

AGENDA NOTES

Gorham Town Council Regular Meeting
July 5, 2022 – 6:30pm
Burleigh H. Loveitt Council Chambers

Public hearings #1-5

Staff report complete applications on public hearings #1-5.

Public hearing #6

On order #2022-07-06

Public hearing to hear comment on a proposal to amend the Land Use and Development Code to allow Office of Contractor or Tradesman as a permitted use to various Districts. (Admin. Spon.)

This item amends the LUDC to allow for offices of Contractors or Tradespeople to the following as allowed uses: Sections; 1-9 Village Center Districts, 1-10 Urban Commercial District, 1-11 Roadside Commercial, 1-12 Industrial District, 1-13 Mosher Corner Mixed-Use District, 1-14 Office-Residential District, 1-21 Olde Canal Industrial District, and 1-22 Agricultural/Industrial District.

Staff will change the final language from Tradesman to Tradespeople if suggested by the Town Council.

Old Business

Item #2022-05-16

Action to consider authorizing the Town Manager to enter into an agreement with Griffon Security for an active shooter response alert system. (Councilor Shepard Spon.)

This item was tabled by the Town Council at the May meeting to get a quote from another vendor, and to look at different active shoot alerting systems that may be on the market. Gorham PD has done a comprehensive comparison of the options available for various systems.

Staff's recommendation is still to approve a contract with Griffon Security for an active shooter alert system to be installed in all major Town buildings with physical pull stations that are directly connected to the regional dispatch center and police department. The other systems explored require a third party dispatcher to call 911 and report the alert. Gorham PD staff will be on hand to answer any questions about this system and/or other systems. A spreadsheet is attached.

New Business

Item #2022-07-07

Action to consider instructing the Appointments Committee to fill a vacancy on the Planning Board. (Admin. Spon.)

Appointment of Scott Herrick to the Planning Board.

Item #2022-07-08

Action to consider updating the Robie Park Master Plan. (Councilor Wilder Cross Spon.)

This item if approved instructs staff to start work on updating the Robie Park Master Plan adopted by the Town Council in late 2000. The order also requires a public hearing be held to solicit feedback from the public and what they would like to see incorporated into the plan.

Item #2022-07-09

Action to consider authorizing the use of a public easement for road access. (Councilor Pratt Spon.)

Authorizes the construction of a driveway and/or private way off of an unbuilt public easement area of Freedom Drive. If approved, the public access and easement must still be maintained.

Item #2022-07-10

Action to consider authorizing a private way. The applicant is seeking Planning Board approval to construct a public road constructed to the Town's Rural Access or Sub-collector Standard in the abandoned public easement of Libby Avenue. (Councilor Pratt Spon.)

Allows for construction of a private way built to the rural access or sub-collector standard in a non-maintained public easement area of Libby Avenue.

Item #2022-07-11

Action to consider accepting Musket Drive as a public way. (Councilor Kuech Spon.)

Consideration of Musket Drive as a public way. Musket Drive is located off of Route 25 in West Gorham, and is a six-lot subdivision. A memo from staff is attached.

Item #2022-07-12

Action to consider reviewing the Town's fund balance policy. (Councilor Philips Spon.)

This item instructs the Finance Committee to conduct a routine review and/or update of the Town's Fund Balance Policy, last reviewed in 2011.

Item #2022-07-13

Action to consider instructing staff to incorporate sustainability practices into Town operations and planning. (Councilor Wilder Cross Spon.)

Item 2022-07-13 instructs staff to incorporate sustainable practices in Town operations where reasonably possible, and to report back during the next budget cycle on other sustainability options,

which could include a sustainability coordinator.

Item #2022-07-14

Action to consider establishing a Town Council workshop for the month of August with the Gorham Economic Development Corporation. (Councilor Pratt Spon.)

Establishes the regular August Council Workshop date as a meeting to discuss the Town Council’s economic development goals with the GEDC.

Item #2022-07-15

Action to consider authorizing a third phase of American Rescue Plan Act funding. (Councilor Pratt Spon.)

This item releases \$1,431,420.00 in ARPA funding for town projects. The list has been compiled by Town staff, and reviewed and edited by the Town Manager after input from the Town Council at your last ARPA workshop. If the total requested amount is authorized, approximately \$175,000 to \$200,000 will remain in ARPA funding depending on the final expenditures of previously approved projects. Not all the funding will be immediately spent as some of the projects may take one to two years to complete. A recent change in ARPA rules allows the Town to be more flexible in expenditures; however, staff compiled the list to align with the insight provided by the Town Council, and to take advantage of cost savings, and/or other opportunities where available.

Staff from all the affected departments will be on hand at the meeting to answer any questions. Questions before the meeting can be directed to the Town Manager.

<u>ITEM</u>	<u>DEPARTMENT</u>	<u>COST</u>
Skate Park Contingency - Small Shade / Picnic Pavilion	Administration / Rec	\$38,000.00
Heart Monitors for Ambulances (3)	Fire Department	\$130,200.00
Battery Extraction Equipment (Half funded in FY23 Capital Part II)	Fire Department	\$37,000.00
Security Camera Replacements / Upgrades - Outlying Fire Stations, PD, Expansion in Town Buildings	PD, FIRE, ADMIN	\$39,000.00
End of No Cost Lease Electric Vehicle Buyout (3)	Administration	\$66,720.00
New Radio Repeater System (Police, Fire, Public Works)	Police Department	\$175,000.00
Camera Installs - Recording Equipment - Conference Room B	GOCAM	\$36,000.00
Camera Installs - Recording Equipment - Baxter Conference Room	GOCAM	\$12,000.00
New Portable Cameras (2)	GOCAM	\$8,000.00
Perimeter Fencing for Dog Park	Recreation	\$26,000.00
Senior Access & Drainage Improvements Little Falls Activity Center Entrance	Recreation	\$24,000.00

Kayak Docking System at Shaw Park	Recreation	\$13,000.00
Ground Trash Container Systems (12 Units throughout parks)	Recreation	\$36,000.00
Benches (Parks & Trails)	Recreation	\$26,000.00
Pavilion in front of Gorham Municipal Center	Recreation / Administration / Library	\$125,000.00
Pavilion at Shaw Park	Recreation	\$175,000.00
Concrete Board Games (Shaw Park, Little Falls Activity Center)	Recreation	\$8,000.00
Technology Improvements Town wide	Technology	\$45,000.00
Shade Structures (2) - Little Falls Pickleball Courts & Chick Property	Recreation	\$14,000.00
Fixed Metal Benches in Gorham Village	Economic Development / Administration	\$12,500.00
Business Sign Grant Program	Economic Development / Administration	\$25,000.00
Signage (Gorham Villages)	Economic Development / Administration	\$32,000.00
Business Expansion Grant - Competitive	Economic Development / Administration	\$45,000.00
Pedestrian Street Light Purchases for Gorham Village (Possible MDOT matching grant)	Administration / Economic Development	\$45,000.00
Bottle filling station retrofits for water fountains in offices (4)	Administration	\$12,000.00
Financial Software (Gorham School Department Share - Town funded in FY23 Budget)	Administration	\$249,000.00
Recreation Trail Expansions	Recreation	\$15,000.00
	TOTAL	\$1,431,420.00

Adjourn



**TOWN OF GORHAM
CLERK'S OFFICE**

75 South Street, Suite 1
Gorham, Maine 04038 Phone:
Phone: (207) 222-1670 ♦ Fax: (207) 839-5036

MARIJUANA LICENSE APPLICATION

**FEES FOR
APPLICATION AND
LICENSE REVIEW**

Adult-Use and Medical Marijuana Licensing Ordinance Section 17, License Fees:
"Licensing fees for adult-use marijuana establishments and medical marijuana businesses shall be paid annually as set forth below. All applications must be submitted with a nonrefundable/nontransferable \$500 fee. If an application is approved, the following license fees must be paid before the Town will issue a license:"

Application Fee: \$500.00

- Adult-Use Marijuana Manufacturing Facility \$5,000.00
- Adult-Use Marijuana Cultivation Facility:
 - Tier 1 (0 to 500 SF of plant canopy) \$1,000
 - Tier 2 (501 to 2,000 SF of mature plant canopy) \$1,500
 - Tier 3 (2,001 to 7,000 SF of mature plant canopy) \$2,500
 - Tier 4 (> 7,000 SF of mature plant canopy) \$5,000
- Adult-Use Nursery Cultivation Facility (plant canopies of individual Nursery Cultivations are capped at 1,000 SF, subject to the requirements and restrictions of State law.) \$1,000
- Adult-Use Marijuana Testing Facility \$3,000

- Medical Marijuana Caregiver (Non-Home Occupation):
 - Tier 1 (0 to 500 SF of plant canopy) \$1,000
 - Tier 2 (501 to 2,000 SF of mature plant canopy) \$1,500
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 - Tier 4 (> 7,000 SF of mature plant canopy) \$5,000
- Medical Marijuana Manufacturing Facility \$5,000
- Medical Marijuana Testing Facility \$3,000

Renewal applications for adult-use marijuana cultivation licenses may seek an increase to a higher tier if they comply with the requirements in this section and State law.

PROPERTY DESCRIPTION	Parcel ID	Map(s)	Lot(s)	Zoning District:	<input type="checkbox"/> Rural	<input checked="" type="checkbox"/> Industrial	<input type="checkbox"/> Olde Canal
	Physical Address: 44 Sanford Drive Gorham Maine						

PROPERTY OWNER'S INFORMATION	Name	Jim Fox	Mailing Address	288 Masher Rd
	Phone	[REDACTED]		Gorham Maine 04038
	Email	[REDACTED]		

APPLICANT'S INFORMATION IF DIFFERENT FROM OWNER	Name	Andrew Rosenfeld	Name of Business	Second Nature LLC
	Phone	207-272-6056	Mailing Addresses: Residential And Business	20 Bartley Ave Portland ME 04103
	Email	[REDACTED]		

BUSINESS INFORMATION	Owner's Name(s)	Andrew Rosenfeld	Mailing Address	20 Bartley Ave Portland ME 04103
	Phone	207-272-6056		
	Email	[REDACTED]		

Documentation to be provided with application. All documentation must be provided at time of application submission.

- Recent passport style photograph
- Applicant's driver's license
- Sketch showing building footprint, interior layout, and parking plan.
- Copy of tax map showing property lines, and property lines of other properties within 1,000 feet.

- Copy of tax map showing pre existing public or private school with 750 feet of the property.
- Operating Plan that addresses wastewater, disposal of solid waste, ventilation and odor, parking, and landscaping. (see Section 10, Subsection 7)
- Copy of State of Maine conditional license

Section 10 Standards for license General: 2. Adult-use marijuana establishments and medical marijuana businesses may not be located on property within seven hundred and fifty (750) feet of the property line of a preexisting public or private school (K12). For the purposes of this Ordinance, "school" includes a public school, private school, or public preschool program as defined in 20-A M.R.S.A. §1, or any other educational facility that serves children from prekindergarten to grade 12. Required setbacks shall be measured as the most direct, level, shortest, without regard to the intervening structures or objects, straight-line distance between the school property line and the property line of the parcel of land on which the adult-use marijuana establishment or medical marijuana business is located. If the adult-use marijuana establishment or medical marijuana business is located within a subdivision, the required setback shall be measured from the front door of the facility to the property line of the school. Presence of a town, city, county, or other political subdivision boundary shall be irrelevant for purposes of calculating and applying the distance requirements of this Section.

For additional information, please review the Marijuana Cultivation or Manufacturing Facility Licensing Ordinance. The ordinance is available here <https://www.gorham-me.org/codes-ordinances/pages/general-ordinances> or a copy may be requested at the Town Clerk's office.

ADDITIONAL COMMENTS:

The undersigned hereby makes application to the Town of Gorham for approval of the proposed use and declares the foregoing to be true and accurate to the best of his/her knowledge.


 APPLICANT OR AGENT'S SIGNATURE

5/27/22
 DATE

Andrew Rosenfeld
 PLEASE TYPE OR PRINT NAME

For office use only:		
Code Enforcement Officer Review Comments submitted:	OK	Date 6/15/22
Police Department Review Comments submitted:	OK	Date 6/8/22
Fire Department Review Comments submitted:	OK	Date 6/14/22
Other Staff Comments:	Planning	Date 6/2/22
Town Council Decision:	APPROVED/DENIED	Date



Laurie Nordfors <lnordfors@gorham.me.us>

Andrew Rosenfeld, Second Nature LLC, 44 Sanford Drive.

