

**MINUTES  
SCARBOROUGH TOWN COUNCIL  
WEDNESDAY – OCTOBER 7, 2015  
REGULAR MEETING – 7:00 P.M.**

**Item 1. Call to Order.** Councilor Chair Holbrook called the regular meeting of the Scarborough Town Council to order at 7:00 p.m.

**Item 2. Pledge of Allegiance.**

**Item 3. Roll Call.** Roll was called by Yolande P. Justice, Town Clerk. Thomas J. Hall, Town Manager, was also present.

Shawn A. Babine	Katherine A. St. Clair
William J. Donovan	Edward NMI Blaise, III
Jean-Marie Caterina, Council Vice Chair	Pete F. Hayes
Jessica L. Holbrook, Council Chair	

**Item 4. General Public Comments.** None at this time.

**Item 5. Minutes: September 16, 2015 – Regular Meeting.** Not available at this time.

**Item 6. Adjustment to the Agenda.** None at this time.

**Item 7. Items to be signed: a. Treasurer’s Warrants.** Treasurer’s Warrants were signed during the meeting.

**Order No. 15-061, 7:00 p.m. Public hearing and second reading on the proposed amendments to Chapter 405 the Scarborough Zoning Ordinance to establish a Small Batch Processing Facilities use and definition; performance standards; and the zoning districts in which to allow these facilities.** Prior to the public hearing, Karen Martin, Director of SEDCO, gave a brief overview on this order.

Council Chair Holbrook opened the public hearing. There being no comments either for or against, the hearing was closed at 7:05 p.m.

Motion by Councilor Babine, seconded by Councilor Caterina, to move approval on the proposed amendments to Chapter 405 – the Town of Scarborough Zoning Ordinance to establish a Small Batch Processing Facilities use and definition; performance standards; and the zoning districts in which to allow these facilities, as follows:

Proposed Amendment to the Zoning Ordinance  
to Establish Small Batch Processing Facilities  
and Performance Standards

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:

1. Amend Section VI. DEFINITIONS by adding, in proper alphabetical order, a definition for Small Batch Processing Facilities to read:

**Small Batch Processing Facilities:** A category of a food processing facility or light industrial use that processes, produces or assembles small lots of consumer goods. Processors in this category include, but are not limited to, clothing design and production, small batch food production, craft brewers, jewelry makers and other product lines that have an element of handcrafted design or hand-made production. Small batch processing facilities shall not include the production or processing of medical marijuana.

2. Amend SECTION IX. PERFORMANCE STANDARDS by adding a new performance standard subsection M.3. as follows (additions are underlined; deletions are struck through):

**M.3. PERFORMANCE STANDARDS – SMALL BATCH PROCESSING FACILITIES**

Small batch processing facilities may be undertaken only after the Planning Board has reviewed and approved the use in accordance with the following performance standards and requirements:

1. Small batch processing facilities shall be limited to no greater than 5,000 square feet of floor area including any accessory uses, such as a retail area, a tap room, sampling area, storage or warehousing;
2. The design and external appearance of the small batch processing facility and site improvements will constitute an attractive and compatible addition to the neighborhood, shall be of a scale of, and compatible with, other non-residential uses allowed in the same zone, and will be consistent with the Design Standards for Scarborough’s Commercial Districts;
3. The facility will not create any unhealthy or offensive odor, emissions, dust or other airborne discharges;
4. The facility will not include any outdoor storage of equipment, materials or processing byproduct or waste;
5. The facility will not create any offensive noise or vibration, heat or glare to abutting landowners; and
6. The facility will not create unsafe traffic conditions or a volume of truck traffic in excess of other non-residential uses allowed in the same zone that would either adversely affect neighborhood character or be incompatible with abutting properties or uses.

3. Amend Sections XVIII.A. TOWN AND VILLAGE CENTERS TVC; XVIII.B. HAIGIS PARKWAY DISTRICT HP; TOWN AND VILLAGE CENTERS 4 DISTRICT TVC4; XIX REGIONAL BUSINESS DISTRICT B2; XIX.A. GENERAL BUSINESS DISTRICT B3; XX BUSINESS OFFICE-RESEARCH DISTRICT BOR; XX.A. RUNNING HILL – GORHAM RD DISTRICT RH; and CROSSROADS PLANNED DEVELOPMENT DISTRICT CPD to add Small Batch Processing Facilities to the list of permitted uses in each zoning district (additions are underlined; deletions are struck through):

Small Batch Processing Facilities, subject to the performance standards of Section IX.(M.3.) of this Ordinance.

Vote: 7 Yeas.

**Order No. 15-075, 7:00 p.m. Public hearing and second reading on the proposed amendments to the Chapter 1301, the General assistance Ordinance, pursuant to Title 22, M.R.S.A §4305 (4).** Council Chair Holbrook opened the public hearing on this Order. There being no comments either for or against, the hearing was closed at 7:09 p.m.

Motion by Councilor Caterina, seconded by Councilor Babine, to move approval of the second reading on the proposed amendments to the Chapter 1301, the General assistance Ordinance, pursuant to Title 22, M.R.S.A §4305 (4), as follows:

**Appendix A**  
**Effective: 10/01/15-09/30/16**

**GA Overall Maximums**

**Metropolitan Areas**

**Persons in Household**

COUNTY	1	2	3	4	5*
<b>Bangor HMFA:</b> Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	628	734	916	1,141	1,326
<b>Penobscot County HMFA:</b> Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	590	618	733	1,025	1,185
<b>Lewiston/Auburn MSA:</b> Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	549	650	849	1,070	1,136
<b>Portland HMFA:</b> Cape Elizabeth, Casco, Chebeague Island,					

Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	803	956	1,181	1,563	1,641
<b>York/Kittery/S.Berwick HMFA:</b> Berwick, Eliot, Kittery, South Berwick, York	958	964	1,245	1,684	1,833
<b>Cumberland County HMFA:</b> Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	638	773	1,025	1,466	1,747

COUNTY	1	2	3	4	5*
<b>Sagadahoc HMFA:</b> Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	762	810	960	1,245	1,579
<b>York County HMFA:</b> Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	695	796	1,009	1,370	1,418

**\*Note: Add \$75 for each additional person.**

**Non-Metropolitan Areas**

**Persons in Household**

COUNTY	1	2	3	4	5*
<b>Aroostook County</b>	603	620	747	946	1,036
<b>Franklin County</b>	630	658	780	971	1,382
<b>Hancock County</b>	647	733	933	1,228	1,246
<b>Kennebec County</b>	570	659	843	1,057	1,126
<b>Knox County</b>	736	741	913	1,170	1,298
<b>Lincoln County</b>	666	739	932	1,161	1,245

<b>Oxford County</b>	567	618	758	1,023	1,324
<b>Piscataquis County</b>	578	659	814	1,033	1,105
<b>Somerset County</b>	659	690	821	1,117	1,121
<b>Waldo County</b>	649	737	873	1,189	1,265
<b>Washington County</b>	572	629	749	955	1,158

\* Please Note: Add \$75 for each additional person.

