

AGENDA
SCARBOROUGH TOWN COUNCIL
WEDNESDAY – OCTOBER 19, 2016
APPOINTMENTS COMMITTEE MEETING – 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: October 5, 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. 16-063, 7:00 p.m. Public Hearing and second reading on the proposed amendment to Chapter 601 – the Town of Scarborough Traffic Ordinance, Section 25. Parking Restrictions, subsection A. [*Ordinance Committee*]

Resolution 16-007. Resolution to proclaim October 16-22, 2016, as Friends of Libraries week in Scarborough. [*Chairman Donovan*]

OLD BUSINESS:

Order No. 16-064. Act on the request to accept the Policy Establishing a Methodology for Calculation of Projected Valuation. [*Rules and Policies Committee*] [Tabled from the October 5th Council Meeting]

NEW BUSINESS:

Order No. 16-067. First Reading and refer to the Planning Board for a public hearing on the proposed amendments to the Town of Scarborough Official Zoning Map to rezone property located at 79 Mussey Road from B-3 [Business] and VR-2 [Village Residential] to TVC-3 [Town and Village Center]. [*Long Range Planning Committee*]

Order No. 16-068. First Reading and schedule a second reading to approve the charge for the Ad Hoc Public Safety Complex Building Committee and authorize the Town Manager to expend monies from the Public Safety Building Capital Improvement Account in an amount not to exceed \$50,000.00. [*Town Manager*]

- 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 – OCTOBER 19, 2016
REGULAR MEETING – 7:00 P.M.**

Order No. 16-063. Move approval of the second reading on the proposed amendment to Chapter 601 – the Town of Scarborough Traffic Ordinance, Section 25. Parking Restrictions, subsection A. [*Ordinance Committee*]

Ordinance Committee

Sponsor

10/05/16 6 Yeas.

First Reading/Vote

Ought to Pass

Recommendation

10/19/16

Second Reading/Final Approval/Vote

**CHAPTER 601
TOWN OF SCARBOROUGH
TRAFFIC ORDINANCE**

BE IT HEREBY ORDAINED by the Town Council of the Town of Scarborough, Maine, in Town Council assembled, that the following amendment to Chapter 601 - the Traffic Ordinance of the Town of Scarborough, Maine, be and hereby amended by adding the new subsection XI. Orchard Street, as follows:

Section 25. Parking Restrictions.

A. PARKING RESTRICTIONS

XI. ORCHARD STREET.

No parking shall be allowed on Orchard Street, except for three (3) parking spaces located along the southerly side of Orchard Street [Church side of street].

**AGENDA
SCARBOROUGH TOWN COUNCIL
WEDNESDAY – OCTOBER 19, 2016
REGULAR MEETING – 7:00 P.M.**

Resolution 16-007. Move approval of Resolution 16-007 to proclaim October 16-22, 2016, as Friends of Libraries week in Scarborough. [*Chairman Donovan*]

Chairman Donovan

Sponsor

10/19/16

First Reading/Vote

Ought to Pass

Recommendation

N/A

Second Reading/Final Approval/Vote

Town of Scarborough, Maine

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

RESOLUTION 16-007

*National Friends of Libraries Week
Proclamation – Public Libraries*

WHEREAS, Friends of the Scarborough Library raise money that enables our library to move from good to great -- providing the resources for additional programming, much needed equipment, support for children's summer reading, and special events throughout the year;

WHEREAS, the work of the Friends highlights on an on-going basis the fact that our library is the cornerstone of the community providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to the present;

WHEREAS, the Friends understand the critical importance of well-funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with expert assistance in research, readers' advisory, and children's services;

WHEREAS, the Friends' gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community;

NOW, THEREFORE, BE IT RESOLVED that the Scarborough Town Council proclaims October 16-22, 2016, as Friends of Libraries week in Scarborough, Maine and urges everyone to join the Friends of the Library and thank them for all they do to make our library and community so much better.

Signed and dated this 19th day of October, 2016, on behalf of the Scarborough Town Council and the Town Manager of Scarborough, Maine.

Signed by:

William Donovan
Council Chair

Attested by:

Yolande P. Justice
Town Clerk

AGENDA
SCARBOROUGH TOWN COUNCIL
WEDNESDAY – OCTOBER 19, 2016
REGULAR MEETING – 7:00 P.M.

Order No. 16-064. Move approval on the request to accept the Policy Establishing a Methodology for Calculation of Projected Valuation. [*Rules and Policies Committee*]
[Tabled from the October 5th Council Meeting]

Rules and Policies Committee

Sponsor

10/05/16 Tabled to 10/19/16 Meeting

First Reading/Vote

Ought to Pass

Recommendation

N/A

Second Reading/Final Approval/Vote

Policy Establishing a Methodology for Calculation of Projected Valuation

When presenting the estimated tax rate computation during the budget process, an estimated town wide valuation is to be provided for the purposes of discussing any modification to the tax rate as impacted by the proposed total net budget for the upcoming fiscal year.

For the purpose of providing an estimated valuation, an average of the past 10 years of growth shall be calculated using a compound annual growth rate formula*. Two values for the estimated valuation shall be provided; one illustrating a pessimistic scenario, using 50% of the ten year average for the growth as previously calculated, and another representing an optimistic scenario, using 150% of the ten year average. In the event of a full town-wide revaluation it may be necessary to make appropriate adjustments to the methodology.