Carolyn Eyerman <ceyerman@gorham.me.us>

Thu, Jun 2, 2022 at 2:57 PM

To: Laurie Nordfors <lnordfors@gorham.me.us>

Cc: Christopher Poulin <cpoulin@gorham.me.us>, freeman abbott <fabbott@gorham.me.us>, Tom Poirier <tpoirier@gorham.me.us>, daniel young <dyoung@gorham.me.us>, Charles Jarrett <cjarrett@gorham.me.us>, Michael Nault <mnault@gorham.me.us>, Kenny Fickett <kfickett@gorham.me.us>, Christopher Sanborn <csanborn@gorham.me.us>, Brianna Freeman <bfreeman@gorham.me.us>, Kristiina Robinson <krobinson@gorham.me.us>

The operating plan meets all but one of the criteria within the ordinance.

Odor - The operating plan states that there is "minimal odor if any..." The ordinance does not allow any odor to escape the property. The applicant should confirm this performance standard can be complied with.

[Quoted text hidden]

[Quoted text hidden]



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--

All the best,

Carol

Carol Eyerman, AICP
Town Planner

Town of Gorham
75 South Street, Suite 1
Gorham, ME 04086
Phone 1.207.222.1620

Happy 53rd Anniversary to the Maine Association of Planners! Thank you to all the volunteers who have kept the organization strong for all these years. Bravo!

When you sell privacy & exclusivity, every new home is a degradation of that asset. When you sell community, each new home enhances the asset. ~Vince Graham

The relationship between urban productivity and urban size has been recognized and studied for a long time. Alonso (1971) developed a model that assumed that both benefits and costs increased with city size, with the benefit curve increasing less and less and the cost curve increasing more and more. Also, when the average potential job-home



Laurie Nordfors <lnordfors@gorham.me.us>

Re: Andrew Rosenfeld, Second Nature LLC, 44 Sanford Drive.

Daniel Young <dyoung@gorham.me.us>
To: Laurie Nordfors <lnordfors@gorham.me.us>

Wed, Jun 8, 2022 at 3:29 PM

Good Afternoon Laurie,

Andrew Rosenfeld is approved by the PD

Sgt. Young

On Wed, Jun 1, 2022 at 1:13 PM Laurie Nordfors <lnordfors@gorham.me.us> wrote:

Hello,
Andrew Rosenfeld, Second Nature LLC, 44 Sanford Drive has applied for his renewal Medical Marijuana License.
Please email me when you approve the application.

Laurie
Laurie K Nordfors, CCM
Town Clerk
Registrar of Voters
Motor Vehicle Agent
Assistant Tax Collector
Town of Gorham
75 South Street
Gorham, ME 04038
207-222-1670
fax - 207-839-5036



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Laurie Nordfors <lnordfors@gorham.me.us>

44 Sanford Dr

1 message

Charles Jarrett <cjarrett@gorham.me.us>
To: Laurie Nordfors <lnordfors@gorham.me.us>
Cc: Kenny Fickett <kfickett@gorham.me.us>

Tue, Jun 14, 2022 at 3:35 PM

Laurie,

Chief Fickett approves this license.

--

Charles Jarrett, Fire Inspector
IAAI - CFI
NFPA - CFPE / CFI - II

Gorham Fire Department
270 Main Street
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(207) 222-1618

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Laurie Nordfors <lnordfors@gorham.me.us>

(no subject)

Freeman Abbott <fabbott@gorham.me.us>

Wed, Jun 15, 2022 at 3:39 PM

To: Laurie Nordfors <lnordfors@gorham.me.us>, Code Permits <codepermits@gorham.me.us>, Charles Jarrett <cjarrett@gorham.me.us>

Laurie , Ok to send 5 Little Wing unit C and A and 44 Sanford Drive to Town Council

Freeman Abbott
Town of Gorham Code Enforcement Officer
Building Inspector LPI
75 South Street, Ste. 1
Gorham, ME 04038
(207)222-1605



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PROPERTY DESCRIPTION	Parcel ID	Map(s)	12	Lot(s)	2	Zoning District:	<input type="checkbox"/> Rural	<input checked="" type="checkbox"/> Industrial	<input type="checkbox"/> Olde Canal
	Physical Address	5 little wing lane, unit C							

PROPERTY OWNER'S INFORMATION	Name	Dave Cowan			Mailing Address	6 Millbrook Dr Old Orchard Beach ME 04064			
	Phone	207 277-1611							
	Email	[REDACTED]							

APPLICANT'S INFORMATION IF DIFFERENT FROM OWNER	Name	Jared Dinnore			Name of Business	NO NAME			
	Phone	207 317 1718				17 Grete way, Falmouth 04101			
	Email	[REDACTED]				15 little wing lane, unit C Gorham			

BUSINESS INFORMATION	Owner's Name(s)	N/A			Mailing Address				
	Phone	N/A							
	Email	N/A							

Documentation to be provided with application. All documentation must be provided at time of application submission.

- Recent passport style photograph
- Applicant's driver's license
- Sketch showing building footprint, interior layout, and parking plan.
- Copy of tax map showing property lines, and property lines of other properties within 1,000 feet.

- Copy of tax map showing pre existing public or private school with 750 feet of the property.
- Operating Plan that addresses wastewater, disposal of solid waste, ventilation and odor, parking, and landscaping. (see Section 10, Subsection 7)
- Copy of State of Maine conditional license

Section 10 Standards for license General: 2. Adult-use marijuana establishments and medical marijuana businesses may not be located on property within seven hundred and fifty (750) feet of the property line of a preexisting public or private school (K12). For the purposes of this Ordinance, "school" includes a public school, private school, or public preschool program as defined in 20-A M.R.S.A. §1, or any other educational facility that serves children from prekindergarten to grade 12. Required setbacks shall be measured as the most direct, level, shortest, without regard to the intervening structures or objects, straight-line distance between the school property line and the property line of the parcel of land on which the adult-use marijuana establishment or medical marijuana business is located. If the adult-use marijuana establishment or medical marijuana business is located within a subdivision, the required setback shall be measured from the front door of the facility to the property line of the school. Presence of a town, city, county, or other political subdivision boundary shall be irrelevant for purposes of calculating and applying the distance requirements of this Section.

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ADDITIONAL COMMENTS:

used from last year's APP.

The undersigned hereby makes application to the Town of Gorham for approval of the proposed use and declares the foregoing to be true and accurate to the best of his/her knowledge.



APPLICANT OR AGENT'S SIGNATURE

4/20/22
DATE

Jared Dransmore
PLEASE TYPE OR PRINT NAME

For office use only:			
Code Enforcement Officer Review Comments submitted:	OK	Date	6/15/22
Police Department Review Comments submitted:	OK	Date	4/29/22
Fire Department Review Comments submitted:	OK	Date	6/14/22
Other Staff Comments:	Planning	Date	4/22/22
Town Council Decision:	APPROVED/DENIED	Date	



Laurie Nordfors <lnordfors@gorham.me.us>

Jared Dinsmore, 5 Little Wing Lane, Unit C - Medical Marijuana License Renewal application

Carolyn Eyerman <ceyerman@gorham.me.us>

Fri, Apr 22, 2022 at 9:55 AM

To: Laurie Nordfors <lnordfors@gorham.me.us>

Cc: Christopher Poulin <cpoulin@gorham.me.us>, freeman abbott <fabbott@gorham.me.us>, Tom Poirier <tpoirier@gorham.me.us>, daniel young <dyoung@gorham.me.us>, Charles Jarrett <cjarrett@gorham.me.us>, Michael Nault <mnault@gorham.me.us>, Kenny Fickett <kfickett@gorham.me.us>, Christopher Sanborn <csanborn@gorham.me.us>, brianna freeman <bfreeman@gorham.me.us>

The operating plan meets the standards of the ordinance.

[Quoted text hidden]

[Quoted text hidden]



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All the best,

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Laurie Nordfors <lnordfors@gorham.me.us>

Marijuana Backgrounds

Daniel Young <dyoung@gorham.me.us>
To: Laurie Nordfors <lnordfors@gorham.me.us>

Fri, Apr 29, 2022 at 11:56 AM

Good Afternoon Laurie

The following backgrounds are completed and approved by the PD:

Anthony Digilio
Jared Dinsmore
Matthew Burnham
Joshua Moody
Carlos Barajas
John Larochele

This should be all the outstanding backgrounds for Marijuana facilities.

Thanks for your patience,

Dan



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Laurie Nordfors <lnordfors@gorham.me.us>

5C Little Wing Way

1 message

Charles Jarrett <cjarrett@gorham.me.us>
To: Laurie Nordfors <lnordfors@gorham.me.us>
Cc: Kenny Fickett <kfickett@gorham.me.us>

Tue, Jun 14, 2022 at 3:35 PM

Laurie,

Chief Fickett approves this license.

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Charles Jarrett, Fire Inspector
IAAI - CFI
NFPA - CFPE / CFI - II

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*Paul
5/16/22*



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- Medical Marijuana Caregiver (Non-Home Occupation):**
 - Tier 1 (0 to 500 SF of plant canopy) \$1,000**
 - Tier 2 (501 to 2,000 SF of mature plant canopy) \$1,500**
 - Tier 3 (2,001 to 7,000 SF of mature plant canopy) \$2,500**
 - Tier 4 (> 7,000 SF of mature plant canopy) \$5,000**
 - Medical Marijuana Manufacturing Facility \$5,000**
 - Medical Marijuana Testing Facility \$3,000**
- Renewal applications for adult-use marijuana cultivation licenses may seek an increase to a higher tier if they comply with the requirements in this section and State law.

PROPERTY DESCRIPTION	Parcel ID	Map(s)	12	Lot(s)	12-00 2	Zoning District:	<input type="checkbox"/> Rural	<input checked="" type="checkbox"/> Industrial	<input type="checkbox"/> Olde Canal
	Physical Address	5 Little Wing Lane, Unit A							

PROPERTY OWNER'S INFORMATION	Name	Dave Cowan	Mailing Address	6 Millbrook Drive, Old Orchard Beach, Maine 04064
	Phone	207-233-4011		
	Email	[REDACTED]		

APPLICANT'S INFORMATION IF DIFFERENT FROM OWNER	Name	Alexis Cantara	Name of Business	XOCC LLC
	Phone	207-329-1066	Mailing Addresses: Residential And Business	156 Brook Road, Falmouth Maine 04105
	Email	Hello@XO-CC.com		

BUSINESS INFORMATION	Owner's Name(s)	Alexis Cantara Keith Noyes	Mailing Address
	Phone	207-329-1066 207-766-8290	
	Email	Hello@XO-CC.com	

Documentation to be provided with application. All documentation must be provided at time of application submission.

- Recent passport style photograph
- Applicant's driver's license
- Sketch showing building footprint, interior layout, and parking plan.
- Copy of tax map showing property lines, and property lines of other properties within 1,000 feet.

- Copy of tax map showing pre existing public or private school with 750 feet of the property.
- Operating Plan that addresses wastewater, disposal of solid waste, ventilation and odor, parking, and landscaping. (see Section 10, Subsection 7)
- Copy of State of Maine conditional license

Section 10 Standards for license General: 2. Adult-use marijuana establishments and medical marijuana businesses may not be located on property within seven hundred and fifty (750) feet of the property line of a preexisting public or private school (K12). For the purposes of this Ordinance, "school" includes a public school, private school, or public preschool program as defined in 20-A M.R.S.A. §1, or any other educational facility that serves children from prekindergarten to grade 12. Required setbacks shall be measured as the most direct, level, shortest, without regard to the intervening structures or objects, straight-line distance between the school property line and the property line of the parcel of land on which the adult-use marijuana establishment or medical marijuana business is located. If the adult-use marijuana establishment or medical marijuana business is located within a subdivision, the required setback shall be measured from the front door of the facility to the property line of the school. Presence of a town, city, county, or other political subdivision boundary shall be irrelevant for purposes of calculating and applying the distance requirements of this Section.

For additional information, please review the Marijuana Cultivation or Manufacturing Facility Licensing Ordinance. The ordinance is available here <https://www.gorham-me.org/codes-ordinances/pages/general-ordinances> or a copy may be requested at the Town Clerk's office.

ADDITIONAL COMMENTS:
 Application fee and license fee mailed to the Town Clerks office. Thank you

The undersigned hereby makes application to the Town of Gorham for approval of the proposed use and declares the foregoing to be true and accurate to the best of his/her knowledge.

Alexis Cantara
 APPLICANT OR AGENT'S SIGNATURE

05-04-22
 DATE

Alexis Cantara
 PLEASE TYPE OR PRINT NAME

For office use only:		
Code Enforcement Officer Review Comments submitted:	6/c	Date 6/15/22
Police Department Review Comments submitted:	OK	Date 5/17/22
Fire Department Review Comments submitted:	OK	Date 6/14/22
Other Staff Comments:	Planning OK	Date 5/20/22
Town Council Decision:	APPROVED/DENIED	Date



Laurie Nordfors <lnordfors@gorham.me.us>

Marijuana backgrounds

Daniel Young <dyoung@gorham.me.us>
To: Laurie Nordfors <lnordfors@gorham.me.us>

Tue, May 17, 2022 at 3:07 PM

Good Afternoon Laurie,

You picked a good day to send me background checks. I was able to get them all done today.