**Appendix B**  
**Effective: 10/01/15 to 09/30/16**

**Food Maximums**

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2015, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	45.12	194
2	83.02	357
3	118.84	511
4	150.93	649
5	179.30	771
6	215.12	925
7	237.67	1,022
8	271.86	1,169

**Note: For each additional person add \$146 per month.**

**Appendix C**  
**Effective: 10/01/15-09/30/16**

**GA Housing Maximums**  
**(Heated & Unheated Rents)**

**NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS!** Municipalities should ONLY **consider** adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (See Instruction Memo for further guidance.)**

**Non-Metropolitan FMR Areas**

<b><u>Aroostook County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
	Bedrooms	Weekly	Monthly	Weekly
0	108	464	128	550
1	108	464	130	561
2	127	546	158	679
3	164	705	202	868
4	176	758	223	957
<b><u>Franklin County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	114	491	134	577
1	114	491	139	599
2	135	579	166	712
3	170	730	208	893
4	257	1,104	303	1,303
<b><u>Hancock County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	112	480	136	584
1	124	534	154	663
2	161	691	198	851
3	218	937	263	1,133
4	218	937	264	1,136
<b><u>Kennebec County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	94	403	118	507
1	107	460	137	589
2	140	601	177	761
3	178	766	224	962
4	181	778	236	1,016

**Non-Metropolitan FMR Areas**

<b><u>Knox County</u></b>	<b><u>Unheated</u></b>	<b><u>Heated</u></b>

Bedrooms	Weekly	Monthly	Weekly	Monthly
0	132	569	157	673
1	132	569	157	673
2	156	671	193	831
3	204	879	250	1,075
4	221	950	276	1,188
<b><u>Lincoln County</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	119	513	141	607
1	126	540	156	669
2	160	690	198	850
3	202	870	248	1,066
4	209	897	264	1,135
<b><u>Oxford County</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	93	400	117	504
1	101	420	128	549
2	120	516	157	676
3	170	732	216	928
4	227	976	282	1,214
<b><u>Piscataquis County</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	103	443	115	496
1	115	493	128	552
2	142	613	158	681
3	184	792	202	870
4	192	827	211	906
<b><u>Somerset County</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	120	517	141	606
1	121	519	147	631
2	143	615	175	753
3	202	869	241	1,038
4	202	869	241	1,038

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**Non-Metropolitan FMR Areas**

	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
<b><u>Waldo County</u></b>	Weekly	Monthly	Weekly	Monthly
Bedrooms				
0	116	497	137	590
1	125	538	155	667
2	147	631	184	791
3	209	898	254	1,094
4	213	917	269	1,155
<b><u>Washington County</u></b>	Weekly	Monthly	Weekly	Monthly
Bedrooms				
0	94	405	118	509
1	100	430	130	559
2	118	507	155	667
3	154	664	200	860
4	188	810	244	1,048

**Metropolitan FMR Areas**

	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
<b><u>Bangor HMFA</u></b>	Weekly	Monthly	Weekly	Monthly
Bedrooms				
0	107	461	131	565
1	124	535	154	664
2	157	674	194	834
3	198	850	243	1,046
4	227	978	283	1,216
<b><u>Penobscot County HMFA</u></b>	Weekly	Monthly	Weekly	Monthly
Bedrooms				
0	99	427	123	531
1	99	427	127	548
2	114	491	151	651
3	171	734	216	930
4	195	837	250	1,075



	<u>Unheated</u>		<u>Heated</u>	
<u>Lewiston/Auburn MSA</u>	Weekly	Monthly	Weekly	Monthly
Bedrooms				
0	89	382	113	486
1	105	451	135	580
2	141	607	178	767
3	181	779	227	975
4	183	788	239	1,026

**Metropolitan FMR Areas**

	<u>Unheated</u>		<u>Heated</u>	
<u>Portland HMFA</u>	Weekly	Monthly	Weekly	Monthly
Bedrooms				
0	148	636	172	740
1	176	757	206	886
2	218	939	256	1,099
3	296	1,272	341	1,468
4	301	1,293	356	1,531

	<u>Unheated</u>		<u>Heated</u>	
<u>York/Kittery/S. Berwick HMFA</u>	Weekly	Monthly	Weekly	Monthly
Bedrooms				
0				
1	186	798	210	902
2	186	798	210	902
3	233	1,003	270	1,163
4	324	1,393	370	1,589
	345	1,485	401	1,723

	<i>Unheated</i>		<i>Heated</i>	
<u>Cumberland County HMFA</u>	Weekly	Monthly	Weekly	Monthly
Bedrooms				
0	111	471	134	575
1	133	574	163	703
2	182	783	219	943
3	273	1,175	319	1,371
4	325	1,399	381	1,637

<u>Sagadahoc County HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
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Bedrooms	Weekly	Monthly	Weekly	Monthly
0	138	603	163	702
1	142	611	172	740
2	167	718	204	878
3	222	954	267	1,150
4	286	1,231	342	1,469
<b><u>York County HMFA</u></b>				
Bedrooms	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
	Weekly	Monthly	Weekly	Monthly
0	126	541	148	637
1	139	597	169	726
2	178	767	216	927
3	251	1,079	297	1,275
4	251	1,079	304	1,308

### GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, and F* are effective from **October 1, 2015 to September 30, 2016.**

#### **APPENDIX A - OVERALL MAXIMUMS**

<b><u>County</u></b>	<b><u>Persons in Household</u></b>					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<p><b>NOTE:</b> For each additional person add \$75 per month.</p> <p><b>(The applicable figures from Appendix A, <i>once adopted</i>, should be inserted here.)</b></p>						

#### **APPENDIX B - FOOD MAXIMUMS**

<b><u>Number in Household</u></b>	<b><u>Weekly Maximum</u></b>	<b><u>Monthly Maximum</u></b>
1	45.12	194
2	83.02	357
3	118.84	511
4	150.93	649
5	179.30	771
6	215.12	925
7	237.67	1,022
8	271.86	1,169

**NOTE:** For each additional person add \$146 per month.

**APPENDIX C - HOUSING MAXIMUMS**

Number of Bedrooms	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0				
1				
2				
3				
4				

(The applicable figures from Appendix C, *once adopted*, should be inserted here.)