This policy shall in no way impinge upon the independence of the Office of the Tax Assessor.

$$*CAGR = (EV / BV)^{(1 / n)} - 1$$

EV = Ending Value

BV = Beginning Value

n = number of years

Thomas Hall

From: Will Rowan
Sent: Sunday, October 02, 2016 2:55 PM
To: Thomas Hall; Peter Hayes; Shawn Babine
Subject: Valuation Calculation

I just wanted to provide a bit of extra information as I will be unable to attend the meeting on Wednesday:

Here is the historical growth from 2006 to 2016:

	Valuaion	Growth	Growth Rate
2006	\$3,256,841,900		
2007	\$3,317,497,800	\$60,655,900	1.86%
2008	\$3,397,230,200	\$79,732,400	2.40%
2009	\$3,487,005,500	\$89,775,300	2.64%
2010	\$3,524,771,600	\$37,766,100	1.08%
2011	\$3,556,551,900	\$31,780,300	0.90%
2012	\$3,571,196,300	\$14,644,400	0.41%
2013	\$3,631,675,300	\$60,479,000	1.69%
2014	\$3,660,305,700	\$28,630,400	0.79%
2015	\$3,700,489,700	\$40,184,000	1.10%
2016	\$3,745,548,100	\$45,058,400	1.22%

Using CAGR, the growth rate would be $((3745548100 / 3256841900) ^ (.1) - 1) = 1.41\%$ and a growth of \$52.7 M.

Using the proposed methodology, the projection range would have been \$26.4M to \$79.1M. Over the past 10 years, we would have had three years outside of that range (2008, 2009 (both over), and 2012 (under)). This year's actual growth value would have been comfortably in the middle of the range.

Shawn expressed a concern and suggested that we be more explicit in the calculation to define what value is actually being used. In this formula, we use the total property valuation value. I think we could clarify it with an amendment. One option would be to change the formula definition to have a fourth line to read "where the values used are the Total Property Valuation assessed for the given year."

Shawn also suggested that we address the scenario of negative growth. One thought is that we could say that in the event that the result of the formula is a negative value, we would use a projection of no growth. Another option is that we could use the same methodology, but the scenarios would be reversed (the optimistic scenario would use the 50% rate and pessimistic one would use the 150%).

**AGENDA
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WEDNESDAY – OCTOBER 19, 2016
REGULAR MEETING – 7:00 P.M.**

Order No. 16-067. Move approval of the first Reading and refer to the Planning Board for a public hearing on the proposed amendments to the Town of Scarborough Official Zoning Map to rezone property located at 79 Mussey Road from B-3 [Business] and VR-2 [Village Residential] to TVC-3 [Town and Village Center] and schedule a public hearing and second reading after the filing of the recommendations from the Planning Board. [*Long Range Planning Committee*]

