipating 1,200 persons in total at the event.

2. 304.1 (a) – Access, please confirm that Scarborough Downs will not be operating on the day of the event so that Scarborough Downs Rd. can be closed to thru traffic so as not to interfere with your course or create a safety concern. **I need to get a confirmation from my venue contact on this. From what I am aware of yes it will be.**
3. 304.1 (a) – Please provided a detailed signage plan that includes traffic controls signs on the three approaches on the Payne Road end, and both approaches on the Route 1 end. These should be message boards indicating Scarborough Downs Road is closed to thru traffic on 9/17. These signs should be installed at least 24 hours before the event to provide warning to travelers that normally use that access road. Additionally road closed signs should be located on

Scarborough Downs road on each end to be deployed during the period the road will be closed. Finally the first aid tent should be properly identified as well as exit areas from the beer garden and any other assembly areas.

Please note the following information from the after action review of the 2014 event regarding signage: Traffic signs notifying commuters that Scarborough Downs Road was going to be closed for the event were supposed to be installed in the days leading up to the event on each approach (3 on Payne Road & 2 on Rt. 1) to provide advanced warning of the road closure. The applicant asked if they could print their own vs. using a variable message board. The applicant did print signs but they were much too small for traffic to read and instead of deploying them at each approach for traffic to see, they were installed along Scarborough Downs Road itself limiting their effectiveness. Additionally there was no Road Closed to Thru Traffic signs as agreed to for the actual closure time.

We will need to work with a company who can provide us with traffic control signage and who will send us a map with the areas that they need to be placed. We have worked with companies like warning lights before. Usually the town has a company that they use. If you have a contact please send over to me.

4. 304.2 (e) – The parking area noted on your site plan will support the required number of vehicles for the projected 1,200 patrons as well as staff and volunteers. We require one Scarborough Police Officer be stationed on each end of Scarborough Downs Road to assist with the road closure and to deal with any issues on the public way from 7:30 AM – 1:30 PM, but since you have indicated you will be hiring a professional parking team to manage access and egress from that parking area we have not planned on any police personnel to deal with **parking** or vehicle traffic concerns within the Scarborough Downs venue. We are assuming that since the course is shown to cross to the west side of Scarborough Downs Rd., south of the only parking area that all participants coming to the venue will need to access via the rear entrance off Payne Rd.

We will be hiring a professional parking team that will be responsible for the directing of traffic, parking of the cars, and collect any parking money. Like we discussed we will inform all participants of the proper entrance to access our parking area off of Payne Rd.

5. 304.3 (b) – You did not supply a response to #4 on the application regarding potable water requirements although you have indicated that food vendors will be present. Reminder that hot potable water must be available for the food vendors and patrons to prepare food, wash hands, and clean cooking areas and food surfaces to meet state DHHS requirements. Food vendors are also required to have a state food handler's licenses and be inspected locally on 9/16 prior to the start of the event.

We are looking to bring in one food truck/ vendor to supply food for us for this event. As discussed this vendor will have all the proper permitting for the state as well as the town and will handle themselves.

6. 304.4 (d) – Sanitation – the following was noted in the after action review from the 2014 event: *Portable toilet facilities were provided as required but they were all in one location near the midway. It would have been more convenient for staff and participants to have a limited number spread throughout the course rather than have to shuttle participants and staff to the main event area.* Please consider placing sanitary facilities in strategic areas throughout the course.

We will look for places on course not easily accessible and attempt to place some restrooms out there as per your recommendation.

7. 304.5 – Refuse Disposal – you indicated N/A in this section of the application. Please provide details as to your plan for dealing with refuse generated from your event.

We have a disposal sponsor coming out called Garbage to Garden. They will be providing us with compost cans, and recycling bins. I will provide regular trash cans. All regular trash will go in a

dumpster and be taken care of at the end of the race. Garbage to Garden will take all other trash with them to be handled as they'd like.

8. 304.7 (a) – A local electrical permit is required for the generators and wiring. The fee is 30.00 for the application and 30.00 per generator. Those costs include the inspection of the generators and electrical connections. The local contact is Code Enforcement Officer/Fire Inspector Jim Butler, 207-730-4051, or jbutler@ci.scarborough.me.us. Jim will also be the contact for inspection of the food service vendors and tent permits.

As discussed, Jim will send myself over the permit for the generators. I will get that all filled out and paid for. He will be coming out to inspect our generators before the event on Friday.

9. 304.7 (b) – If you plan to use any tents they need to be permitted locally and we will need a copy of the Flame Resistance Certificate for them in order to issue that permit.

I have attached to this email our tent specs and Flame Resistance certificate. You said that you will look this over and let me know how we will proceed forward because they are just easy-up tents.

10. 304.7 (e) – Based on the information submitted to date we are requiring a total of three Scarborough Police officers be assigned to the event from 7:30 AM – 1:30 PM. One will be stationed on each end of Scarborough Downs Road as noted above, and one officer will be floating, primarily covering the festival area and overseeing parking. Two cruisers will also be required, one on each end of the access road. These staffing levels assume that your private security firm will be dealing with parking and traffic control within the venue, as well as staffing the bag check, liquor serving areas, and festival area. Please clarify this issue by providing the contact information for the parking/security firm you are using (Knox Farm State Park) along with a detailed plan of what they will be contracted to do including the number of personnel they will be providing and their roles throughout the event. More Scarborough police staffing may be required once we analyze that plan and identify any gaps.