The PD approves the following:

Ryan Nadeau- Skyfall Cannopy, LLC

Alexis Cantara- X0XX, LLC

Dylan Turner- Leaf Labs, LLC

Andrew Clough- White Pines Tech, LLC

Sgt. Young
Gorham PD



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Laurie Nordfors <lnordfors@gorham.me.us>

Alexis Cantara-XOCC LLC-5 Little Wing Lane Unit A

Carolyn Eyerman <ceyerman@gorham.me.us>

Fri, May 20, 2022 at 1:01 PM

To: Laurie Nordfors <lnordfors@gorham.me.us>

Cc: Christopher Poulin <cpoulin@gorham.me.us>, freeman abbott <fabott@gorham.me.us>, Tom Poirier <tpoirier@gorham.me.us>, daniel young <dyoung@gorham.me.us>, Charles Jarrett <cjarrett@gorham.me.us>, Michael Nault <mnault@gorham.me.us>, Kenny Fickett <kfickett@gorham.me.us>, Christopher Sanborn <csanborn@gorham.me.us>, Brianna Freeman <bfreeman@gorham.me.us>

This operating plan meets the intent of the ordinance.

[Quoted text hidden]

[Quoted text hidden]



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All the best,

Carol

Carol Eyerman, AICP
Town Planner

Town of Gorham
75 South Street, Suite 1
Gorham, ME 04086
Phone 1.207.222.1620

Happy 53rd Anniversary to the Maine Association of Planners! Thank you to all the volunteers who have kept the organization strong for all these years. Bravo!

When you sell privacy & exclusivity, every new home is a degradation of that asset. When you sell community, each new home enhances the asset. ~Vince Graham

The relationship between urban productivity and urban size has been recognized and studied for a long time. Alonso (1971) developed a model that assumed that both benefits and costs increased with city size, with the benefit curve increasing less and less and the cost curve increasing more and more. Also, when the average potential job-home distance increases by 10%, the effective size of the labor market decreases by about 11.5%. ~ Size, Sprawl, Speed and the Efficiency of Cities, Remy Prud'homme and Chang-Woon Lee



Laurie Nordfors <lnordfors@gorham.me.us>

5A Little Wing Way

1 message

Charles Jarrett <cjarrett@gorham.me.us>
To: Laurie Nordfors <lnordfors@gorham.me.us>
Cc: Kenny Fickett <kfickett@gorham.me.us>

Tue, Jun 14, 2022 at 3:35 PM

Laurie,

Chief Fickett approves this license.

--

Charles Jarrett, Fire Inspector
IAAI - CFI
NFPA - CFPE / CFI - II

Gorham Fire Department
270 Main Street
Gorham, ME 04038
(207) 222-1618

FIRE PREVENTION - Supporting the Department's mission through Investigation, Inspection, Education and Enforcement.



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Laurie Nordfors <lnordfors@gorham.me.us>

(no subject)

Freeman Abbott <fabbott@gorham.me.us>

Wed, Jun 15, 2022 at 3:39 PM

To: Laurie Nordfors <lnordfors@gorham.me.us>, Code Permits <codepermits@gorham.me.us>, Charles Jarrett <cjarrett@gorham.me.us>

Laurie , Ok to send 5 Little Wing unit C and A and [44 Sanford Drive](#) to Town Council

Freeman Abbott
Town of Gorham Code Enforcement Officer
Building Inspector LPI
75 South Street, Ste. 1
Gorham, ME 04038
(207)222-1605



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TOWN OF GORHAM
CLERK'S OFFICE

75 South Street, Suite 1
Gorham, Maine 04038 Phone:
Phone: (207) 222-1670 ♦ Fax: (207) 839-5036

MARIJUANA LICENSE APPLICATION

FEES FOR APPLICATION AND LICENSE REVIEW

Adult-Use and Medical Marijuana Licensing Ordinance Section 17, License Fees:
"Licensing fees for adult-use marijuana establishments and medical marijuana businesses shall be paid annually as set forth below. All applications must be submitted with a nonrefundable/nontransferable \$500 fee. If an application is approved, the following license fees must be paid before the Town will issue a license:"

Application Fee: \$500.00

- Adult-Use Marijuana Manufacturing Facility \$5,000.00
- Adult-Use Marijuana Cultivation Facility:
 - Tier 1 (0 to 500 SF of plant canopy) \$1,000
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- Medical Marijuana Manufacturing Facility \$5,000
- Medical Marijuana Testing Facility \$3,000

Renewal applications for adult-use marijuana cultivation licenses may seek an increase to a higher tier if they comply with the requirements in this section and State law.

PROPERTY DESCRIPTION	Parcel ID	Map(s)	Lot(s)	Zoning District:	<input type="checkbox"/> Rural	<input checked="" type="checkbox"/> Industrial	<input type="checkbox"/> Olde Canal
	Physical Address: 5 Little Wey Ln. Unit D						

PROPERTY OWNER'S INFORMATION	Name	Dave Cowan	Mailing Address	6 Millbrook Drive Gorham, ME 04064
	Phone	207-233-4011		
	Email	[REDACTED]		

APPLICANT'S INFORMATION IF DIFFERENT FROM OWNER	Name	Ryan Nadew	Name of Business	
	Phone		Mailing Addresses: Residential And Business	
	Email			

BUSINESS INFORMATION	Owner's Name(s)	Skyfall Cannopy LLC	Mailing Address	5 Little Wey Ln. Unit D Gorham, ME 04038
	Phone	207 974 6004		
	Email			

<p>Documentation to be provided with application. All documentation must be provided at time of application submission.</p> <p><input type="checkbox"/> Recent passport style photograph</p> <p><input type="checkbox"/> Applicant's driver's license</p> <p><input type="checkbox"/> Sketch showing building footprint, interior layout, and parking plan.</p> <p><input type="checkbox"/> Copy of tax map showing property lines, and property lines of other properties within 1,000 feet.</p>
<p><input type="checkbox"/> Copy of tax map showing pre existing public or private school with 750 feet of the property.</p> <p><input type="checkbox"/> Operating Plan that addresses wastewater, disposal of solid waste, ventilation and odor, parking, and landscaping. (see Section 10, Subsection 7)</p> <p><input type="checkbox"/> Copy of State of Maine conditional license</p>
<p>Section 10 Standards for license General: 2. Adult-use marijuana establishments and medical marijuana businesses may not be located on property within seven hundred and fifty (750) feet of the property line of a preexisting public or private school (K12). For the purposes of this Ordinance, "school" includes a public school, private school, or public preschool program as defined in 20-A M.R.S.A. §1, or any other educational facility that serves children from prekindergarten to grade 12. Required setbacks shall be measured as the most direct, level, shortest, without regard to the intervening structures or objects, straight-line distance between the school property line and the property line of the parcel of land on which the adult-use marijuana establishment or medical marijuana business is located. If the adult-use marijuana establishment or medical marijuana business is located within a subdivision, the required setback shall be measured from the front door of the facility to the property line of the school. Presence of a town, city, county, or other political subdivision boundary shall be irrelevant for purposes of calculating and applying the distance requirements of this Section.</p>
<p>For additional information, please review the Marijuana Cultivation or Manufacturing Facility Licensing Ordinance. The ordinance is available here https://www.gorham-me.org/codes-ordinances/pages/general-ordinances or a copy may be requested at the Town Clerk's office.</p>
<p>ADDITIONAL COMMENTS:</p>

The undersigned hereby makes application to the Town of Gorham for approval of the proposed use and declares the foregoing to be true and accurate to the best of his/her knowledge.


 APPLICANT OR AGENT'S SIGNATURE

5/6/22
 DATE

Valeric R Nadeau
 PLEASE TYPE OR PRINT NAME

For office use only:		
Code Enforcement Officer Review Comments submitted:		Date
Police Department Review Comments submitted:	OK	Date 5/17/22
Fire Department Review Comments submitted:		Date
Other Staff Comments:	Planning OK	Date 5/20/22
Town Council Decision:	APPROVED/DENIED	Date



Laurie Nordfors <lnordfors@gorham.me.us>

Marijuana backgrounds

Daniel Young <dyoung@gorham.me.us>
To: Laurie Nordfors <lnordfors@gorham.me.us>

Tue, May 17, 2022 at 3:07 PM

Good Afternoon Laurie,

You picked a good day to send me background checks. I was able to get them all done today.

The PD approves the following:

Ryan Nadeau- Skyfall Cannopy, LLC
Alexis Cantara- XOOX, LLC
Dylan Turner- Leaf Labs, LLC
Andrew Clough- White Pines Tech, LLC

Sgt. Young
Gorham PD



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Laurie Nordfors <lnordfors@gorham.me.us>

Ryan Nadeau- Skyfall Cannapy- 5 Little Wing Lane Unit D

Carolyn Eyerman <ceyerman@gorham.me.us>

Fri, May 20, 2022 at 1:12 PM

To: Laurie Nordfors <lnordfors@gorham.me.us>

Cc: Christopher Poulin <cpoulin@gorham.me.us>, freeman abbott <fabbott@gorham.me.us>, Tom Poirier <tpoirier@gorham.me.us>, daniel young <dyoung@gorham.me.us>, Charles Jarrett <cjarrett@gorham.me.us>, Michael Nault <mnault@gorham.me.us>, Kenny Fickett <kfickett@gorham.me.us>, Christopher Sanborn <csanborn@gorham.me.us>, Brianna Freeman <bfreeman@gorham.me.us>

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[Quoted text hidden]

[Quoted text hidden]



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All the best,

Carol

Carol Eyerman, AICP
Town Planner

Town of Gorham
75 South Street, Suite 1
Gorham, ME 04086
Phone 1.207.222.1620

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Gorham Fire Department

Kenneth Fickett, Chief
Telephone (207) 222-1660

270 Main Street, Gorham, ME 04038-1382
Fax (207) 839-7753

June 14, 2022

Skyfall Canopy
Attn: Ryan Nadeau
P.O. Box 397
Harrison ME, 04040

RE: 5 LITTLE WING WAY, UNIT D

SUBJ: Fire Code Violations

Mr. Nadeau,

This is to inform you of violations/ deficiencies in reference to an inspection conducted in accordance with the Town of Gorham Code of Ordinances and the Laws of the State of Maine. During the inspection of the property on June 14, 2022 the following Code violations / deficiencies were noted:

1. Your Town of Gorham license application does not include a manufacturing component and the non-solvent extraction equipment on-site is required to be included in your application. *The application must be updated or the equipment removed.*
2. Extension cords shall not be used as a substitute for permanent wiring. (NFPA 1-11.1.5) *At least four extension cords were found to be in constant use.*
3. Electrical wiring and equipment shall be in accordance with NFPA 70, National Electrical Code. (NFPA 101-9.1.2)
 - a. Unused openings, other than those intended for the operation of equipment, those intended for mounting purposes, or those permitted as part of the design for listed equipment, shall be closed to afford protection substantially equivalent to the wall of the equipment. (110.12) *An opening was found in a junction box.*
 - b. Outlets in indoor wet areas of non-dwelling units are required to be protected by Ground Fault Circuit Interruption. (210.8B6) *The electric pump motors and outlets near the water tanks are required to be GFCI protected.*

The inspection and this letter should not be considered all-inclusive, and you should not assume that there are no additional deficiencies within the building. Corrections to these items must be outlined in a plan of action that must include a time frame for compliance and the method of compliance as applicable. This plan must be submitted to this office no later than **June 24, 2022**

Gorham Fire Department

Kenneth Fickett, Chief
Telephone (207) 222-1660

270 Main Street, Gorham, ME 04038-1382
Fax (207) 839-7753

for approval. If we can be of further assistance, please feel free to call 222-1618, Mon – Fri 9 am to 4 pm or e-mail me at CJARRETT@GORHAM.ME.US.