**APPENDIX D - UTILITIES**

**ELECTRIC**

**NOTE:** For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is *not automatically* entitled to the “maximums” established—applicants must demonstrate need.

1) **Electricity Maximums for Households Without Electric Hot Water:** The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.70	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

**NOTE:** For each additional person add \$7.50 per month.

2) **Electricity Maximums for Households With Electrically Heated Hot Water:** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$19.10	\$86.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$37.30	\$160.00
6	\$41.00	\$176.00

**NOTE:** For each additional person add \$10.00 per month.

**NOTE:** For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

**APPENDIX E - HEATING FUEL**

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

**NOTE:** When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

**APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES**

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

**NOTE:** For each additional person add \$1.25 per week or \$5.00 per month.

**SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5**

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

Vote: 7 Yeas.

**OLD BUSINESS:**

**Order No. 15-068. Second reading on the proposed amendments to Chapter 601 – the Town of Scarborough Traffic Ordinance Section 25, Parking Restrictions, Section A. Parking**

**Restrictions, subsection II. Higgins Beach.** Councilor Donovan excused himself prior to the public hearing and left the Council Bench prior to public comments and Council discussion and voting.

The following individuals spoke on this order:

- Tom DeYoung of Old Blue Point Road spoke against the proposed changes to Chapter 601, the Traffic Ordinance.
- Melissa Gates with the Surfriders Association also spoke on the possible metered parking and suggested that the Town utilize the video camera that is already there. It would be smarter to use the video camera and increase the fines - this would encourage the public to follow the rules.
- Glennis Chabot of Houghton Street was not sure of the video camera that had been spoken of prior, but the one at Higgins Beach had been removed a few years back. She then spoke on what she felt were issues at Higgins Beach.
- Susan Nadeau of Shipwreck Road thanked the Town Council for addressing the issues at Higgins Beach. Many of the properties at Higgins Beach have been owned for generations and why should we have to change our life style to accommodate beach goers. It was suggested that signage be put in place; however, felt it does not work.
- Joan Lourie of East Grand Avenue compared the parking along East Grand Avenue and Bayview Avenue. Though the areas are different, she did not see what is suggested at Higgins would work along East Grand Avenue.

Motion by Councilor Caterina, seconded by Councilor Babine, to move approval of the second reading on the proposed amendments to Chapter 601 – the Town of Scarborough Traffic Ordinance Section 25, Parking Restrictions, Section A. Parking Restrictions, subsection II. Higgins Beach.

Motion by Councilor St. Clair, seconded by Councilor Babine, to move approval to amend the main motion to change the 30 minute parking along Bayview Avenue to 1 hour, as noted below:

## **II. HIGGINS BEACH.[amended 01/19/2011][amended02/16/2011]**

- a. Upon any of the public streets or highways within the area known as Higgins Beach. For the purpose of this Ordinance the Higgins Beach area is defined as including the area bounded on the South by the Atlantic Ocean, on the East by the Spurwink River, on the West by the property now or formerly of one Edward Piper and on the North by the Spurwink Road (Route #77).

Parking shall be allowed on the easterly side of Acorn Lane from September 16<sup>h</sup> to April 30<sup>th</sup>.

- b. Exempt from paragraph (a) of this subsection are the following:
  - (i) two handicapped parking spaces on Bayview Avenue across from Ashton Street, with no time limit. (amended April 21, 1999)
  - (ii) ~~1 hour 30 minute~~ parking shall be allowed, from 6:00 a.m. to 10:00 p.m., in designated parking spaces, on the ocean side only of Bayview Avenue from

the end of the drop-off zone to Morning Street. From September 16<sup>th</sup> to April 30<sup>th</sup>, the ~~1 hour 30 minute~~ parking shall not be in effect.

- (iii) On all other areas of Bayview Avenue there shall be no parking at any time, except during the off-season [September 16<sup>th</sup> to April 30<sup>th</sup>] on the ocean side of Bayview Avenue from Morning Street to Vesper Street. (amended02/16/2011)
- (iiii) there shall be no parking on any of the other streets year round unless otherwise noted herein.

Vote on amendment: 6 Yeas.

Motion by Councilor Babine, seconded by Councilor Caterina, to move approval to amend the main motion as amended to include the word metered, as follows:

## **II. HIGGINS BEACH.[amended 01/19/2011][amended02/16/2011]**

- a. Upon any of the public streets or highways within the area known as Higgins Beach. For the purpose of this Ordinance the Higgins Beach area is defined as including the area bounded on the South by the Atlantic Ocean, on the East by the Spurwink River, on the West by the property now or formerly of one Edward Piper and on the North by the Spurwink Road (Route #77).

Parking shall be allowed on the easterly side of Acorn Lane from September 16<sup>h</sup> to April 30<sup>th</sup>.

- b. Exempt from paragraph (a) of this subsection are the following:
  - (i) two handicapped parking spaces on Bayview Avenue across from Ashton Street, with no time limit. (amended April 21, 1999)
  - (ii) 1 hour parking shall be allowed, from 6:00 a.m. to 10:00 p.m., in designated ~~metered~~ parking spaces, on the ocean side only of Bayview Avenue from the end of the drop-off zone to Morning Street. From September 16<sup>th</sup> to April 30<sup>th</sup>, the 1 hour parking shall not be in effect.
  - (iii) On all other areas of Bayview Avenue there shall be no parking at any time, except during the off-season [September 16<sup>th</sup> to April 30<sup>th</sup>] on the ocean side of Bayview Avenue from Morning Street to Vesper Street. (amended02/16/2011)
  - (iiii) there shall be no parking on any of the other streets year round unless otherwise noted herein.