Long Range Planning Committee

Ought to Pass

Sponsor

Recommendation

10/19/16






First Reading/Vote

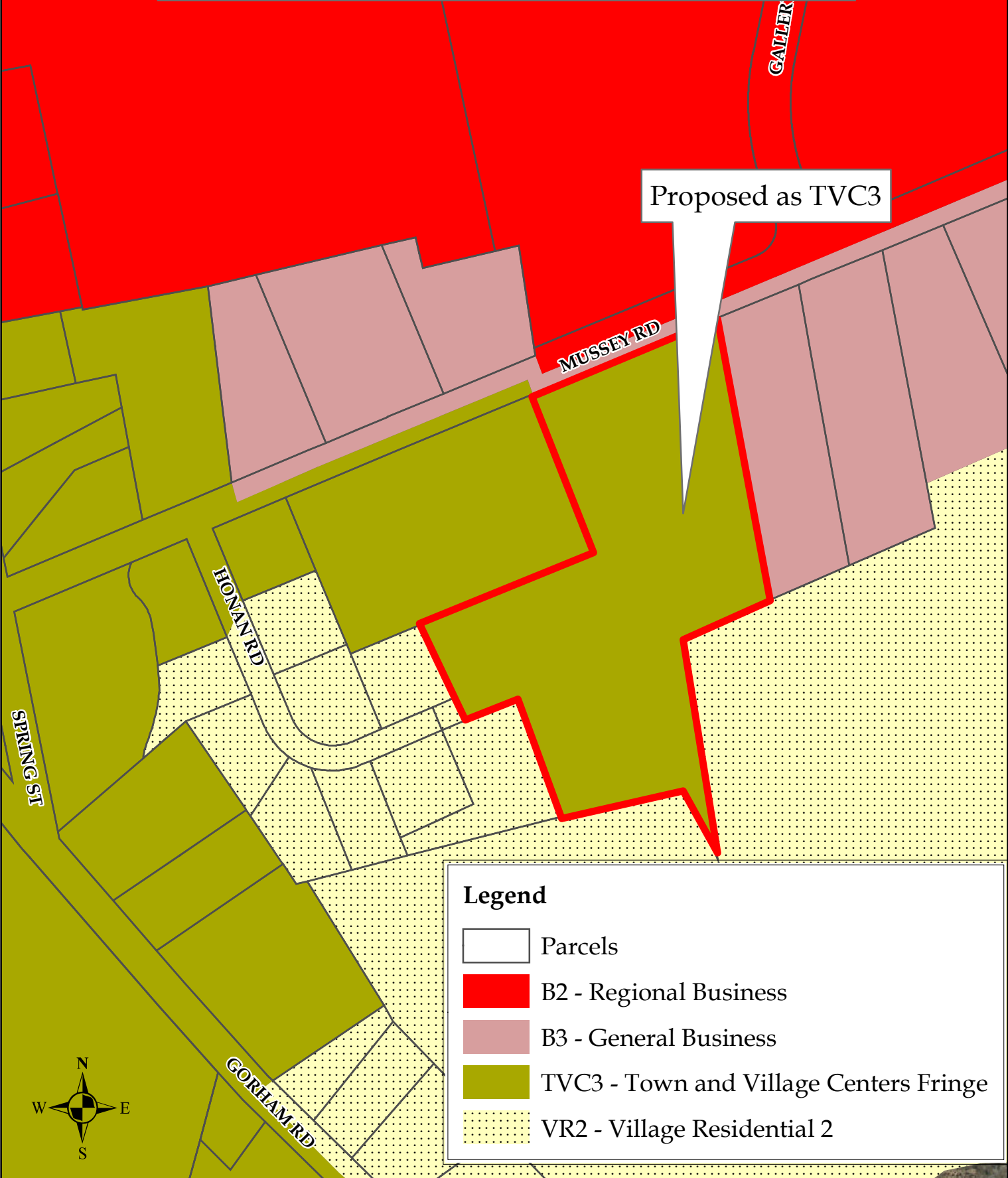
Second Reading/Final Approval/Vote

**Proposed Amendment to the Town of Scarborough
Official Zoning Map for the Parcels at 79 Mussey Rd
Dated 10-14-16**

Proposed as TVC3

Legend

-  Parcels
-  B2 - Regional Business
-  B3 - General Business
-  TVC3 - Town and Village Centers Fringe
-  VR2 - Village Residential 2



RISBARA PROPERTIES, LLC
PO BOX 485
SCARBOROUGH, ME 04070-0485
207-883-5528

Tom Hall
Manager
Town of Scarborough
PO Box 360
Scarborough, Maine 04070-0360

October 6, 2016

Town Council Review
Rezone Request Heirs of Eugene Carrier parcels
79 Mussey Road Assessor's Map 55, Lots 18 & 19
Risbara Properties LLC

Dear Tom,

We have prepared the enclosed exhibits which show a proposed rezone of land now owned by the heirs of Eugene Carrier at 79 Mussey Road. The parcel consists of two lots, and are shown on tax map 55, lots 18 & 19. The lots currently have three zones on them, B-3, TVC-3, and VR-2. The property is currently under contract to be sold to Risbara Properties LLC.

We would appreciate your placement of this item on the Town Council's upcoming October 19, 2016 agenda for discussion. At that meeting we would like to discuss the possibility of the parcel being rezoned so that it is all one zone. We are interested in it becoming all TVC-3.

The property fronts on Mussey road, with approximately 881' of frontage, and in total is approximately 11.10 acres in size. Across Mussey to the north there are some commercial buildings in the B-3 zone. To the east the property abuts single family homes on Honan Road. Honan road has about 10 homes and is partly in the TVC3 zone and partly in the VR-2 zone. To the rear, which is south, the property abuts a large undeveloped parcel which is currently zoned VR-2. To the west, the parcel abuts an older single family home style structure, currently zoned B-3 and being used for a business.

The parcel has access to water, sewer and natural gas utilities, and given its location on Mussey Road appears to be a perfectly suited multifamily site to us. Unfortunately the

site has a significant amount of wetland on the parcel that fronts on Mussey Road that is currently zoned TVC-3, so the useable TVC-3 area is very small. The area that is currently B-3 is not large, and has a stream along one side which impedes its usefulness as a commercial site. The area that is currently VR-2 is somewhat oddly shaped and would not yield enough single family house lots to warrant an extension of Honan Road to make development in that manner feasible.

Our intention with the property should it be rezoned all TVC-3 would be to build a 72 unit apartment project. The buildings would be built in a similar manner and style as our units in Westbrook off Spring Street. They would be market rate units, with 36 of them being one bedroom, 36 being two bedroom. The buildings are a three story design, and contain 12 units per building, with one side of the building having 6 one bedroom units and the other side having 6 two bedroom units.

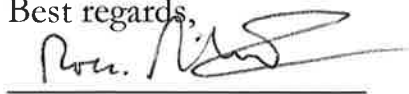
We presented this to the Long range Planning Committee at their September 16, 2016 meeting, and at that meeting we received a favorable opinion from them. It was suggested at that meeting that we have a neighborhood meeting to alert the neighbors of our request for a zone change and to gather information and feedback from them.

On October 5, 2016 we held a neighborhood meeting at the Scarborough Free Baptist Church, at 55 Mussey road. We had sent letters of invitation to all property addresses within 500' feet of our proposed project. This amounted to 31 invitations. We had 22 people attend the meeting, which lasted approximately 1 hour and 15 minutes. At the meeting we presented to the attendees survey plans, wetland mapping plans and zoning maps showing current and proposed zoning as well as a concept plan for our proposed 72 unit apartment project. The attendees asked questions which we did our best to answer and provided comments and feedback. In general all were in favor of the change and of our project. At this point we feel very comfortable in asking the council to grant this zone change.