Yours in Fire Safety,



Charles Jarrett, Fire Inspector
Gorham Fire Department

CC: Code Enforcement Office

Paid 5/16/22



**TOWN OF GORHAM
CLERK'S OFFICE**

75 South Street, Suite 1
Gorham, Maine 04038 Phone:
Phone: (207) 222-1670 ♦ Fax: (207) 839-5036

MARIJUANA LICENSE APPLICATION

**FEES FOR
APPLICATION AND
LICENSE REVIEW**

Adult-Use and Medical Marijuana Licensing Ordinance Section 17, License Fees:
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PROPERTY DESCRIPTION	Parcel ID	Map(s)	12	Lot(s)	18-3	Zoning District:	<input type="checkbox"/> Rural	<input checked="" type="checkbox"/> Industrial	<input type="checkbox"/> Olde Canal
	Physical Address	15 Pearson Dr. Gorham							

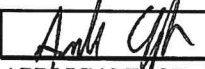
PROPERTY OWNER'S INFORMATION	Name	Bob Pearson	Mailing Address	232 Ossipee Trl
	Phone	207 329 8432		Gorham ME 04038
	Email			

APPLICANT'S INFORMATION IF DIFFERENT FROM OWNER	Name	Andrew Clough	Name of Business	White Pine Tech LLC
	Phone	719 439 7437	Mailing Addresses: Residential And Business	PO BOX 783 Standish ME 04084
	Email	[REDACTED]		512 Sand Pond Rd Limington 04

BUSINESS INFORMATION	Owner's Name(s)	Andrew Clough	Mailing Address	PO Box 783
	Phone	719 439 7437		Standish ME 04084
	Email	[REDACTED]		

<p>Documentation to be provided with application. All documentation must be provided at time of application submission.</p> <p><input checked="" type="checkbox"/> Recent passport style photograph</p> <p><input checked="" type="checkbox"/> Applicant's driver's license</p> <p><input checked="" type="checkbox"/> Sketch showing building footprint, interior layout, and parking plan.</p> <p><input checked="" type="checkbox"/> Copy of tax map showing property lines, and property lines of other properties within 1,000 feet.</p>
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 APPLICANT OR AGENT'S SIGNATURE

5-5-22
 DATE

Andrew Clough
 PLEASE TYPE OR PRINT NAME

For office use only:		
Code Enforcement Officer Review Comments submitted:		Date
Police Department Review Comments submitted:	OK	Date 5/17/22
Fire Department Review Comments submitted:		Date
Other Staff Comments:	Planning OK	Date 5/20/22
Town Council Decision:	APPROVED/DENIED	Date



Laurie Nordfors <lnordfors@gorham.me.us>

Marijuana backgrounds

Daniel Young <dyoung@gorham.me.us>
To: Laurie Nordfors <lnordfors@gorham.me.us>

Tue, May 17, 2022 at 3:07 PM

Good Afternoon Laurie,

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Sgt. Young
Gorham PD



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Laurie Nordfors <lnordfors@gorham.me.us>

Andrew Clough-White Pine Tech LLC - 15 Pearson Drive

Carolyn Eyerman <ceyerman@gorham.me.us>

Fri, May 20, 2022 at 1:02 PM

To: Laurie Nordfors <lnordfors@gorham.me.us>

Cc: Christopher Poulin <cpoulin@gorham.me.us>, freeman abbott <fabbott@gorham.me.us>, Tom Poirier <tpoirier@gorham.me.us>, daniel young <dyoung@gorham.me.us>, Charles Jarrett <cjarrett@gorham.me.us>, Michael Nault <mnault@gorham.me.us>, Kenny Fickett <kfickett@gorham.me.us>, Christopher Sanborn <csanborn@gorham.me.us>, Brianna Freeman <bfreeman@gorham.me.us>

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[Quoted text hidden]

[Quoted text hidden]



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All the best,

Carol

Carol Eyerman, AICP
Town Planner

Town of Gorham
75 South Street, Suite 1
Gorham, ME 04086
Phone 1.207.222.1620

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**Town of Gorham Community
Development**

Thomas M. Poirier, *Director of Community Development*
tpoirier@gorham.me.us
Carol Eyerman, *Town Planner*
ceyerman@gorham.me.us

GORHAM MUNICIPAL CENTER, 75 South Street, Gorham, ME 04038

Tel: 207-222-1620

TO: Town Council
Ephrem Paraschak, Town Manager

FROM: Thomas M. Poirier, Director of Community Development

SUBJECT: Office of Contractor or Tradesman

DATE: JUNE 28, 2022

IMP

Community Development Staff has put this item directly on for public hearing with the Planning Board because the proposed zoning amendment is to correct an unintended consequence of a past zoning amendment to Home Occupations. As part of the Home Occupations amendment, a definition and allowed use for Office of Contractor or Tradesman was added to the ordinance but only as a home occupation use. By having a zoning definition and not having the use identified under permitted uses makes that use prohibited.

These proposed amendments will allow for the use of Office of Contractor or Tradesman as it had been allowed previously in commercial and mixed-use districts. Some of the industrial districts allow for Office of Contractor or Tradesman with outdoor storage and had been allowed previous to the Home Occupations amendment. These industrial districts will continue to allow outside storage as they had in the past.

The Planning Board voted, 6 ayes (Thomas Hughes Absent), to recommend adoption of the zoning amendment.

Public Hearing: Public Hearing was held at the Planning Board’s June 6, 2022 meeting. No member of the Planning Board, gave public comment on the item.

AMENDMENT TRACKING

DESCRIPTION	COMMENTS	STATUS
Planning Board Public Hearing		June 6, 2022

Proposed Amendments:

Language shown underline is amendment language proposed by the Town Council.

Chapter 1: ZONING REGULATIONS

SECTION 1-9 VILLAGE CENTER DISTRICTS

SUBSECTION 1 LITTLE FALLS VILLAGE CENTERS

B. PERMITTED USES

18) Office of a contractor or tradesman

SUBSECTION 2 GORHAM VILLAGE CENTERS

B. PERMITTED USES

18) Office of a contractor or tradesman

SECTION 1-10 URBAN COMMERCIAL DISTRICT

B. PERMITTED USES

15) Office of a contractor or tradesman

SECTION 1-11 ROADSIDE COMMERCIAL DISTRICT

B. PERMITTED USES

14) Office of a contractor or tradesman.

SECTION 1-12 INDUSTRIAL DISTRICT

B. PERMITTED USES

13) Office of a contractor or tradesman with outdoor storage.

SECTION 1-13 MOSHER CORNER MIXED-USE DISTRICT

B. PERMITTED USES

23) Office of a contractor or tradesman

SECTION 1-14 OFFICE- RESIDENTIAL DISTRICT

B. PERMITTED USES

7) Office of a contractor or tradesman

SECTION 1-16 NARRAGANSETT MIXED-USE DEVELOPMENT DISTRICT

B. PERMITTED USES

1) Commercial Uses

t. Office of a contractor or tradesman

SECTION 1-21 OLDE CANAL INDUSTRIAL DISTRICT

B. PERMITTED USES

13) Office of a contractor or tradesman with outdoor storage.

SECTION 1-22 AGRICULTURAL/ INDUSTRIAL DISTRICT

B. PERMITTED USES

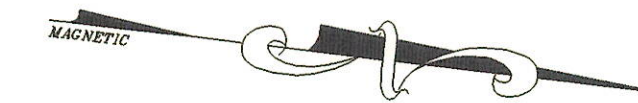
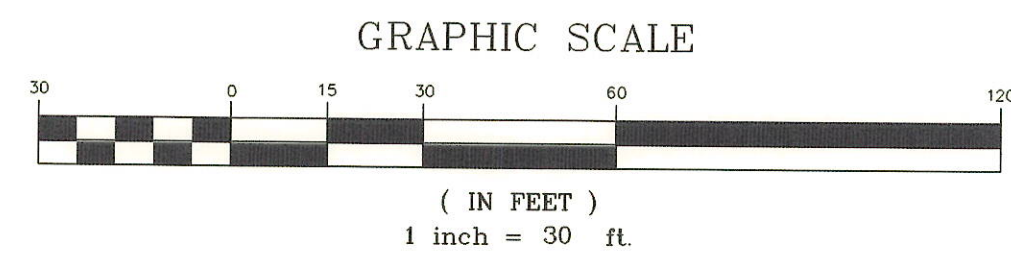
14) Office of a contractor or tradesman with accessory outdoor storage.

PREPARED BY:



Anthony Muench Landscape Architect
93 Commercial Street, Portland Maine

SEPTEMBER, 2000



ROBIE PARK MASTER PLAN



June 23, 2022
90108-01

Ephrem Paraschak, Town Manager
Gorham Municipal Center
75 South St. Suite 1
Gorham, ME 04038

**Request to Develop Retained Right of Way, Lot 14, Tannery Brook Subdivision
Map 47, Lot 26, Peter Moore and SB Enterprises**

Dear Ephrem:

On behalf of Peter Moore and SB Enterprises, we have submitted an application for a plan of private way, White Pine Lane, to service the retained land shown as Lot 14 in Phase 2 of the Tannery Brook Subdivision. The Planning Board granted approval to the subdivision at their meeting on May 9, 2019 and the plan was subsequently recorded at the Cumberland County Registry of Deeds in Plan Book 219, Page 180. As shown on the enclosed copy of the plan, the retained parcel consists of approximately 26.44 acres in the Suburban Residential District (SR) and is shown as Lot 26 on Tax Map 47. A reserved 50-foot wide right of way was retained from Freedom Drive to the retained land designated as Lot 14.

Upon the completion of construction, SB Enterprises petitioned the Town to accept Freedom Drive as a public roadway. During the acceptance process, the Town determined that the reserved right of way should be included within the roadway acceptance. SB Enterprises has subsequently sold Lot 14 to Peter Moore who plans to construct a single-family home on the lot with driveway access from Freedom Drive via the reserved right of way. As shown on the enclosed Amended Subdivision Plan, the right of way is proposed to be extended to provide a hammerhead turn around for the private way as well as the 200 feet of street frontage required for the lot. As the right of way was conveyed to the Town, the applicants respectfully request authorization from the Town Council to develop the right of way into a private way to access Lot 14 as originally intended.

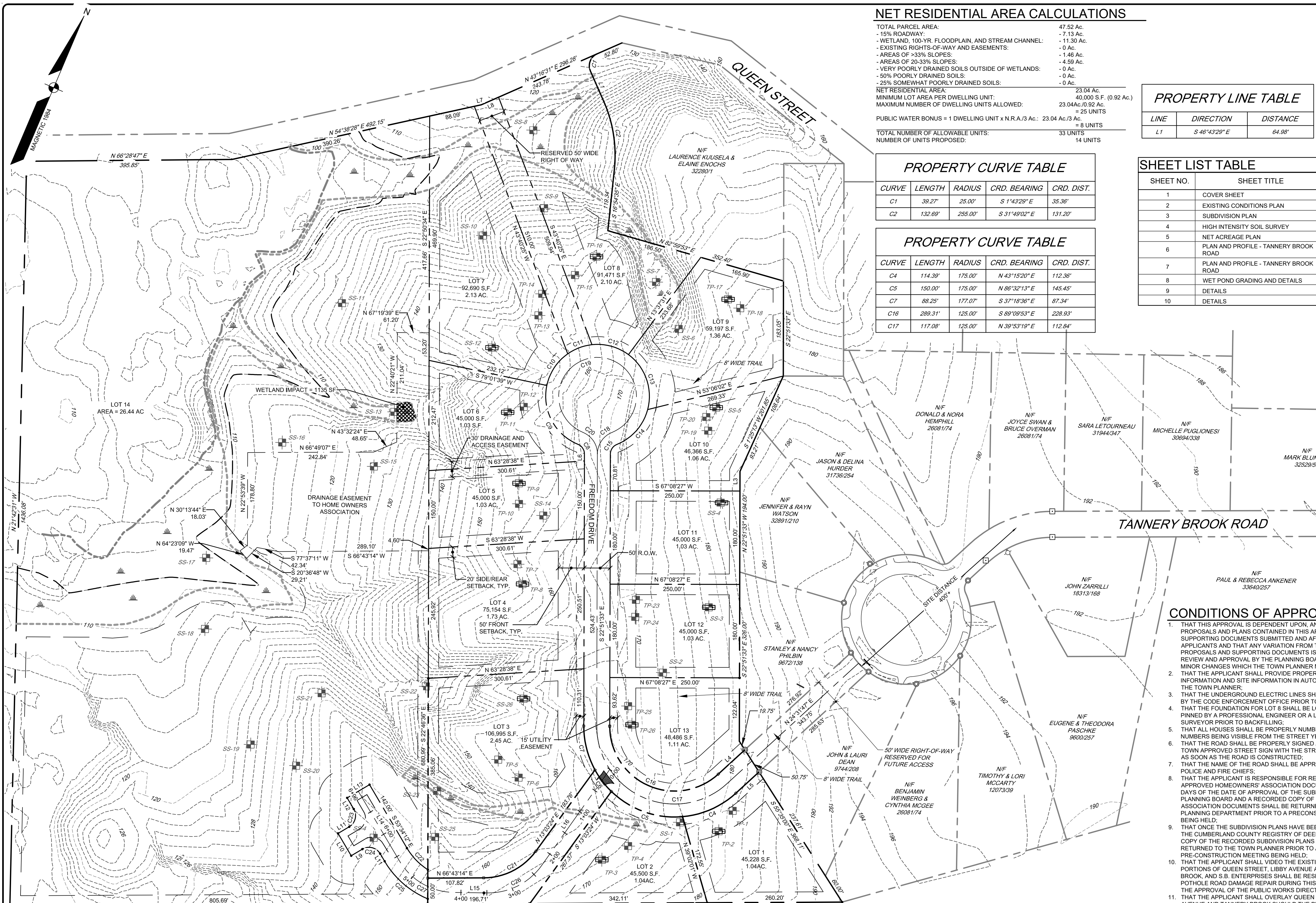
We are hopeful that we have provided sufficient information for the Council to approve the request. Upon your review of this letter, however, please call with any questions or if you require additional information regarding this request. Thank you for your consideration.