Vote on amendment: 4 Yeas. 2 Nays [Councilors Hayes and St. Clair].

Council Chair Holbrook felt that by adding the word “metered” was a substantive change this vote would be considered the first reading and the public hearing and second reading would be scheduled for the October 21, 2015, meeting.

Vote on main motion as amended:

**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 Chapter 601 - - the Traffic Ordinance of the Town of Scarborough, Maine is amended by adding the underlined text and/or deleting the text shown in strikeover type, as shown below:

**II. HIGGINS BEACH.[amended 01/19/2011][amended02/16/2011]**

- a. Upon any of the public streets or highways within the area known as Higgins Beach. For the purpose of this Ordinance the Higgins Beach area is defined as including the area bounded on the South by the Atlantic Ocean, on the East by the Spurwink River, on the West by the property now or formerly of one Edward Piper and on the North by the Spurwink Road (Route #77).

Parking shall be allowed on the easterly side of Acorn Lane from September 16<sup>h</sup> to April 30<sup>th</sup>.

- b. Exempt from paragraph (a) of this subsection are the following:

- (i) two handicapped parking spaces on Bayview Avenue across from Ashton Street, with no time limit. (amended April 21, 1999)
- (ii) 1 hour parking shall be allowed, from 6:00 a.m. to 10:00 p.m., in designated metered parking spaces, on the ocean side only of Bayview Avenue from the end of the drop-off zone to Morning Street. From September 16<sup>th</sup> to April 30<sup>th</sup>, the 1 hour parking shall not be in effect.
- (iii) On all other areas of Bayview Avenue there shall be no parking at any time, except during the off-season [September 16<sup>th</sup> to April 30<sup>th</sup>] on the ocean side of Bayview Avenue from Morning Street to Vesper Street. (amended02/16/2011)
- (iiii) there shall be no parking on any of the other streets year round unless otherwise noted herein.

Vote: 7 Yeas.

At 7:46 p.m. Councilor Chair Holbrook called for a brief recess. The meeting was reconvened at 7:50 p.m.

**Order No. 15-076. Act on the names that were posted to the various committees/boards, by the Appointments Committee at the September 16, 2015, Town Council meeting.** Motion by Councilor St. Clair, seconded by Councilor Caterina, to move approval of the names that were posted

to the various committees/board, by the Appointments Committee at the September 16, 2015, Town Council meeting, as follows:

- Moira Erickson as 1<sup>st</sup> Alternate to the Coastal Waters and Harbors Committee, with a term to expire in 2016.
- Carol Rancourt as a full voting member to the Senior Advisory Board, with a term to expire in 2016.

Vote: 7 Yeas.

### **NEW BUSINESS:**

**Order No. 15-077. First reading and scheduled a public hearing and second reading on the proposed amendments to Chapter 313-A, the Town of Scarborough Property Tax Assistance Ordinance.** Councilor Donovan gave a brief overview on the proposed Chapter 313-A, the Town of Scarborough Property Tax Assistance Ordinance.

Motion by Councilor St. Clair, seconded by Councilor Caterina, to move approval of the first on the proposed amendments to Chapter 313-A, the Town of Scarborough Property Tax Assistance Ordinance and scheduled a public hearing and second reading, as follows:

*Note: Amend existing Ch. 313 not to apply to refund years after 2015*

## **CHAPTER 313-A TOWN OF SCARBOROUGH PROPERTY TAX ASSISTANCE ORDINANCE**

### **Section 1. Purpose**

The purpose of this Ordinance is to establish a program to provide property tax assistance to persons 62 years of age and over who reside in the Town of Scarborough.

### **Section 2. Definitions**

**Homestead:** A homestead is a dwelling owned or rented by the person seeking tax assistance under this Ordinance or held in a revocable living trust for the benefit of that person. The dwelling must be occupied by that person as a home.

**Qualifying applicant:** A qualifying applicant is a person who is determined by the Tax Assessor or his designee, after review of a complete application submitted under Section 4 of this Ordinance, to be eligible for a payment under the terms of this Ordinance.

### **Section 3. Criteria for Participation**

In order to participate in the Property Tax Assistance Program, an applicant shall demonstrate all of the following:

- a. The applicant shall be 62 years of age or more by last day on which an application may be filed under Section 4 of this Ordinance.



- b. The applicant shall have been a resident of the Town of Scarborough with a Homestead therein for the ten years immediately preceding the last day on which an application may be filed under Section 4 of this Ordinance.
- c. The federal adjusted gross income of the applicant (plus that of any other adult members of the applicant's household) does not exceed \$50,000.

#### **Section 4. Application and Payment Procedures**

Persons seeking to participate in the Property Tax Assistance Program shall submit a written request to the Tax Assessor no later than October 15th. Applications are required every year to participate in this program. The Tax Assessor shall provide an application form for the program, which shall include the applicant's name, homestead address and contact information. At the time of application, Applicants must provide adequate evidence of eligibility. The Assessor may accept a statement under oath. No confidential income records, including tax returns, will be kept by the Town. The Tax Assessor shall review and determine if the application is complete and accurate and if the applicant is eligible to participate in the Program. The Tax Assessor shall notify an applicant if an application is determined to be incomplete. The Tax Assessor's decision on eligibility to participate in the Program shall be final.

#### **Section 5. Determination of eligibility and amount of eligibility**

##### **1. Eligibility for Homeowners**

If the Tax Assessor determines that the applicant is eligible to participate in the Program, he shall determine the amount of the benefit paid. The amount shall be the least of the following:

- a. The amount, if any, by which (i) the taxes assessed for fiscal year of the Town beginning on July 1 of the preceding calendar year exceeds (ii) 5% of the federal adjusted gross income of the the applicant (plus that of any other adult members of the applicant's household); or
- b. A pro-rata share of the available monies in the Program Fund, including any amount in the Property Tax Assistance Reserve Account, allocated based on the amount of the refunds determined under sub-section a for all eligible applicants; or
- c. \$500.00.

In the case of applicants who did not file federal income tax returns, the Tax Assessor, upon presentation of adequate information returns and other information, shall calculate the federal adjusted gross income.

##### **2. Eligibility for Renters**

In the case of renters, the tax assessed for purposes of Section 5.1.a(i) shall be deemed to be 18% of the rent payable from own funds by applicant (and other adult members of applicant's household) in the preceding calendar year. The Tax Assessor, upon presentation of adequate documents and other information, shall determine the amount of rent.