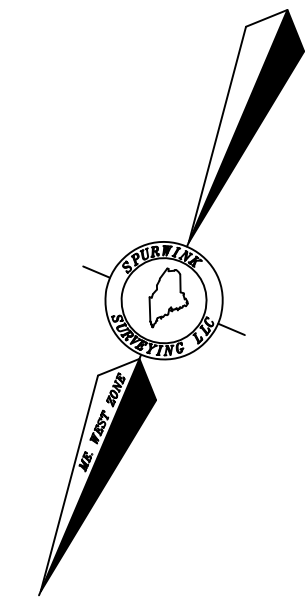
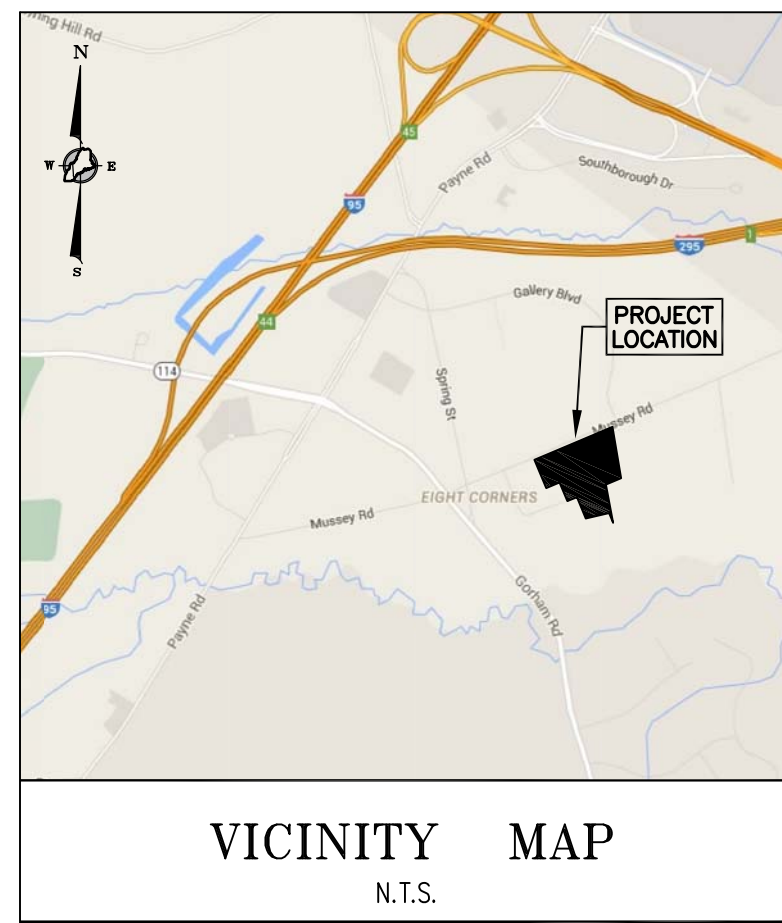
Enclosed are copies of the survey plan showing the property, a plan showing the existing zoning on our site, a copy of the tax map showing existing zoning of our site and the surrounding area, and a plan showing our proposed apartment project.

We look forward to meeting with you and the Town Council to discuss our proposal.

Best regards,

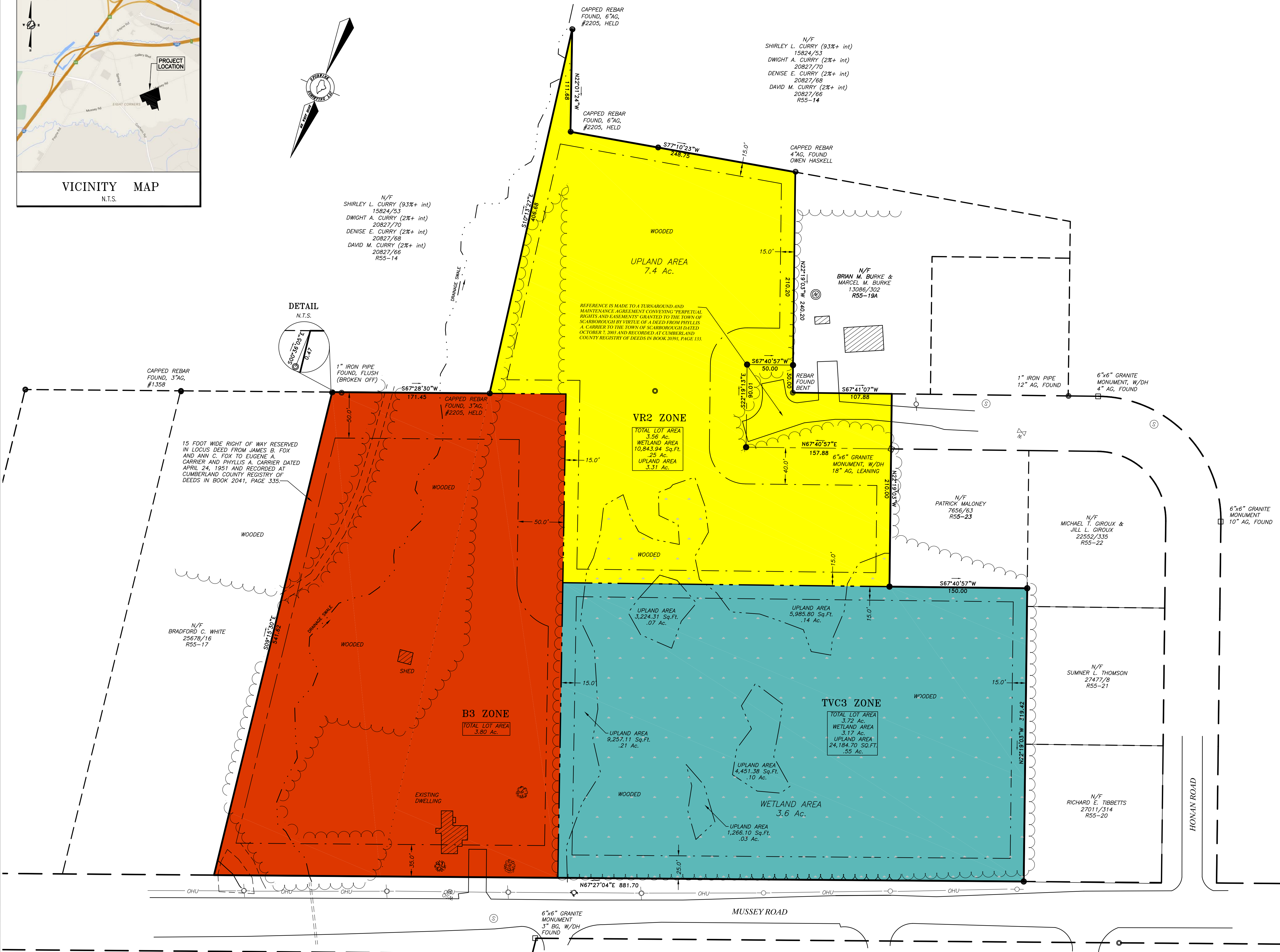
A handwritten signature in black ink, appearing to read "Rocco C. Risbara III", written over a horizontal line.