Sincerely,

SEBAGO TECHNICS, INC.

A handwritten signature in black ink that reads "Shawn M. Frank".

Shawn M. Frank, P.E.
Sr. Project Manager



NET RESIDENTIAL AREA CALCULATIONS

TOTAL PARCEL AREA:	47.52 Ac.
- 15% ROADWAY:	- 7.13 Ac.
- WETLAND, 100-YR. FLOODPLAIN, AND STREAM CHANNEL:	- 11.30 Ac.
- EXISTING RIGHTS-OF-WAY AND EASEMENTS:	- 0.00 Ac.
- AREAS OF >33% SLOPES:	- 1.46 Ac.
- AREAS OF 20-33% SLOPES:	- 4.59 Ac.
- VERY POORLY DRAINED SOILS OUTSIDE OF WETLANDS:	- 0.00 Ac.
- 50% POORLY DRAINED SOILS:	- 0.00 Ac.
- 25% SOMEWHAT POORLY DRAINED SOILS:	- 0.00 Ac.
NET RESIDENTIAL AREA:	23.04 Ac.
MINIMUM LOT AREA PER DWELLING UNIT:	40,000 S.F. (0.92 Ac.)
MAXIMUM NUMBER OF DWELLING UNITS ALLOWED:	23.04 Ac. / 0.92 Ac. = 25 UNITS
PUBLIC WATER BONUS = 1 DWELLING UNIT x N.R.A./3 AC.:	23.04 Ac. / 3 Ac. = 8 UNITS
TOTAL NUMBER OF ALLOWABLE UNITS:	33 UNITS
NUMBER OF UNITS PROPOSED:	14 UNITS

PROPERTY LINE TABLE

LINE	DIRECTION	DISTANCE
L1	S 46°43'29" E	64.98'

PROPERTY CURVE TABLE

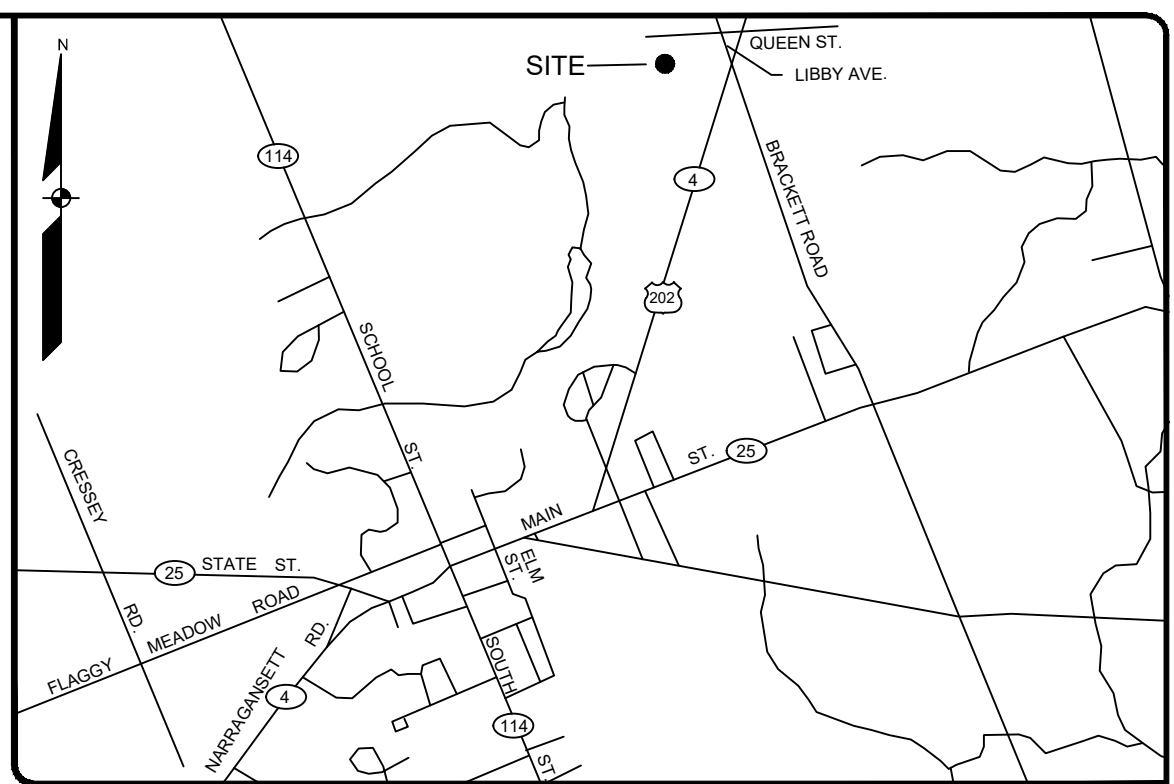
CURVE	LENGTH	RADIUS	CRD. BEARING	CRD. DIST.
C1	39.27'	25.00'	S 1°43'29" E	35.36'
C2	132.69'	255.00'	S 31°48'02" E	131.20'

PROPERTY CURVE TABLE

CURVE	LENGTH	RADIUS	CRD. BEARING	CRD. DIST.
C4	114.39'	175.00'	N 43°15'20" E	112.36'
C5	150.00'	175.00'	N 86°32'13" E	145.45'
C7	88.25'	177.07'	S 37°18'36" E	87.34'
C16	289.31'	125.00'	S 89°09'53" E	228.93'
C17	117.08'	125.00'	N 39°53'19" E	112.84'

SHEET LIST TABLE

SHEET NO.	SHEET TITLE
1	COVER SHEET
2	EXISTING CONDITIONS PLAN
3	SUBDIVISION PLAN
4	HIGH INTENSITY SOIL SURVEY
5	NET ACREAGE PLAN
6	PLAN AND PROFILE - TANNERY BROOK ROAD
7	PLAN AND PROFILE - TANNERY BROOK ROAD
8	WET POND GRADING AND DETAILS
9	DETAILS
10	DETAILS



LOCATION MAP N.T.S.

LEGEND

EXISTING	DESCRIPTION	PROPOSED
---	PROPERTY LINE/R.O.W.	---
---	ABUTTER LINE/R.O.W.	---
---	SETBACK	---
○	MONUMENT	●
○	IRON PIPE/ROD	●
C1/L1	CURVE/LINE NO.	C1/L1
---	EDGE WETLAND	---
---	WETLANDS	---
---	STREAM	---
---	EDGE PAVEMENT	---
---	EDGE GRAVEL	---
---	TREELINE	---
---	CONTOURS	---
---	HYDRANT	---
---	TEST PIT	---
---	POSSIBLE SEPTIC LOCATION	---
---	WETLAND IMPACT	---

THIS SUBDIVISION PLAN (SHEET 3 OF 10) AMENDS PLAN TITLED "SUBDIVISION PLAN OF TANNERY BROOK SUBDIVISION: PHASE 2 FOR S.B. ENTERPRISES, P.O. BOX 69, GORHAM, ME 04038" RECORDED AT THE CUMBERLAND COUNTY REGISTRY OF DEEDS ON MAY 9, 2019 IN PLAN BOOK 219, PAGE 180. THE AMENDMENT CONSISTS OF THE DESIGNATION AND EXTENSION OF THE RESERVED 50 FOOT RIGHT OF WAY TO LOT 14 TO CREATE A PRIVATE WAY, WHITE PINE LANE, FOR STREET FRONTAGE FOR LOT 14.

CONDITIONS OF APPROVAL

1. THAT THIS APPROVAL IS DEPENDENT UPON, AND LIMITED TO, THE PROPOSALS AND PLANS CONTAINED IN THIS APPLICATION AND SUPPORTING DOCUMENTS SUBMITTED AND AFFIRMED BY THE APPLICANTS AND THAT ANY VARIATION FROM THE PLANS, PROPOSALS AND SUPPORTING DOCUMENTS IS SUBJECT TO REVIEW AND APPROVAL BY THE PLANNING BOARD, EXCEPT FOR MINOR CHANGES WHICH THE TOWN PLANNER MAY APPROVE;
2. THAT THE APPLICANT SHALL PROVIDE PROPERTY LINE INFORMATION AND SITE INFORMATION IN AUTO-CAD FORMAT TO THE TOWN PLANNER;
3. THAT THE UNDERGROUND ELECTRIC LINES SHALL BE INSPECTED BY THE CODE ENFORCEMENT OFFICE PRIOR TO BACKFILL;
4. THAT THE FOUNDATION FOR LOT 8 SHALL BE LOCATED AND PINNED BY A PROFESSIONAL ENGINEER OR A LICENSED SURVEYOR PRIOR TO BACKFILLING;
5. THAT ALL HOUSES SHALL BE PROPERLY NUMBERED WITH THE NUMBERS BEING VISIBLE FROM THE STREET YEAR AROUND;
6. THAT THE ROAD SHALL BE PROPERLY SIGNED AND NAMED WITH A TOWN APPROVED STREET SIGN WITH THE STREET SIGN INSTALLED AS SOON AS THE ROAD IS CONSTRUCTED;
7. THAT THE NAME OF THE ROAD SHALL BE APPROVED BY THE POLICE AND FIRE CHIEFS;
8. THAT THE APPLICANT IS RESPONSIBLE FOR RECORDING THE APPROVED HOMEOWNERS' ASSOCIATION DOCUMENTS WITHIN 90 DAYS OF THE DATE OF APPROVAL OF THE SUBDIVISION BY THE PLANNING BOARD AND A RECORDED COPY OF THE HOMEOWNERS' ASSOCIATION DOCUMENTS SHALL BE RETURNED TO THE PLANNING DEPARTMENT PRIOR TO A PRECONSTRUCTION MEETING BEING HELD;
9. THAT ONCE THE SUBDIVISION PLANS HAVE BEEN RECORDED AT THE CUMBERLAND COUNTY REGISTRY OF DEEDS, A DATED MYLAR COPY OF THE RECORDED SUBDIVISION PLANS SHALL BE RETURNED TO THE TOWN PLANNER PRIOR TO A PRE-CONSTRUCTION MEETING BEING HELD;
10. THAT THE APPLICANT SHALL VIDEO THE EXISTING CONDITION OF PORTIONS OF QUEEN STREET, LIBBY AVENUE AND TANNERY BROOK, AND S.B. ENTERPRISES SHALL BE RESPONSIBLE FOR POT HOLE ROAD DAMAGE REPAIR DURING THIS PROJECT, MEETING THE APPROVAL OF THE PUBLIC WORKS DIRECTOR;
11. THAT THE APPLICANT SHALL OVERLAY QUEEN STREET, LIBBY AVENUE AND TANNERY BROOK SHOULD THE PUBLIC WORKS DIRECTOR FIND DAMAGE TO THE ROAD THAT HAS OCCURRED DUE TO CONSTRUCTION OF THE SUBDIVISION;
12. THAT THE APPLICANT SHALL PROVIDE PLANS SHOWING ONE-WAY SIGNAGE OF TANNERY BROOK ROAD PRIOR TO THE PLANNING BOARD'S ENDORSEMENT OF THE FINAL PLAN;
13. THAT THE PLANNING BOARD CHAIRMAN IS AUTHORIZED BY THE PLANNING BOARD TO SIGN THE FINDINGS OF FACT ON BEHALF OF THE ENTIRE BOARD;
14. THAT THE SUBDIVISION PLANS SHALL NOT BE RELEASED FOR RECORDING AT THE CUMBERLAND COUNTY REGISTRY OF DEEDS UNTIL THE REQUIRED PERFORMANCE GUARANTEE HAS BEEN POSTED MEETING THE APPROVAL OF TOWN STAFF; AND THE SUBDIVISION PLAN IS REQUIRED TO BE RECORDED WITHIN ONE YEAR OF ORIGINAL APPROVAL OR THE APPROVAL BECOMES NULL AND VOID.