#### **Section 6. Annual Report to the Town Council**

The Tax Assessor shall report in writing to the Town Council no later than their first regular meeting in December each year the projected payments and number of eligible applicants requesting assistance for the program fund.

**Section 7. Program Fund - Limitations On Payments**

In the event that a lack of funding results in no payment or less than the full payment to a qualifying applicant, the request will not carry over to the next year.

**Section 8. Creation of the Program Fund**

The Program Fund from which payments shall be made under the terms of this Ordinance shall be created as follows:

As funds are available, the Town Council shall annually appropriate monies from the general fund or other sources to support this program. Any surplus monies available after all payments have been made shall revert to the Property Tax Assistance Reserve Account.

**Section 9. Timing of Payments**

A person who qualifies for payment under this Program shall be mailed a check for the full amount no later than December 15th for the year in which participation is sought.

**Section 10. Limitations upon payments**

Only one qualifying applicant per household shall be entitled to payment under this Program each year. The right to file an application under this Ordinance is personal to the applicant and does not survive the applicant's death, but the right may be exercised on behalf of an applicant by the applicant's legal guardian or attorney-in-fact. If an applicant dies after having filed a timely complete application that results in a determination of qualification, the amount determined by the Tax Assessor shall be disbursed to another member of the household as determined by the Town Assessor in consultation with the Town Manager. If the applicant was the only member of a household, then no payment shall be made under this Ordinance.

**Section 11. Effective Date and Repeal of Prior Ordinance**

This ordinance repeals and replaces Chapter 313, the Town of Scarborough Property Tax Assistance Ordinance adopted on April 18, 2007 as amended such that this Chapter applies to applications for property tax assistance received after October 15, 2015 under this chapter for~~to~~ payments paid beginning in calendar year 2016 related to taxes assessed in fiscal year July 1, 2015 through June 30, 2016, and thereafter.

Town of Scarborough  
Property Tax Assistance Program  
Determination of Eligibility and Benefits  
2016

(This version for Tax Filing Owners)

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Address:	_____	E-Mail:	_____
3. Date of Birth:	_____	Document Seen:	_____ ME Driver's License/ID
	Applicants must be 62 on 10/15/2016		_____ US Passport
	Born on/before 10/15/1954		_____ Other _____
4. Resident of Scarborough		Document Seen:	_____ Assessing Record
	For at least 10 years on 10/15/2016		_____ Other
			_____ Oath
5. Federal Adjusted Gross Income			
	From filed Form 1040, 1040-A, or 1040-EZ		_____
6. Additional income of other adults in household			
	_____		
7. Total Income (Line 5 plus Line 6)			
	_____		
8. Income Limit			\$50,000
a. If line 7 exceeds line 8: STOP: No benefit paid			
9. Benefit Threshold			_____
	5% of Line 7		
10. Real Estate Tax Assessed			_____
	July 1, 2015 through June 30, 2016 (FY 2016)		
	_____		
11. Excess of Tax Assessed over Benefit Threshold			
	_____		
	Line 10 minus Line 9. If line 10 does not exceed		
	Line 9: STOP: No benefit paid		
12. Benefit Cap			\$500
13. Benefit Determined (Check Mailed by 12/15/2016)			_____
	Lesser of Excess Tax of Benefit Cap		
	(Lesser of Line 11 or Line 12)		

Oath: I certify that the information contained herein is accurate to the best of my knowledge and belief, under penalties of perjury.

Signed: \_\_\_\_\_

Prepared / Approved by \_\_\_\_\_ Date: \_\_\_\_\_

Vote: 7 Yeas.

**Order No. 15-078. Act on the request to accept the new Town of Scarborough Crosswalk Marking Policy, as recommended by the Transportation Committee.** Angela Blanchette, Town Engineer, gave a brief overview on the proposed Policy.

Motion by Councilor St. Clair, seconded by Councilor Babine, to move approval to accept the new Town of Scarborough Crosswalk Marking Policy, as recommended by the Transportation Committee, as follows:

*Town of Scarborough, Maine*  
**CROSSWALK MARKING POLICY**  
 Adopted OCTOBER 7, 2015

The Scarborough Crosswalk Marking Policy represents a commitment by the Town of Scarborough to promote safety and livability in its neighborhoods by striving to provide safe and efficient movement of pedestrians throughout town. The goal of this policy is to promote an open process for citizen participation by: a) providing a formal process for submitting crosswalk requests and b) adopting standard procedures for town staff to follow regarding crosswalk requests.

#### **A. Staff Crosswalk Review Committee**

All requests will be initially reviewed by the Staff Crosswalk Review Committee. Members of the Crosswalk Review Committee include the Planning Director, Public Works Director, Town Engineer, and Police Department designee.

#### **B. Procedure for Request for New Crosswalks**

1. To initiate a request proposing a new crosswalk, Scarborough residents must submit a completed “*Application for Pedestrian Crosswalk Marking*” form to the Town Engineer in the Planning and Code Enforcement Department. (*The form is available on the town’s website or in hardcopy at the town office*).
2. Upon receipt of the application, the Town Engineer will determine if the proposed location meets the basic criteria cited in **Section D** of this document. If so, the application will be circulated to members of the Staff Crosswalk Review Committee to determine if it merits a more comprehensive review.
3. If further review is warranted, the Crosswalk Review Committee may request any of the following next steps:
  - a. A meeting with the applicant.
  - b. A “walking audit” of the site.
  - c. Pedestrian counts at the proposed location.
  - d. A full, or partial, traffic engineering study evaluating such characteristics as roadway geometry, motorist sight distance, pedestrian and vehicle volume data, posted speed limits, crash history, distance to nearest marked crossing, and any other factor deemed relevant by the Committee.

The Committee will determine which of the above measures are appropriate based on the unique characteristics of each site. The Committee will determine the timing of these measures based on factors such as staff capacity, coordinating improvements with other planned or anticipated construction/maintenance activities, and the availability of funding.

#### **C. Procedure for Staff Response to Request**

1. If it is determined the request warrants further consideration by the Committee, the applicant will be directly notified. A final determination letter will also be sent when the Committee reaches a decision on the proposed location.
2. If it is determined by the Town Engineer that the proposed location does *not* warrant a full review by the Committee, a determination letter regarding the matter will be sent to the requestor.