We are all set with the 2 officers covering our two road closures as well as one officer keeping an eye on things in the midway. Our parking team will be handling our parking/ traffic control. We have a private company called Mainly Bartenders who will be staffing and handling the beer garden area during the event. Our security who will need to be confirmed will be handling everything overnight. Our bag check is manned by our staff/ volunteers.

11. 304.8 (a) – Medical – Based on our previous experience with your event we will plan on providing one Scarborough Fire Department ambulance and a crew of three from 7:30-1:30 PM. One of those three will be a supervisor to help coordinate activities with your event staff and act as a liaison for public safety responders. If the weather, crowds, and/or conditions dictate we reserve the right to stay longer as necessary to protect the public and provide EMS services. This staffing is in addition to the private EMS personnel you indicated you would provide through your contract with Event Medic Services. In last year's after action review we noted that your firm failed to provide the golf carts required for EMS personnel to respond throughout the venue. We will provide our own transportation this year.

We are all set to go here. We will have your staff as well as our two hired event medics.

12. 304.8 (b) – From past experience dehydration is the most common problem at outside venues and it can still be quite warm in mid-September. The event staff is responsible for assuring the First Aid tent includes a cooler(s) with a sufficient supply of ice and bottled water to deal with any patients with heat related issues.

We will have water stops on course as well as water at the finish line. I will have a cooler of water for participants under both the EMS tent as well as the Registration tent.

13. 304.10 – Please submit the required detailed plan regarding food and alcoholic beverage sales to comply with this section of the ordinance including copies of the appropriate licenses and times when the vendors will be set up for final food safety inspection. The caterer is required to supply certification their staff is properly trained and certified in alcohol sales. Please also provided the caterer’s contact information.

Both our food and alcohol vendor will be taking care of their own permitting. They will be setup by 8:00am Saturday the 17th and will be serving to ill approximately 2:00pm the same day.

14. 401 – Please provide the required insurance certificates naming the Town of Scarborough as an additional insured.

I am waiting to receive that back from our underwriter. Once I do I will send it over to you.

Other Items:

1. We believe the obstacles in your event require a State Fire Marshal’s amusement and ride permit and inspection. Information and the application can be obtained direct from their website at: <http://www.maine.gov/dps/fmo/index.htm> or by contacting Steve Dixon in their office at 207-626-3890 or 207-557-0110. We strongly recommend you apply for this ASAP as they require lead time to process them.

As you stated, this is no longer required for our obstacles.

2. Please provide a much more detailed site map including the names of the various obstacles and their location throughout the venue so first responders will know where to respond to any incidents on the course and throughout the venue.

These maps are attached to this email. Please let me know if you have any questions.

Summary of Licenses, Permits & Fees Required:

1. Mass Gathering Application Permit Fee 350.00 – paid 8/4/16.
2. State Fire Marshal Permit – contact their office as noted above.
3. Scarborough local electrical permit – 30.00 application fee + 30.00 per generator
4. Scarborough Fire Department Tent Permit Fee – 35.00 per tent used for assembly (N/A for small utility tents)
5. State Food Handlers License for food vendors available through the State Department of Health and Human Resources
6. State Liquor License for caterer serving alcoholic beverages
 - a. The caterer serving alcohol also is required to get local approval and a signature on a state application permit for serving at this event. That is available from the Town Clerk’s office at a fee of 15.00.
7. Public Safety personnel and apparatus costs (paid by 9/3/16 as outlined in the ordinance):
 - a. 3 police officers x 6 hrs. x 48.70 = 876.60
 - b. 2 cruisers x 1 hrs. x 48.70 = 97.40
 - c. 3 firefighter/EMTs x 6 hrs. x 45.00 hr. = 810.00
 - d. 1 ambulance x 6 hrs. x 100.00 hr. = 600.00
 - e. 1 ATV x 6 hrs. x 25.00 hr. = 150.00
 - f. Total estimated public safety costs = \$2,534.00

Once we have all fees and a total of everything that will need to be paid for I will get a check request in to our corporate accounting department and sent over to you.

Town of Scarborough, Maine

259 US ROUTE ONE, PO BOX 360
SCARBOROUGH, MAINE • 04070-0360

MEMORANDUM

TO: Town Council Members
Thomas J. Hall, Town Manager

FROM: Yolande P. Justice, Town Clerk

RE: Application for a Mass Gathering Permit

DATE: August 12, 2016

The Town Clerk's Office received a request for a Mass Gathering Permit from the Taylor Crabbe to hold the *Insane Inflatable 5K* on Saturday, Friday, September 16th and Saturday, September 17th, from 7:00 a.m. to 7:00 p.m. [both days] at Scarborough Downs, located at 90 Payne Road.

Pursuant to the Mass Gathering Ordinance, the completed application package was sent to the Fire Chief, the Police Chief and the Codes Department for review. We received notification from all Departments noted above and there were no issues or concerns with this application and they all recommended approval.

Should you have any questions, please contact the Town Clerk's Office. The completed application is on file with the Town Clerk's Office.

Thank you in advance for your consideration on this request.