GENERAL NOTES

1. THE RECORD OWNER OF THE PARCEL IS S.B. ENTERPRISES BY DEED DATED MARCH 1991 AND RECORDED AT THE CUMBERLAND COUNTY REGISTRY OF DEEDS (CORD) IN BOOK 994, PAGE 288;
2. THE PROPERTY IS SHOWN AS LOT 606 ON THE TOWN OF GORHAM TAX MAP 47 AND IS LOCATED IN THE SUBURBAN RESIDENTIAL DISTRICT (SR);
3. SPACE AND BULK CRITERIA FOR THE SUBURBAN RESIDENTIAL DISTRICT ARE AS FOLLOWS:

	NO WATER OR SEWER PUBLIC WATER	45,000 S.F.
MINIMUM LOT SIZE:	60,000 S.F.	45,000 S.F.
MINIMUM STREET FRONTAGE:	200 FEET	150 FEET
MINIMUM FRONT YARD:	50 FEET	50 FEET
MINIMUM SIDE YARD:	20 FEET	20 FEET
MINIMUM REAR YARD:	20 FEET	20 FEET
MAXIMUM BUILDING HEIGHT:	NONE	NONE
4. TOTAL AREA OF PARCEL IS APPROXIMATELY 47.52 ACRES;
5. SEBAGO TECHNICS, INC. HAS NOT PERFORMED AN INDEPENDENT BOUNDARY RETRACEMENT SURVEY OF THIS PROPERTY. THE BOUNDARY AS DEPICTED HEREON IS BASED SOLELY ON PLAN REFERENCES 6A AND 6B. TOPOGRAPHIC INFORMATION SHOWN HEREON IS BASED UPON PLAN REFERENCES 6A AND 6B AND A PARTIAL TOPOGRAPHIC SURVEY PERFORMED BY SEBAGO TECHNICS, INC. IN OCTOBER 2018;
6. PLAN REFERENCES:
 - A. "PRELIMINARY SUBDIVISION PLAN SHAKER LANE, GORHAM MAINE, R.D.E., INC. 34 PARK STREET PORTLAND MAINE", DATED AUGUST 4, 1988, AND REVISED THROUGH JANUARY 27 1989, BY LAND USE CONSULTANTS;
 - B. "FIRST AMENDED SUBDIVISION PLAN AND RECORDING PLAT, TANNERY BROOK, GORHAM MAINE, S.B. ENTERPRISES, P.O. BOX 69, GORHAM MAINE", DATED MARCH 12, 1999, BY LAND USE CONSULTANTS. THIS PLAN IS RECORDED AT CORD IN PLAN BOOK 184, PAGE 45. THIS PLAN CORRECTS AND SUPERCEDES A PREVIOUSLY RECORDED PLAN IN CORD PLAN BOOK 183, PAGE 63;
 - C. "SKETCH PLAN OF TANNERY BROOK SUBDIVISION TANNERY BROOK ROAD, GORHAM MAINE", DATED APRIL 2004, PROJECT NO. 90108, BY SEBAGO TECHNICS, INC., PREPARED FOR SHAW BROTHERS CONSTRUCTION.
7. PLAN ORIENTATION IS MAGNETIC 1984, BASED ON PLAN BY SURVEY INC., ELEVATIONS DEPICTED HEREON ARE NGVD 29 BASED ON PLAN REFERENCE 6A;
8. EACH HOUSE SHALL BE CONSTRUCTED WITH A SPRINKLER SYSTEM IN ACCORDANCE WITH GORHAM FIRE DEPARTMENT SPECIFICATIONS AND REQUIREMENTS;
9. EACH HOUSE WILL BE SERVICED BY UNDERGROUND ELECTRICAL SERVICE, MUNICIPAL WATER SERVICE AND INDIVIDUAL SUBSURFACE DISPOSAL SYSTEMS;
10. FREEDOM DRIVE HAS BEEN DESIGNED TO MEET OR EXCEED THE TOWN OF GORHAM'S RURAL ACCESS ROAD DESIGN STANDARDS. THE ROADWAY SHALL BE A PRIVATE WAY UNTIL SUCH TIME, IF EVER, THE TOWN ACCEPTS IT AS A PUBLIC STREET. ALL MAINTENANCE, INCLUDING BUT NOT LIMITED TO REPAIR, SNOW REMOVAL, SANDING, AND MAINTENANCE OF DRAINAGE FACILITIES SHALL BE THE RESPONSIBILITY OF THE DEVELOPER AND/OR HOMEOWNER'S ASSOCIATION UNTIL SUCH TIME THAT THE TOWN DECIDES TO ACCEPT THE ROAD;
11. ALL MAINTENANCE AND SIMILAR SERVICES OF STORMWATER DRAINAGE FACILITIES NOT LOCATED IN FREEDOM DRIVE RIGHT OF WAY SHALL REMAIN THE RESPONSIBILITY OF THE HOMEOWNER'S ASSOCIATION;
12. ALL DRIVEWAYS SHALL HAVE A PAVED APRON WITH AT LEAST 4" OF BITUMINOUS CONCRETE.

CENTERLINE CURVE TABLE

CURVE	LENGTH	RADIUS	CRD. BEARING	CRD. DIST.
C4	114.39'	175.00'	N 43°15'20" E	112.36'
C5	150.00'	175.00'	N 86°32'13" E	145.45'
C6	52.37'	175.00'	S 60°20'04" E	52.18'
C7	88.25'	177.07'	S 37°18'36" E	87.34'
C8	23.73'	20.00'	N 56°50'49" W	22.36'
C9	139.39'	100.00'	S 50°54'13" E	128.37'
C10	74.74'	100.00'	S 10°26'17" W	73.01'
C11	50.54'	100.00'	S 46°19'35" W	50.00'
C12	74.74'	100.00'	S 82°12'52" W	73.01'
C13	119.12'	100.00'	N 42°16'00" W	112.20'
C14	92.92'	100.00'	N 18°29'45" E	89.62'
C15	23.73'	20.00'	S 11°07'43" W	22.36'
C16	289.31'	125.00'	S 89°09'53" E	228.93'
C17	347.18'	150.00'	S 89°09'53" E	274.71'
C18	53.39'	45.00'	N 11°07'43" E	50.31'
C19	413.58'	75.00'	S 67°08'27" W	56.25'
C20	53.39'	45.00'	S 56°50'49" E	50.31'
C21	117.08'	125.00'	N 39°53'19" E	112.84'

CENTERLINE CURVE TABLE

CURVE	LENGTH	RADIUS	CRD. BEARING	CRD. DIST.
C22	58.48'	125.00'	S 66°58'19" E	57.95'
C23	39.27'	25.00'	N 8°34'12" W	35.36'
C24	39.27'	25.00'	S 81°25'48" W	35.36'
C25	112.19'	175.00'	S 71°56'07" E	110.28'

CENTERLINE CURVE TABLE

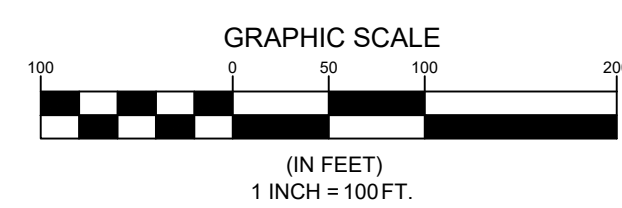
CURVE	RADIUS	LENGTH	CRD. BEARING	CRD. DIST.
C26	127.04'	122.92'	S 40°02'38" W	118.18'
C27	125.29'	124.34'	N 84°28'30" W	119.30'

PROPERTY LINE TABLE

LINE	DIRECTION	DISTANCE
L3	S 22°51'33" E	37.96'
L4	N 24°31'47" E	69.36'
L5	S 24°31'47" W	60.65'
L6	N 22°51'33" W	13.61'
L7	N 54°38'28" E	13.80'
L8	N 43°16'31" E	36.40'

PROPERTY LINE TABLE

LINE	DIRECTION	DISTANCE
L9	S 36°25'48" W	25.00'
L10	N 53°34'12" W	50.00'
L11	S 36°25'48" W	25.00'
L11	N 53°34'12" W	17.00'
L12	N 53°34'12" W	25.00'
L13	S 36°25'48" W	50.00'

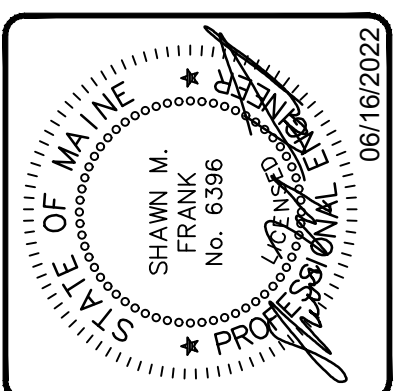


APPROVED-
TOWN OF GORHAM
PLANNING BOARD

STATE OF MAINE

RECEIVED _____ 20____
AT _____ h _____ m _____ M. AND RECORDED IN
PLAN BOOK _____ PAGE _____
ATTEST _____ REGISTRAR

TAX MAP 47, LOT 26



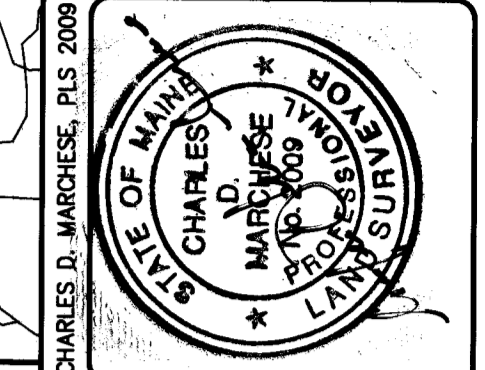
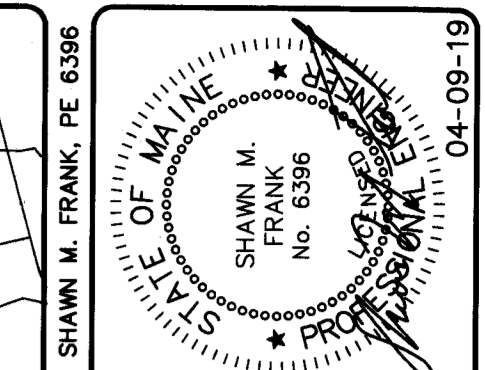
DESIGNED	CHECKED
SMF	MWE

REV. BY: DATE: AMENDED SUBDIVISION TO TOWN STATUS: A
 A: SMF 06-16-2022
 REV. BY: DATE: AMENDED SUBDIVISION TO TOWN STATUS: A
 A: SMF 06-16-2022
 THIS PLAN SHALL NOT BE RECORDED WITHOUT WRITTEN PERMISSION FROM SEBAGO TECHNICS, INC. ANY ALTERATIONS AUTHORIZED OR OTHERWISE, SHALL BE AT THE USER'S SOLE RISK AND WITHOUT LIABILITY TO SEBAGO TECHNICS, INC.