## D. Site Criteria

1. In order for an “*Application for Pedestrian Crosswalk Marking*” form to be complete, the proposed location must meet **one** or more of the following site-specific criteria – the strongest applications will likely meet multiple criteria. *(Please note: the criteria below are only used to determine whether a crosswalk proposal will be considered for further review by the Committee. Every crosswalk location is unique and the Committee will evaluate each request independently if warranted).*
  - a. The location is adjacent to a school and is part of an established walking route to/from the school.
  - b. The location is part of an established Walking School Bus (WSB) route to/from a nearby school.
  - c. The location is adjacent to a public park, playground, or other such public recreation area.
  - d. The location is adjacent to, or part of, a designated trail system.
  - e. The location is adjacent to a community center, library, or other high use public facility.
  - f. The location experiences, or is expected to experience, “high pedestrian volume.”<sup>1</sup>
  - g. The location experiences, or is expected to experience, high pedestrian volumes for vulnerable demographic groups, such as children, or handicapped/disabled persons.
  - h. The location is adjacent to a senior housing facility or nursing home.
  - i. The location has experienced one or more pedestrian crashes with motor vehicles in the last five years.<sup>2</sup>
  - j. The location is within a village center area.
  - k. The location has been identified or recommended in previous town plans or traffic studies.
  - l. The location has been identified as part of a formal development review process or similar development opportunity.

## E. General Guidelines

1. Crosswalks proposed on state roads, or state aid roads must be in accordance with the MaineDOT Guidelines on crosswalks. (Link: [MaineDOT Crosswalk Guidelines](#).)
2. All marked crosswalks shall lead from one safe landing zone to another. A safe landing zone is an area where a pedestrian is safe from vehicle conflict while waiting to cross or when finished crossing a roadway. *(Safe landing zones can vary by location. In some areas this may be a wide road shoulder, while in others it could be an ADA accessible ramp).*
3. All crosswalks shall meet the criteria put forth in the American’s with Disabilities Act (ADA).

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<sup>1</sup> “High pedestrian volume” may be seasonal, or occur at specific intervals throughout the day. The Crosswalk Review Committee will use a consistent approach, and its best professional judgment, to determine whether high pedestrian volumes are present at any given location. If warranted, pedestrian counts may be conducted to provide a more detailed assessment.

<sup>2</sup> Information on bicycle and pedestrian crashes can be found in the “Biking & Walking” section of MaineDOT’s website here: <http://www.maine.gov/mdot/bikeped/safety/>.

4. Crosswalks shall be placed in areas where there is sufficient stopping sight distance for the posted speed limit and be adequately signed and lighted for nighttime use, if warranted.
5. Pedestrian crosswalks shall not be located on roadways with more than 3 lanes or on roadways with speeds greater than 40 mph unless in conjunction with existing or proposed sidewalks and pedestrian actuated signals.
6. Crosswalks installed at a signalized intersection shall include the installation of pedestrian signal heads with push button actuation and countdown timers. Pedestrian signal timing changes to the signalized operation of the intersection must be completed that meet the requirements stated in the latest version of the Federal Highway Administrations “Manual on Uniform Traffic Control Devices”.
7. Mid-block crosswalks shall be avoided whenever possible, as they are generally not expected by motorists and create an unsafe condition for pedestrians. However, some circumstances warrant their creation such as a location where a trail or a parking area may require a pedestrian to cross a road to reach their destination, or continue on the trail. These crosswalks shall be appropriately signed for advanced warning, and if possible, lighted and provide pedestrian actuated signals, so as to be more visible to a driver.
8. Other than at signalized intersections, a new crosswalk shall not be marked within 200 feet of an existing crosswalk.
9. The style and type of marking for any new crosswalk will be in accordance with the Town of Scarborough’s adopted design guidelines.

Vote: 7 Yeas.

**Order No. 15-079. Act on to authorize the Town Manager to sign a utility easement on town own property at the end of Down East Lane [Map045/Lot16].** Motion by Councilor Babine, seconded by Councilor St. Clair, to move approval to authorize the Town Manager to sign a utility easement on town own property at the end of Down East Lane [Map045/Lot16].

Vote: 7 Yeas.

**Order No. 15-080. Act on the request to rescind unused and unneeded bonded indebtedness, as noted in attached Order.** Thomas J. Hall, Town Manager, gave a brief overview on this matter.

Motion by Councilor Babine, seconded by Councilor Donovan, to move approval to rescind unused and unneeded bonded indebtedness, as noted in attached Order:

**TOWN OF SCARBOROUGH  
ORDER RESCINDING UNUSED AND UNNEEDED  
BONDED INDEBTEDNESS AUTHORITY**

**WHEREAS**, The Town of Scarborough has authorized certain bonded indebtedness between 1995 and 2014 that was not needed and the full amount of such originally authorized municipal bonded indebtedness was never issued either because the projects did not require the full amount of bonded indebtedness that was authorized or the projects were abandoned.

**NOW THEREFORE, BE IT ORDERED,** That the following list of unused and unneeded bonded indebtedness authority be rescinded and de-authorized in the amount of \$4,346,004:

**Bond Orders to be Rescinded**

<b>Budget</b>		<b>Amount</b>	<b>Actually</b>	<b>Will</b>		<b>Second</b>		
<b>Year</b>	<b>Project</b>	<b>of Bond</b>	<b>Ordered</b>	<b>Bonded</b>	<b>Not Bonded</b>	<b>Order #</b>	<b>Reading</b>	
		<b>Order</b>	<b>Bonded</b>	<b>Not Bonded</b>		<b>Order #</b>	<b>Date</b>	
							<b>Reason</b>	
94-95	Wentworth Energy Improv	107,771	51,057	56,714		96-29	05/01/96	Under Budget
96-97	OH Prof Building Renov.	160,000	-	160,000		96-61	10/02/96	Avail Funds
99-00	CS Blue Point Park	45,000	16,270	28,730		00-63	05/03/00	Under Budget
99-00	SEMA Generators Eng 3,4	107,100	60,000	47,100		00-63	05/03/00	Under Budget
01-02	CS Rec Trak Web Applic	8,500	-	8,500	▲	02-31	04/03/02	Avail Funds
01-02	MIS Web Server	9,500	-	9,500	▲	02-31	04/03/02	Avail Funds
01-02	Planning GIS Applicatn	5,000	-	5,000	▲	02-31	04/03/02	Avail Funds
01-02	Planning Workstation/phon	1,850	-	1,850	▲	02-31	04/03/02	Avail Funds
01-02	Library Exterior Lighting	10,000	-	10,000	▲	02-31	04/03/02	Under Budget
03-04	Nutrition POS System	47,492	47,300	192		03-142	11/05/03	Under Budget
03-04	SW Equip Replace	282,934	282,900	34		03-142	11/05/03	Under Budget
04-05	PW Loader/Backhoe	95,779	95,700	79		05-7	02/16/05	Under Budget
04-05	School System Wide ADA	183,000	153,500	29,500		05-8	02/16/05	Under Budget
06-07	CS Synthetic Turf Field	395,000	394,000	1,000		06-128	11/01/06	Under Budget
06-07	PW Roof Repair	290,230	225,667	64,563		06-128	11/01/06	Under Budget
06-07	Sch Technology	69,383	69,380	3		06-129	11/01/06	Under Budget
07-08	Tax/Excise Office Renova	325,000	194,620	130,380		08-25	04/02/08	Under Budget
07-08	Facilities-support equip	30,000	25,160	4,840		08-26	04/02/08	Under Budget
07-08	Blue Point Sch Fence	25,000	7,500	17,500		08-26	04/02/08	Under Budget
07-08	SW Asbestos Flooring Aba	225,000	215,300	9,700		08-26	04/02/08	Under Budget
07-08	PH/BL Pt sch exterior litin	70,000	55,000	15,000		08-26	04/02/08	Under Budget
07-08	Long Range Planng Schoo	160,000	80,000	80,000		08-26	04/02/08	Under Budget
08-09	Public Safety Bldg Site St	100,000	25,000	75,000		08-122	09/17/08	Under Budget
08-09	MS/WW Bldg Modif	100,000	40,000	60,000		08-123	09/17/08	Under Budget
08-09	WW Interior Finishes	50,000	30,000	20,000		08-123	09/17/08	Under Budget
09-10	Old County Rd Drainage S	1,350,000	1,150,000	200,000		10-11	02/17/10	Under Budget
09-10	PW Plow Truck	160,600	160,505	95		10-11	03/03/10	Under Budget
10-11	HS Field Lighting	85,650	85,640	10		11-30	05/04/11	Under Budget
10-11	PW Backhoe	121,000	103,815	17,185		11-30	05/04/11	Under Budget
11-12	PW Loader	152,650	152,400	250		12-28	03/21/12	Under Budget
11-12	Wentworth School Constru	39,077,594	35,784,815	3,292,779	▲	11-68	08/17/11	Under Budget
12-13	Town Hall Boilers	165,500	165,000	500		13-07	02/20/13	Under Budget
		<u>44,016,533</u>	<u>39,670,529</u>	<u>4,346,004</u>				

Vote: 7 Yeas.

**Order No. 15-081. Act on the request set the date, time, and location of the Municipal Elections for Tuesday, November 3, 2015; appoint the warden, set the hours for voter registration, and act on appointments of election/ballot clerks, pursuant to Chapter 200 – Article VIII. Nomination and Elections and authorize the Town Clerk to make any additional appointments as necessary.** Motion by Councilor Babine, seconded by Councilor Caterina, to move approval on the request to set the date, time, and location of the Municipal Elections for Tuesday, November 3, 2015; appoint the warden, set the hours for voter registration, and act on appointments of election/ballot clerks, pursuant to Chapter 200 – Article VIII. Nomination and Elections and authorize the Town Clerk to make any additional appointments as necessary, as follows:

WARRANT FOR

**Regular Municipal Election**

***TOWN OF SCARBOROUGH, MAINE***

TUESDAY, NOVEMBER 3, 2015  
DAY AND DATE OF ELECTION

County of Cumberland, ss

State of Maine

To: Robert A. Moulton, the Police Chief of Scarborough:

You are hereby required in the name of the State of Maine to notify the voters of the Town of Scarborough of the Regular Municipal & Referendum Election, as described in this warrant.

To the Voters of the Town of Scarborough:

You are hereby notified that an election for the purpose of a Regular Municipal Election will be held on Tuesday, November 3, 2015, at the Scarborough High School Alumni Gymnasium:

FOR COUNCIL MEMBER	FOR BOARD OF EDUCATION MEMBER	FOR TRUSTEE OF SCARBOROUGH SANITARY DISTRICT
Vote for Two 3 Year Term	Vote for THREE 3 Year Term	Vote for TWO 3 Year Term
BENEDICT, James E.	BEELEY, Donna L.	RICO, Nicola F.
CAIAZZO, Christopher J.	MILES, Kathryn E.	VIOLA, Benedetto
ROWAN, Robert W.	PERRY, Jacquelyn A.	
SOMERS, William F.		
TUREK, Michael B.		
	FOR BOARD OF EDUCATION MEMBER 1 Year Term to fill a vacancy created by the resignation of Jane S. Leng, with a term to expire in 2016. Vote for One	
	LYFORD, Cari S.	

=====  
===

The polls shall be opened at 7:00 A.M. and closed at 8:00 P.M.

Absentee Ballots shall be processed on Election Day, Tuesday, November 3, 2015, starting at 9:00 a.m. and hourly thereafter.



The Registrar of Voters will hold office hours during regular business hours of the Town Hall and at the polls to correct any error or change a name or address on the voting list; to accept the registration of any person eligible to vote and to accept new enrollments.

A person who is not registered as a voter in the Town of Scarborough may not vote in any Scarborough election.

Approved on Wednesday, October 7, 2015, by the Scarborough Town Council.

Signed by the Town Council: Council Chair Holbrook, Councilors Babine, Blaise, Donovan, Caterina, Hayes and St. Clair.