Rocco C. Risbara III



N/F
SHIRLEY L. CURRY (93%+ int)
15824/53
DWIGHT A. CURRY (2%+ int)
20827/70
DENISE E. CURRY (2%+ int)
20827/68
DAVID M. CURRY (2%+ int)
20827/66
R55-14

DETAIL
N.T.S.



LEGEND

- #5 REBAR WITH PLASTIC CAP (PROPOSED)
- GRANITE MONUMENT WITH PLASTIC CAP (PROPOSED)
(PROPOSED MONUMENTATION SHOWN ON THIS SURVEY PLAT MAY OR MAY NOT BE SET BY NCS, INC. AND IF SO WILL BE DONE UPON CLIENT AUTHORIZATION)
- FOUND IRON (SIZE & TYPE AS NOTED)
- FOUND MONUMENT (SIZE & TYPE AS NOTED)
- FOUND DRILL HOLE
- SOIL TEST PIT
- UTILITY POLE (NUMBER AS NOTED)
- GUY WIRE ANCHOR
- FOUND BLAZE ON TREE
- FOUND DECIDUOUS TREE (SIZE & TYPE AS NOTED)
- FOUND CONIFEROUS TREE (SIZE & TYPE AS NOTED)
- ~ TREE LINE (APPROXIMATE)
- STONEWALL
- BOUNDARY LINE
- EASEMENT LINE
- EDGE OF WATER
- EDGE OF GRAVEL
- EDGE OF PAVEMENT
- RIGHT-OF-WAY LINE
- ABUTTER LINE
- BUILDING SETBACK
- OVERHEAD UTILITY
- OHU
- N/F
1234/567
12-34
(123.45)
- TAX MAP-LOT
PARENTHESES DENOTE RECORD DATA
- TIE COURSE

NOTES

1. RECORD OWNERSHIP OF THE PARCELS SURVEYED CAN BE FOUND IN DEEDS FROM JAMES B. FOX AND ANNA C. FOX TO EUGENE A. CARRIER AND PHYLLIS A. CARRIER BY DEED DATED APRIL 25, 1951 AND RECORDED AT CRD IN DEED BOOK 2041, PAGE 335 AND FROM PHYLLIS A. CARRIER TO EUGENE A. CARRIER, CARRIER AND PHYLLIS A. CARRIER BY DEED DATED MAY 19, 2010 AND RECORDED AT CRD IN DEED BOOK 277789, PAGE 268.
2. THE PARCELS SURVEYED ARE IDENTIFIED ON THE TOWN OF SCARBOROUGH TAX ASSESSORS MAP 55, PARCELS 18 AND 19.
3. THE BEARINGS SHOWN ON THIS PLAN ARE BASED ON THE MAINE STATE COORDINATE SYSTEM.
4. REFERENCE IS MADE TO THE FOLLOWING PLANS:
a. "BOUNDARY SURVEY, 79 MUSSEY ROAD, SCARBOROUGH, MAINE" PREPARED BY SPURWINK SURVEYING LLC, DATED NOVEMBER 20, 2015.
5. THE WIDTH OF MUSSEY ROAD IS 35' BASED ON PLAN REFERENCE 4g. THE LAYOUT OF THE RIGHT-OF-WAY LIMITS IS BASED ON PLAN REFERENCE 4g.
6. THE PARCEL SURVEYED IS LOCATED IN THE:
TVC3 ZONE = 162,300 S.F. OR 3.73 ACRES
B3 ZONE = 165,776 S.F. OR 3.81 ACRES
VR2 ZONE = 155,275 S.F. OR 3.56 ACRES; MINUS RIGHT OF WAY = 144,301 S.F. OR 3.31 ACRES
THE COMBINED PARCELS CONTAIN 483,351 S.F. OR 11.10 ACRES
7. THE UTILITIES SHOWN ON THIS PLAN WERE FROM FIELD OBSERVATION ONLY. THERE MAY BE OTHER UTILITIES EXISTING THAT ARE NOT SHOWN. CONTACT DIG-SAFE (888)606-SAFE PRIOR TO ANY EXCAVATION WORK.

Revision	By	Date	Change
PROJECT: 40964	DRAWING NAME: 40964-PRELIMINARY BOUNDARY.DWG		
DATE: SEPT. 1, 2016	SCALE: 1"=50'	FB # NO	DRAWN BY: INITIALS
FIELDED BY: INITIALS	FIELD DATE: F. DATE	CHECKED BY: INITIALS	

Drawing Name and Location:
PRELIMINARY BOUNDARY SURVEY
79 MUSSEY ROAD, SCARBOROUGH, MAINE 04074
Owner:
EUGENE CARRIER HEIRS
79 MUSSEY ROAD, SCARBOROUGH, MAINE 04074
Prepared for:
RISBARA BROS. CONSTRUCTION CO., INC.
197 US ROUTE 1, SCARBOROUGH, MAINE 04074

SURVEYING • ENGINEERING • LAND PLANNING
Northeast Civil Solutions
INCORPORATED
381 PAYNE ROAD, SCARBOROUGH, MAINE 04074