SEBAGO TECHNICS
 WWW.SEBAGOTECHNICS.COM
 75 John Roberts Rd.
 Suite 4N
 South Portland, ME 04106
 Tel: 202-220-2100

FIRST AMENDED SUBDIVISION PLAN
 OF:
 TANNERY BROOK SUBDIVISION: PHASE 2
 GORHAM, MAINE
 FOR RECORD OWNER:
 S.B. ENTERPRISES
 P.O. BOX 69
 GORHAM, MAINE 04038

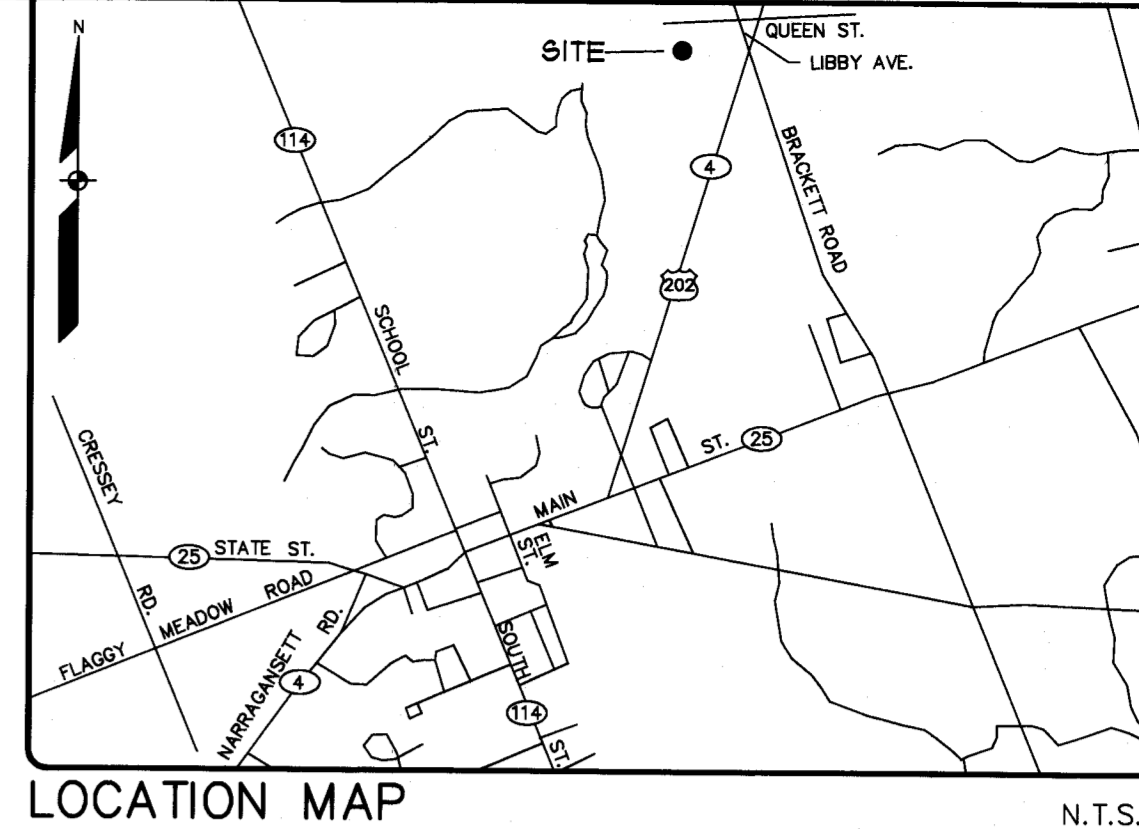
PROJECT NO. 90108 SCALE 1"=100'
 SHEET 3 OF 10



CURVE	LENGTH	RADIUS	CRD. BEARING	CRD. DIST.
C1	39.27'	25.00'	S 1°43'29" E	35.36'
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4	HIGH INTENSITY SOIL SURVEY
5	NET ACREAGE PLAN
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7	PLAN AND PROFILE - TANNERY BROOK ROAD
8	WET POND GRADING AND DETAILS
9	DETAILS
10	DETAILS



EXISTING	DESCRIPTION	PROPOSED
---	PROPERTY LINE/R.O.W.	---
---	ABUTTER LINE/R.O.W.	---
---	SETBACK	---
▣	MONUMENT	▣
○	IRON PIPE/ROD	○
C1/L1	CURVE/LINE NO.	C1/L1
---	EDGE WETLAND	---
---	WETLANDS	---
---	STREAM	---
---	EDGE PAVEMENT	---
---	EDGE GRAVEL	---
---	TREELINE	---
---	CONTOURS	---
TP-1	HYDRANT	TP-1
TP-1	TEST PIT	TP-1
---	POSSIBLE SEPTIC LOCATION	---
---	WETLAND IMPACT	---

DESIGNED	CHECKED
SMF	CDM

D SMF 04-09-19 ADD CONDITIONS OF APPROVAL
C SMF 02-05-19 FINAL SUBDIVISION SUBMISSION TO TOWN
B SMF 12-12-18 REVISE PER STAFF REVIEW AND RESUBMIT
A SMF 11-05-18 PRELIMINARY SUBDIVISION APPLICATION TO TOWN

REVISED BY: DATE: STATUS: ANY ALTERATIONS:
THIS PLAN IS VALID WITHOUT WRITTEN PERMISSION FROM SEBAGO TECHNICS, INC. ANY ALTERATIONS AUTHORIZED OR OTHERWISE, SHALL BE AT THE USER'S SOLE RISK AND WITHOUT LIABILITY TO SEBAGO TECHNICS, INC.



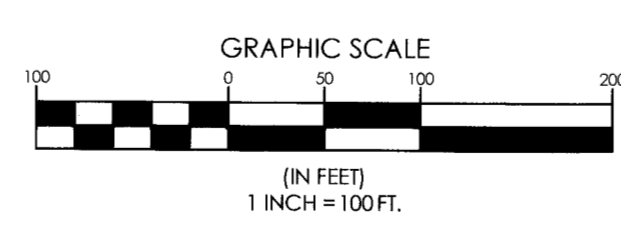
APPROVED-
TOWN OF GORHAM
PLANNING BOARD
May 9, 2019
[Signatures]

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CURVE	LENGTH	RADIUS	CRD. BEARING	CRD. DIST.
C18	140.49'	150.00'	N 39°53'19" E	135.41'
C19	347.18'	150.00'	S 89°09'53" E	274.71'
C20	53.39'	45.00'	N 11°07'43" E	50.31'
C21	413.58'	75.00'	S 67°08'27" W	56.25'
C22	53.39'	45.00'	S 56°50'49" E	50.31'

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TOTAL PARCEL AREA:	47.52 Ac.
- 15% ROADWAY:	- 7.13 Ac.
- WETLAND, 100-YR FLOODPLAIN, AND STREAM CHANNEL:	- 11.30 Ac.
- EXISTING RIGHTS-OF-WAY AND EASEMENTS:	- 0 Ac.
- AREAS OF >33% SLOPES:	- 1.46 Ac.
- AREAS OF 20-33% SLOPES:	- 4.59 Ac.
- VERY POORLY DRAINED SOILS OUTSIDE OF WETLANDS:	- 0 Ac.
- 50% POORLY DRAINED SOILS:	- 0 Ac.
- 25% SOMEWHAT POORLY DRAINED SOILS:	- 0 Ac.
NET RESIDENTIAL AREA:	23.04 Ac.
MINIMUM LOT AREA PER DWELLING UNIT:	40,000 S.F. (0.92 Ac.)
MAXIMUM NUMBER OF DWELLING UNITS ALLOWED:	= 25 UNITS
PUBLIC WATER BONUS = 1 DWELLING UNIT x N.R.A./3 Ac.:	23.04 Ac./3 Ac. = 8 UNITS
TOTAL NUMBER OF ALLOWABLE UNITS:	33 UNITS
NUMBER OF UNITS PROPOSED:	13 UNITS



CONDITIONS OF APPROVAL

1. THAT THIS APPROVAL IS DEPENDENT UPON, AND LIMITED TO, THE PROPOSALS AND PLANS CONTAINED IN THIS APPLICATION AND SUPPORTING DOCUMENTS SUBMITTED AND AFFIRMED BY THE APPLICANTS AND THAT ANY VARIATION FROM THE PLANS, PROPOSALS AND SUPPORTING DOCUMENTS IS SUBJECT TO REVIEW AND APPROVAL BY THE PLANNING BOARD, EXCEPT FOR MINOR CHANGES WHICH THE TOWN PLANNER MAY APPROVE.
2. THAT THE APPLICANT SHALL PROVIDE PROPERTY LINE INFORMATION AND SITE INFORMATION IN AUTO-CAD FORMAT TO THE TOWN PLANNER.
3. THAT THE UNDERGROUND ELECTRIC LINES SHALL BE INSTALLED BY THE CODE ENFORCEMENT OFFICE PRIOR TO BACKFILL.
4. THAT THE FOUNDATION FOR LOT 8 SHALL BE LOCATED AND PINNED BY A PROFESSIONAL ENGINEER OR A LICENSED SURVEYOR PRIOR TO BACKFILLING.
5. THAT ALL HOUSES SHALL BE PROPERLY NUMBERED WITH THE NUMBERS BEING VISIBLE FROM THE STREET YEAR AROUND.
6. THAT THE ROAD SHALL BE PROPERLY SIGNED AND NAMED WITH A TOWN APPROVED STREET SIGN WITH THE STREET SIGN INSTALLED AS SOON AS THE ROAD IS CONSTRUCTED; THAT THE NAME OF THE ROAD SHALL BE APPROVED BY THE POLICE AND FIRE CHIEFS.
7. THAT THE APPLICANT IS RESPONSIBLE FOR RECORDING THE APPROVED HOMEOWNERS' ASSOCIATION DOCUMENTS WITHIN 90 DAYS OF THE DATE OF APPROVAL OF THE SUBDIVISION BY THE PLANNING BOARD AND A RECORDED COPY OF THE HOMEOWNERS' ASSOCIATION DOCUMENTS SHALL BE RETURNED TO THE PLANNING DEPARTMENT PRIOR TO A PRE-CONSTRUCTION MEETING BEING HELD.
8. THAT ONCE THE SUBDIVISION PLANS HAVE BEEN RECORDED AT THE CUMBERLAND COUNTY REGISTRY OF DEEDS, A DATED MYLAR COPY OF THE RECORDED SUBDIVISION PLANS SHALL BE RETURNED TO THE TOWN PLANNER PRIOR TO A PRE-CONSTRUCTION MEETING BEING HELD.
9. THAT THE APPLICANT SHALL VIDEO THE EXISTING CONDITION OF PORTIONS OF QUEEN STREET, LIBBY AVENUE AND TANNERY BROOK, AND S.B. ENTERPRISES SHALL BE RESPONSIBLE FOR POTHOLE ROAD DAMAGE REPAIR DURING THIS PROJECT, MEETING THE APPROVAL OF THE PUBLIC WORKS DIRECTOR.
10. THAT THE APPLICANT SHALL OVERLAY QUEEN STREET, LIBBY AVENUE AND TANNERY BROOK SHOULD THE PUBLIC WORKS DIRECTOR FIND DAMAGE TO THE ROAD THAT HAS OCCURRED DUE TO CONSTRUCTION OF THE SUBDIVISION; THAT THE APPLICANT SHALL PROVIDE PLANS SHOWING ONE-WAY SIGNAGE OF TANNERY BROOK ROAD PRIOR TO THE PLANNING BOARD'S ENDORSEMENT OF THE FINAL PLAN; THAT THE PLANNING BOARD CHAIRMAN IS AUTHORIZED BY BEHALF OF THE ENTIRE BOARD;
11. THAT THE SUBDIVISION PLANS SHALL NOT BE RELEASED FOR RECORDING AT THE CUMBERLAND COUNTY REGISTRY OF DEEDS UNTIL THE REQUIRED PERFORMANCE GUARANTEE HAS BEEN POSTED MEETING THE APPROVAL OF TOWN STAFF; AND THE SUBDIVISION PLAN IS REQUIRED TO BE RECORDED WITHIN ONE YEAR OF ORIGINAL APPROVAL OR THE APPROVAL BECOMES NULL AND VOID.

STATE OF MAINE
CUMBERLAND COUNTY SS REGISTRY OF DEEDS
RECEIVED May 9, 2019
AT 3:17 P.M. AND RECORDED IN
PLAN BOOK 219 PAGE 180
ATTEST [Signature] REGISTRAR

SEBAGO
TECHNICS
WWW.SEBAGOTECHNICS.COM
75 John Roberts Rd.
South Portland, ME 04106
Tel. 207-200-2100

SUBDIVISION PLAN
TANNERY BROOK SUBDIVISION: PHASE 2
TANNERY BROOK ROAD
GORHAM, MAINE
FOR ENTERPRISES
S.B. ENTERPRISES
P.O. BOX 69
GORHAM, MAINE 04038

PROJECT NO.	SCALE
90108	1"=100'

SHEET 3 OF 10

Street Acceptance Report

Musket Drive
New Colony Settlement Subdivision
BNO, LLC.

June 22, 2022

Request: The applicant, Norman Berube, of BNO, LLC, is requesting street acceptance of Musket Drive of the New Colony Settlement Subdivision located off Ossipee Trail, State Route 25.

Street Classification: Rural Access Road **Length:** 623 feet

Description: The New Colony Settlement Subdivision was approved by the Gorham Planning Board on July 16, 2018. The subdivision was approved as a conventional residential subdivision with 6 single-family house lots.

All the lots within the subdivision have been built with occupancy permits being granted.

Utilities/ Mailbox Locations: The subdivision is served by private wells, private septic systems, and underground utilities. The subdivision lots are required to be served by a clustered mailbox along the side of the road. A cluster mailbox is located on the south side of the road roughly at Station Number 1+60.

Fire Protection: A home sprinkler system is required to be installed for each dwelling unit.

Inspections, Engineering Certification and Record Drawings: The Town contracted with Woodard and Curran, for inspection services, while BH2M provided construction services to the developer. The applicant's engineer has provided the required test results, documents and record drawings, which have been reviewed and found acceptable by the Director of Public Works.

Legal Documents: The offer of cession for the roadway, the proposed roadway deed, appropriate drainage easements, trail easement, and the required transfer tax form have been reviewed by legal counsel and are in order for acceptance.