### ELECTION WORKERS

<b>Last Name</b>	<b>First Name</b>		<b>Last Name</b>	<b>First Name</b>	
Alden	Joyce	Ward Clerk	LaChapelle	Lorraine	
Archibald	Annie		Lebauer	Andrew	
Asbas	Erika		Libby	Susan	
Bayley	Kathleen		Love	Janet	
Bernard	Rhonda		MacLean	Geoff	
Campbell	Edward		MacLean	Nancy	
Carlson	Constance		Major	Janice	
Clough	Harold		Maroon	Mark	
Cooledge	Melissa		Massa	Kimberly	
Corthell	Kerry		McGonagle	Janet	
Dahms	Beverly		Norfleet	Kate	
DeSanctis	Marjorie		O'Roak	Marion	Ward Clerk
Drinan	Janice		Paul	Janice	
Downs	Marie		Penley	William	Dep. Warden
Duca	Mary		Pendleton	Robert	
Elder	Sandra		Pinkham	Erika	
Estes	Emilie		Plowman	Cheryl	
Fagnant	Barbara		Plummer	Doris	
Fenlason	Charlene		Quirk	Rebecca	
Flaherty	Connie		Reid	Richard	
Gillis	June		Rideout	Deborah	
Giroux	Jean		Smith	Doris	
Giroux	Wilfred		Serbin	Drew	
Gledhill	Guy	Warden	Springer	Ellie	
Ham	Ann Marie		Springer	Dick	
Grant	Elizabeth		Squires	Burton	
Greenleaf	Libby		Thauer	Heather	
Hanson	Georgia		Ward	Emily	
Hazard	Donna		Weeks	Maureen	
Helms	Carl		Wiley	Mary Lou	

Helms Sue  
Hendrix Catherine  
Hendrix Timothy  
Holton Geraldine  
Jackson Mark  
Jackson Shirley  
Johnson Ann  
Johnson Sheila  
Jones Patricia  
Killelea Elaine  
Kueck Cindy

Wink Eska  
Wygant Michael

Vote: 7 Yeas.

**Resolution 15-005. Resolve to authorize the Town Manager to research and provide recommendations to the Town Council regarding metered parking at Higgins Beach.** Motion by Councilor St. Clair, seconded by Councilor Blaise, to move approval of Resolution 15-005.

Motion by Council Chair Holbrook, seconded by Councilor Babine, to move approval to amend the main motion to include a ticket violation fee schedule.

Vote on Amendment: 7 Yeas.

Main Motion as amended:

**RESOLUTION 15-005**  
*Town of Scarborough*  
**METERED PARKING AT  
HIGGINS BEACH**

**BE IT RESOLVED**, by the Town Council of the Town of Scarborough, in Town Council assembled that the Town Council directs the Town Manager to research and provide recommendations to the Town Council regarding metered parking at Higgins Beach and develop a fee schedule for ticket violations. Recommendations are to be provided in such time to allow for consideration of any action item that may be required at the October 21, 2015, regular meeting.

Signed and sealed this the 7th day of October, 2015, on behalf of the Scarborough Town Council and the Town Manager of Scarborough, Maine. Signed by Jessica L. Holbrook, Council Chair and attested by Yolande P. Justice, Town Clerk.

Vote: 7 Yeas.

**Item 8. Non Action Items.** None at this time.

**Item 9. Standing and Special Committee Reports and Liaison Reports.**

- Councilor Blaise gave an overview on the Planning Board meeting.
- Councilor St. Clair noted that the Ordinance Committee would not be meeting until after the Elections.

- Council Chair Holbrook gave an update on the Historic Implementation Committee. And noted that the Appointments Committee meeting would meet at 6:30 p.m. prior to the next Council meeting. Prior to the November 4<sup>th</sup> Town Council meeting there would be a Goals Workshop.
- Council Caterina gave an update on the Long Range Planning Committee and added that she had attended the Broadband Conference.
- Councilor Donovan gave an update on the Rules and Policies Committee meeting and then went on to give update on the Energy Committee.
- Councilor Babine gave an update on the Finance Committee and gave an update on SEDCO and the Cumberland County Budget.

**Item 10. Town Manager Report.** Thomas J. Hall, Town Manager, gave the following updates:

- Thanked the Council and Town for sponsoring him being able to attend the Annual Managers conference – it was very informative.
- The Tri-Gen Project is nearing completion and there would be press releases. This week it would be commissioned.
- The Broadturn sewer project is in place and final paving is near completion.
- The Supreme Judicial Court would be holding court at the Scarborough High School next week.
- At the MMA Convention this year Chief Thurlow had been recognized as Fire Chief of the Year.

**Item 11. Council Member Comments.**

- Councilor Babine attending the MMA Convention and attended the honoring of the Fire Chief – congratulations and Thank you to the Chief. He thanked the Chamber of Commerce for hosting Candidates Night. Congratulations to SEDCO for a successful year. He encouraged everyone to get out and vote – it is our responsibility to vote.
- Councilor Donovan also was able attend honor for Chief Thurlow. He gave a quick update on Operation Hope - 10 people had received assistance thus far [3 from Scarborough and 7 not from Scarborough]. He noted that the SEDCO Annual Meeting was successful; he attended the dedication of the Benjamin Farm and the opening of the Salt Pump Climbing Gym – great for all ages.
- Councilor Caterina had also attended the SEDCO Dinner, which had been well attended. She too spoke of Operation Hope and thought it was amazing that just in the few short days how many individuals have been helped. She pointed out the Police Chief had been contacted by a New Jersey Police Department to inquire about the program.
- Councilor St. Clair Operation also spoke on Operation Hope noting that many individuals who go down the path of drugs feel like they have no place to turn. She then suggested that Councilor Donovan talk to other communities about the Tax Assistance Program that is before the Town Council.
- Councilor Blaise also attended the SEDCO and was amazed at the number of people who were in attendance.
- Councilor Hayes also spoke on the SEDCO meeting and of Operation Hope. He then urged everyone to get to know the candidates; become informed and then cast your votes.
- Council Chair Holbrook spoke on the SEDCO meeting. She was really excited and proud of Scarborough for Operation Hope. She congratulated Chief Thurlow. It is that time of year and the Fuel Assistance Program would be utilized soon, adding that Clynk Bags are available in

the Town Clerk's Office. Also, it is hunting season, please be careful and wear something bright.

**Item 12. Adjournment.** Motion by Councilor Babine, seconded by Councilor St. Clair, to move approval to adjourn the regular meeting of the Scarborough Town Council.

Vote: 7 Yeas.

Meeting adjourned at 8:50 p.m.

Respectfully submitted,

Yolande P. Justice  
Town Clerk