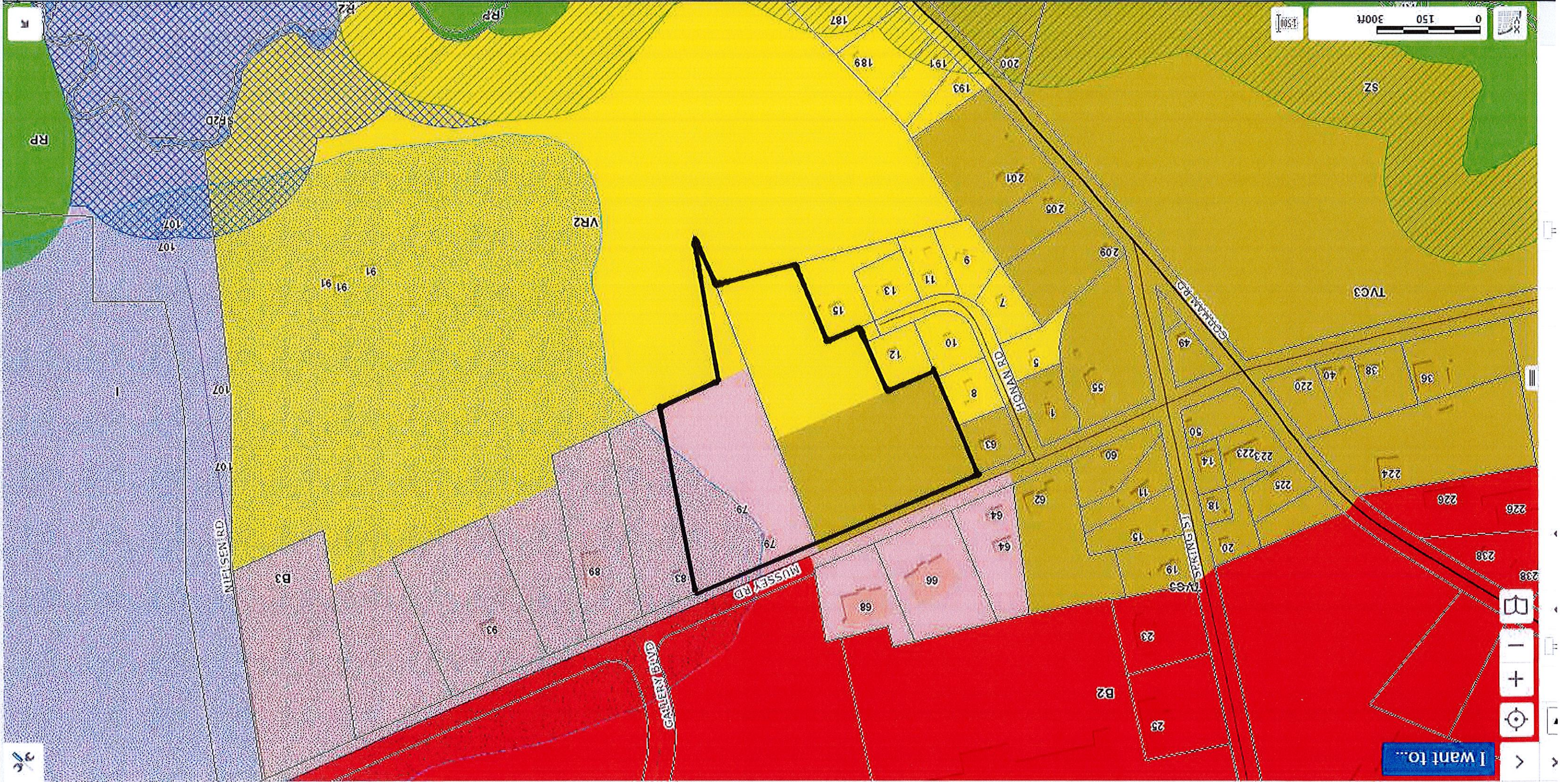
tel 207.883.1000 fax 207.883.1001 e-mail / website info@northeastcivilsolutions.com
800.882.2227 www.northeastcivilsolutions.com

STAMP AND SIGNATURE

Preliminary

TROY F. McDONALD
MAINE PROFESSIONAL LAND SURVEYOR No. 2080

DATE



MINUTES

Members Present

Allen Paul
Rick Shinay
Jean Marie Caterina
Susan Auglis
David Merrill
Judy Roy

Staff

Dan Bacon, Town Planner
Karen Martin, SEDCO
Karen Patterson, Recording Secretary

Guests

Rocco Risbara
Bill Risbara
Peter Lavoie
Tony Panciocco

1. Review Rezoning Request by Risbara Properties, LLC 79 Mussey Road

Mr. Bacon explained that the property at 79 Mussey Road which is two lots, currently has three zones, B-3, TVC-3 and VR-2. Mr. Bacon explained that Risbara Properties currently has the property under contract and wishes to change it all to one zone, TVC-3. With the zoning change it would allow for the property to enable multi-family housing. Mr. Bacon explained they are looking for feedback/recommendations before going in front of the Town Council.

Mr. Rocco Risbara explained to the Committee that the lot is a little over 11 acres in size and part of it is in the aquifer protection. Mr. Risbara informed the Committee that they hired Mark Hampton to map out the wetlands and that quite a bit of the parcel is wetlands. Mr. Risbara would like to change the zoning to TCV-3 in order to build multifamily housing units totaling 72 apartments that are 1 or 2 bedroom units.

Mr. Shinay asked if the site would connect to Honan Road. Mr. Risbara stated they were not proposing to connect to Honan Road.

Ms. Auglis stated that they may want to consider donating any excess land or to explain how they will use it. Ms. Auglis stated this is an opportunity to use street trees for this project.

Ms. Roy asked what the effect would be on traffic and the schools as well as the affordability. Mr. Risbara stated that Bill Bray had taken a preliminary look at the project and that out of the 82 units in Westbrook there is only 1 school aged child. Mr. Risbara stated that with heat and water included, 1 bedroom units are \$1200-\$1250 and 2 bedroom units will be \$1400.

Mr. Bacon stated that it doesn't appear they will be using any density bonuses.

Ms. Caterina stated there is a need for clean, affordable senior housing and that maybe they could take that into consideration.

Mr. Paul spoke to the possible interconnectivity of the parcel and the need for walkability in the area.

Mr. Bacon stated that with the future Gorham Road improvements, considerations should be taken to which side of the road sidewalks should be on and other considerations.

Ms. Roy stated this would help move them away from spot zoning and help create a better transition for the parcel.

The Committee encouraged them to hold a neighborhood meeting to about the project and to get it out to the rest of the community. The general consensus of the Committee was positive.

2. Update on Haigis Parkway Multi-Family Zoning Amendment & SEDCO Branding Initiative

Mr. Bacon informed the Committee that the update was passed by the Town Council. This like other zones would allow for more flexibility in the zone and not limit the number of units in a building, but rather regulate the size of the building.

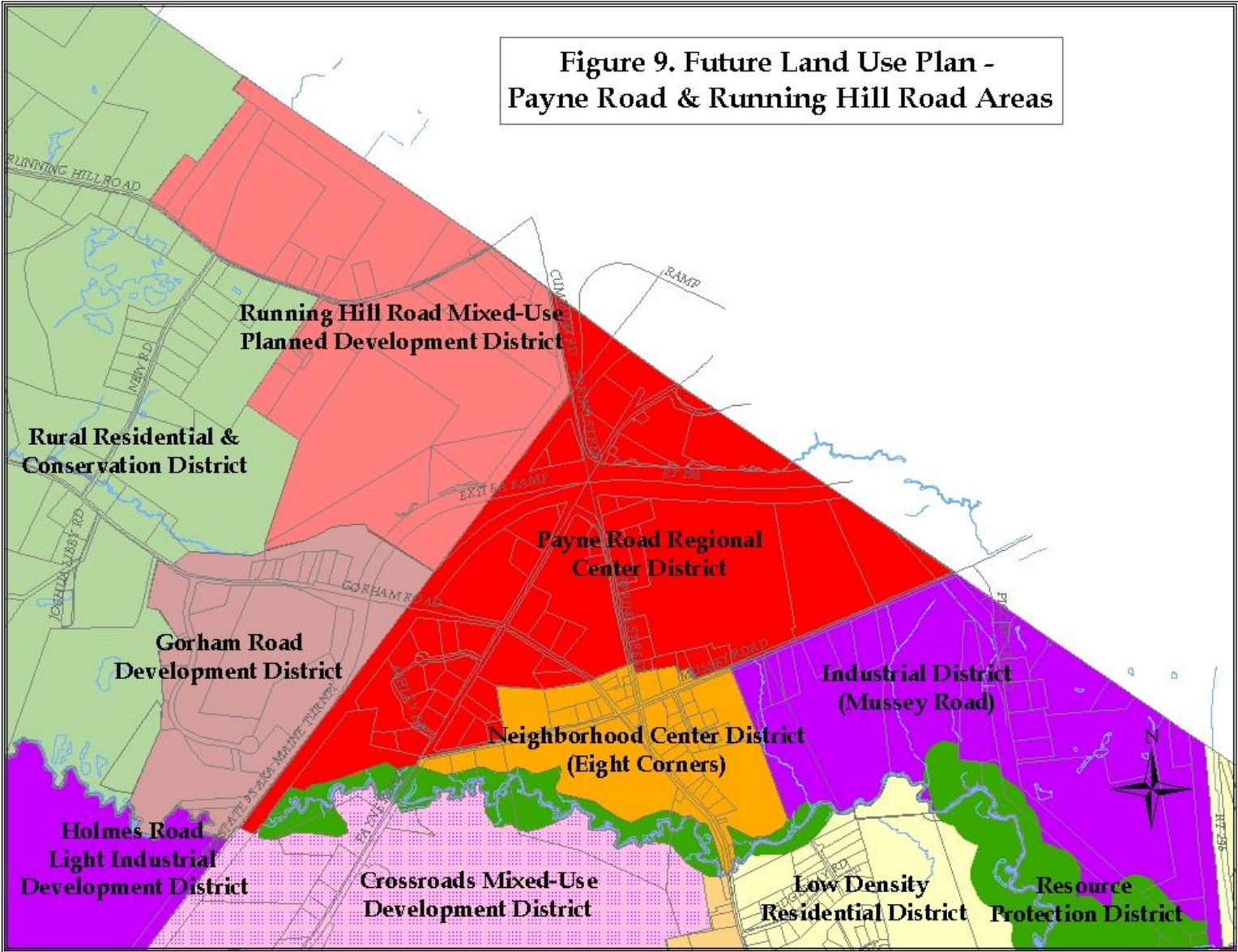
Ms. Martin with SEDCO explained they are trying to figure out how to brand the Haigis Parkway District to attract developers and with the change it should allow for some flexibility.

3. Comprehensive Plan Process Update

Mr. Bacon stated they would be advertising RFQ for consultants for the project. Mr. Bacon stated there will be a lot of data collection over the next few months and collaboration of committees for the information.

Next meeting scheduled for October 7, 2016.

Figure 9. Future Land Use Plan -
Payne Road & Running Hill Road Areas



**AGENDA
SCARBOROUGH TOWN COUNCIL
WEDNESDAY – OCTOBER 19, 2016
REGULAR MEETING – 7:00 P.M.**

Order No. 16-068. Move approval of the first reading to approve the charge for the Ad-Hoc Public Safety Complex Building Committee and authorize the Town Manager to expend monies from the Public Safety Building Capital Improvement Account in an amount not to exceed \$50,000.00 and schedule the second reading for Wednesday, November 2, 2016. [*Town Manager*]

Town Manager

Sponsor

10/19/16

First Reading/Vote

Ought to Pass

Recommendation

Second Reading/Final Approval/Vote

Order No. 16-068
To Approve The Formation Of An
Ad-Hoc Public Safety Complex Building Committee

BE IT RESOLVED, by the Council of the Town of Scarborough, Maine, in Town Council assembled, that,

WHEREAS, a new Public Safety Complex, combining Police and the central Fire Station, has been identified as the highest priority in the Long Range Facility Plan; and,

WHEREAS, the Town previously considered the feasibility of such a facility in 2007 and created the Public Safety Building Capital Improvement Account as a “town reserve fund for the financing of a public safety building and property and/or funding for property that would enhance existing public safety buildings”, the current value of which is in excess of \$617,000; and,

WHEREAS, The Police and Fire Departments have historically shared an unprecedented level of collaboration and this cooperation can be strengthened and encouraged through the construction of a modern combined Public Safety Building; and,

WHEREAS, the existing facility continues to fail to meet the needs of Police and Fire and the operational and maintenance costs continue to increase; and,

WHEREAS, in an effort to advance this important project , the Town Council wishes to draw upon the resources of the community and qualified consultants to prepare a plan with sufficient detail to seek voter approval.

NOW, THEREFORE, BE IT RESOLVED, by the Scarborough Town Council in Town Council assembled, that there is hereby an Ad-Hoc Public Safety Complex Building Committee created, and the membership, terms, offices and duties shall be as follows:

1. **Purpose.** The purpose of the Building Committee is to work with staff and qualified consultants in an effort to advise the Town Manager and Town Council on the preferred site, design and probable cost estimates for a new combined Police and Fire Public Safety Building. Such recommendations shall be sufficient to serve the purpose of preparing to seek voter approval for the facility. The following is a general overview of the discussion points, expectations and deliverables the Committee should consider in arriving at its recommendations:
 - **Review of Prior Work-**The Committee shall familiarize itself with the prior work accomplished for the project. In particular, the Committee should review the Feasibility Study prepared by Gawron Turgeon Architects in 2007/2008.
 - **Deliverables-** The Committees work and final recommendations should include the following elements:
 1. **Site Selection-** The Committee shall conduct a complete site selection process that considers all reasonable options for locating the facility, including public and private property;
 2. **Space Needs Analysis-** A complete evaluation of space needs for Police and Fire that considers existing needs as well as some accommodation for future growth;
 3. **Schematic Design-** Prepare a conceptual design, including lot layout and building elevations, that will provide sufficient detail to describe the facility;
 4. **Probable Cost Statement-** Prepare a probable cost estimate of the proposed facility with sufficient detail to forward to the voters for consideration.

- **Consideration of Other Town Facility Needs** - Review the Long Range Facility Plan to determine if other identified Town needs may be able to be addressed in the facility. Combined use is encouraged to maximize value and overall cost savings.
- **Energy Efficiency-Life-Cycle Costs Considered** - Evaluate the expected life-cycle costs of proposed systems and consider energy efficiency with an evaluation of return on investment.
- **Public Involvement** - The Committee shall incorporate public input into the process, which will culminate in a public presentation of its findings and recommendations to the Town Council.
- **Best Practices** - Research and review other similar projects to determine best practices that may be incorporated into the project. Tours of similar facilities is encouraged.

The Committee’s powers and duties shall not exceed those prescribed, herein or otherwise restricted by Town Council Rules, Policies and Charter.

2. **Membership.** The membership intends to provide fair representation of key stakeholders and unique expertise in the construction or development field. The Committee shall be limited to Scarborough residents and comprised of seven (7) members as follows:

Fire Chief Mike Thurlow (or designee)
 Police Chief Robbie Moulton (or designee)
 One (1) Member of the Town Council
 Three (3) Residents At –Large - Bruce Bell
TBD
TBD
 Construction Expert- Rocco Risbara

Although official membership is limited to seven (7) members, the Committee is encouraged to draw upon other resources and invite other key stakeholders to participate in their proceeding as they feel appropriate.

3. **Timeframe.** The Committee shall recommend and report, including the deliverables noted above, to the Town Council by August 2017, at which time the Committee shall cease to exist unless otherwise extended by the Town Council.
4. **Staff Resources Available.** The Town Manager will serve as support to this Committee and all Town Departments will be made available as may be necessary for the Committee to complete its task. In particular, it is expected that the Committee will involve the Town Engineer, Planning Director and the Sustainability Coordinate to supplement their efforts.
5. **Financial Support.** It is understood that the Committee will require the services of qualified design professionals to conduct its work. As an initial authorization, the Town Council hereby authorizes an amount not to exceed \$50,000 from the Public Safety Building Capital Improvement Account to engage competent consulting professionals. These monies will be under the control of the Town Manager who will be responsible for consultant selection and payment for services rendered. The Committee may request additional funds as may be necessary to complete the project.

6. **Vacancies and Removal.** Any vacancies shall be filled by the Town Council. The Town Council may remove any member of the Committee by vote of a majority of its members for misconduct or non-performance of duty.
7. **Officers.** The Committee shall elect a Chair and Recording Secretary from among its members. The Chair shall be counted to determine a quorum and shall have the same rights as other members of the Committee, including the right to vote.
8. **Quorum and Voting.** A quorum shall consist of four (4) members. The concurrence of a majority of the members present and voting shall be necessary to decide any question before the Committee.
9. **Meeting and Records.** The Committee shall meet often enough to complete its responsibilities within the deadline set and shall strive to meet weekly on a date and time specified by a vote of the majority of the Committee at its first organization meeting. Other meetings may be called by the Chair, provided that the Chair shall call a meeting of the Committee upon the request of at least three (3) members. The Committee shall keep minutes of its meetings and submit them to the Town Clerk's Office.