Road Maintenance Guarantee: The developer has provided a one-year road maintenance guarantee. The amount of the one-year, maintenance guarantee has been set at \$5,000.00 by the Public Works Director.

Right-of-Way to Abutting Properties: The street acceptance includes a 50' right-of-way for a future extension off the end of Musket Drive. The ROW extension heads easterly to parcel 57-1 which is 2.95 acres in size. The property does have a single-family home to the front of the property and further development may be limited.

TOWN OF GORHAM

PLANNING DEPARTMENT STREET ACCEPTANCE CHECKLIST

(To be completed by the Director of Community Development)

Street Name: Musket Drive

Subdivision/Project Name New Colony Settlement Subdivision

OWNER/Developer BNO, LLC

Street Classification Rural Access Street Length 623

Type of Approval: Final Acceptance Prior to Final Paving

Verification of occupancy permits for 50% of the housing units in the subdivision, if there are more than 20 lots in the subdivision or 50% of the approved construction phase.

Total number of lots 6

Number of occupancy permits issued 6, 100%

Number of lots in phase N/A

Number of occupancy permits issued _____, _____%.

Please mark each of the following items Yes, No or NA (Not applicable)

- 1. Y Letter of Cession.
- 2. Y Road Deed (N/A includes center of turning circle). -- Signed and Notarized
- 3. Y Real Estate Transfer Tax Form. -- Signed by Applicant (Grantor)
- 4. Y Easement deeds for road drainage. Signed and Notarized
- 5. Y Other documents Snow Storage and Trail Easements
- 6. Y Reviewed by Town Attorney and approved on May 5, 2022
- 7. N/A Fire pond/dry hydrant installations reviewed & approved by Fire Chief.
- 8. N/A PWD: Water/Final Inspection Report received.
- 9. N/A PWD: Sewer/Final Inspection Report received.
- 10. Y Color As-Built drawings delivered to: Engineer Public Works Dir. Community Development
- 11. Y Maintenance Guarantee Acct.: Amount \$5,000 Type Cash Date 05/11/2022
- 12. N/A Road Improvement Acct.: Amount _____ Date Established _____
- 13. Y Legal Documents & Plan ROW provided to Community Development. Date May 11, 2022
- 14. Y Public Works Director's Final Report.

Note any incomplete items or compliance issues: The applicant has one outstanding item to be completed to meet the Public Works Department requirement for street acceptance. Replace the pin set in the tree along State Route 25 with a 6" by 6" granite monument meeting the requirements of the Land Use and Development Code. Staff has placed the street on for acceptance prior to this item being completed because should the Town Council not accept the street then the property pin marker in the tree does not need to be replaced.

TOWN OF GORHAM

PUBLIC WORKS DEPARTMENT STREET ACCEPTANCE CHECKLIST

(To be completed by Director of Public Works)

Street Name: Musket Drive

Subdivision/Project Name _____

OWNER/Developer Norman Perube

Final Inspection by Terry Deering Date 6-8-22

Please mark each of the following items Yes, No or NA (Not applicable)

- 1. Road Deed and Easement Deeds reviewed by the Public Works Director.
- 2. Easement Deeds reviewed by the Public Works Director.
- 3. Roadway and shoulders constructed per plans.
- 4. Drainage installed per plans.
- 5. Curbing installed per plans.
- 6. Sidewalks installed per plans.
- 7. Roadway monumentation installed per plans.-
- 8. Catch basins cleaned.
- 9. Detention ponds constructed per plans.
- 10. Fire ponds constructed per plans.
- 11. Fire ponds inspected, tested and approved by the Gorham Fire Department.
- 12. Hydrants inspected, tested and approved by the Gorham Fire Department.
- 13. No. of new hydrants _____.
- 15. Paved driveway aprons.
- 16. Mailbox locations per plans.
- 17. Street trees and landscaping completed per plans.
- 18. Street signs and traffic control signs installed per plans.
- 19. Loaming and seeding completed per plans.
- 20. Permanent erosion control installed per plans.
- 21. Water mains inspected and approved by Portland Water District.
Final inspection report received.
- 22. Sewer mains and pump stations inspected and approved by Portland Water District.
Final inspection report received.
- 23. Final clean up completed.
- 24. Core Sample(s) measured and meet the Town's minimum standards.

Note any incomplete items or compliance issues: Plans show Granite Monument
South Side of Musket at Rt 25. As built show spike in tree. I find
this not acceptable and see no sign of spike.

WARRANTY DEED
(New Colony Settlement - road and easements)

KNOW ALL PERSONS BY THESE PRESENTS, that **BNO, LLC**, a Maine limited liability company whose mailing address is 54 Old Blue Point Road, Scarborough, Maine 04074 (the "Grantors"), for consideration paid, hereby grants to the **TOWN OF GORHAM**, whose mailing address is 75 South Street, Suite 1, Gorham, Maine (the "Grantee"), with **WARRANTY COVENANTS**, a certain lot or parcel of land more particularly described as follows:

A certain strip or parcel of land located on the northeasterly sideline of Route 25, so-called, in the Town of Gorham, County of Cumberland and State of Maine and shown as Musket Drive on the plan titled "Final Plan, New Colony Settlement, Route 25 and Brown Road, Gorham, Maine" for BNO, LLC, dated November 2017 as revised through 7/27/18, by Berry Huff McDonald Milligan, Inc. and recorded in the Cumberland County Registry of Deeds in Plan Book 218, Page 430; said Musket Drive being more particularly described as follows:

Beginning at a granite monument to be set on the northeasterly sideline of said Route 25 at the southwesterly corner of Lot 1 as shown on aforesaid plan;

thence in a general easterly direction along said Lot 1 and along a circular curve to the left, circumscribed by a radius of 25.00 feet, an arc length of 38.29 feet to a granite monument to be set; said granite monument to be set being S 71°-06'-57" E a tie distance of 34.65 feet from said previous granite monument to be set;

thence in a general easterly direction along said Lot 1 and along a circular curve to the right, circumscribed by a radius of 185.00 feet, an arc length of 110.03 feet to a granite monument to be set; said granite monument to be set being N 82°-02'-52" E a tie distance of 108.41 feet from said previous granite monument to be set;

thence S 80°-54'-50" E along said Lot 1, along Lot 3 and along Lot 5 a distance of 505.48 feet to a granite monument to be set;

thence S 09°-05'-10" W along said Lot 5 a distance of 50.00 feet to a granite monument to be set and Lot 6 as shown on aforesaid plan;

thence N 80°-54'-50" W along said Lot 6 a distance of 30.00 feet to a granite monument to be set;

thence in a general southwesterly direction along said Lot 6 and along a circular curve to the left, circumscribed by a radius of 20.00 feet, an arc length of 31.42 feet to a granite monument to be set; said granite monument to be set being S 54°-05'-10" W a tie distance of 28.28 feet from said previous granite monument to be set;

thence S 09°-05'-10" W along said Lot 6 a distance of 30.00 feet to a granite monument to be set;

thence N 80°-54'-50" W along said Lot 6 a distance of 50.00 feet to a granite monument to be set;

thence N 09°-05'-10" E along said Lot 6 a distance of 30.00 feet to a granite monument to be set;

thence in a general northwesterly direction along said Lot 6 and along a circular curve to the left, circumscribed by a radius of 20.00 feet, an arc length of 31.42 feet to a granite monument to be set; said granite monument to be set being N 35°-54'-50" W a tie distance of 28.28 feet from said previous granite monument to be set;

thence N 80°-54'-50" W along said Lot 6, along Lot 4 and along Lot 2 a distance of 385.48 feet to a granite monument to be set;

thence in a general westerly direction along said Lot 2 and along a circular curve to the left, circumscribed by a radius of 135.00 feet, an arc length of 75.46 feet to a granite monument to be set; said granite monument to be set being S 83°-04'-20" W a tie distance of 74.49 feet from said previous granite monument to be set;

thence in a general southerly direction along said Lot 2 and along a circular curve to the left, circumscribed by a radius of 25.00 feet, an arc length of 41.15 feet to a granite monument to be set and the northeasterly sideline of said Route 25; said granite monument to be set being

S 19°-54'-31" W a tie distance of 36.66 feet from said previous granite monument to be set;

thence N 27°-14'-28" W along the northeasterly sideline of said Route 25 a distance of 100.15 feet to the point of beginning.

The above described Musket Drive contains 34,127 s.f.. All bearings refer to magnetic north as observed in 1994.

The above described Musket Drive is conveyed together with several easements shown on the aforesaid plan for a more particular description and listed below:

A 10-foot wide drainage & utility easement located along the northeasterly sideline of said Route 25 and along the southerly sideline of the above described Musket Drive across Lot 2, Lot 4 & Lot 6 as shown on aforesaid plan.

A 10-foot wide drainage & utility easement located along the northerly sideline of the above described Musket Drive across Lot 1, Lot 3 and Lot 5 as shown on the aforesaid plan.

A 40-foot wide drainage easement centered along the common property line of Lot 1 and Lot 3 as shown on the aforesaid plan.

A 40-foot wide drainage easement centered along the common property line of Lot 2 and Lot 4 as shown on the aforesaid plan.

A 40-foot wide drainage easement centered along the common property line of Lot 3 and Lot 5 as shown on the aforesaid plan.

A 40-foot wide drainage easement centered along the common property line of Lot 4 and Lot 6 as shown on the aforesaid plan.

A grading and drainage easement located on Lot 6 as shown on the aforesaid plan.

A 10-foot wide drainage easement located on Lot 6 as shown on the aforesaid plan.

A 50-foot wide future right of way easement located at the terminus of the above described Musket Drive across Lot 5 as shown on the aforesaid plan.

The drainage easements described above that are located outside

of the road right of way give the Town the right but not the obligation to maintain.

IN WITNESS WHEREOF the said Normand Berube Builders, Inc. has hereunto affixed its hand and seal this 11 day of May, 2022.

BNO, LLC

Margaine C. Dube
Witness

By: Normand Berube
Normand Berube

Its Authorized Member

State of Maine

County of Cumberland, ss

May 11, 2022

Then personally appeared the above-named Normand Berube, authorized member of BNO, LLC and acknowledged the foregoing instrument to be his free act and deed and the free act and deed of said company.

Before me,

Margaine C. Dube
Notary Public/Attorney at Law

MARGAINE C. DUBE
Printed Name

LINE DATA
 L1 - S89°05'10"W 30.00'
 L2 - S80°54'50"E 50.00'
 L3 - N09°05'10"E 30.00'
 L4 - S80°54'50"E 30.00'
 L5 - N09°05'10"E 50.00'

CURVE DATA
 C1 - R=25.00', L=41.15'
 C2 - R=20.00', L=31.42'
 C3 - R=20.00', L=31.42'
 C4 - R=25.00', L=38.29'

NET RESIDENTIAL DENSITY CALCULATION

TOTAL AREA	787,085 S.F.
1 15% TOTAL ACREAGE	116,063 S.F.
2 ISOLATED LAND	0 S.F.
3 100 YEAR FLOOD ZONE	0 S.F.
4 WETLANDS	282,858 S.F.
5 EASEMENTS	0 S.F.
6 STREAM CHANNEL	0 S.F.
7 SUSTAINED SLOPES	0 S.F.
8 BORROW PIT	0 S.F.
9 VERY POORLY DRAINED SOILS	0 S.F.
10 POORLY DRAINED SOILS	0 S.F.
11 OTHER AREAS	0 S.F.
NET AREA	386,164 S.F.
MINIMUM DENSITY R ZONE - 60,000 S.F./LOT	386,164 S.F.
60,000 S.F. = 6.436 LOTS	

LEGEND

SYMBOL	DESCRIPTION
○	IRON PIPE / ROD FOUND
□	GRANITE MONUMENT FOUND
●	5/8" IRON ROD W/ CAP TO BE SET
■	GRANITE MONUMENT SET
---	LIMIT OF WETLANDS
---	EDGE OF PAVEMENT
---	PROPERTY LINE
---	ADJUTER PROPERTY LINE
---	NOW OR FORMERLY
A.C./S.	ABOVE/BELOW GROUND
⊙	UTILITY POLE
○	WELL ZONE
---	NITRATE PLUME

THIS PLAN REVIEWED AND APPROVED BY THE TOWN OF GORHAM PLANNING BOARD.

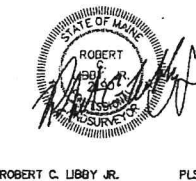
I CERTIFY THAT THIS SURVEY CONFORMS TO THE MAINE BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS TECHNICAL STANDARDS OF PRACTICE FOR A STANDARD BOUNDARY SURVEY WITH THE FOLLOWING EXCEPTIONS:

- NO SURVEYORS REPORT

DATE: Oct 1, 2018

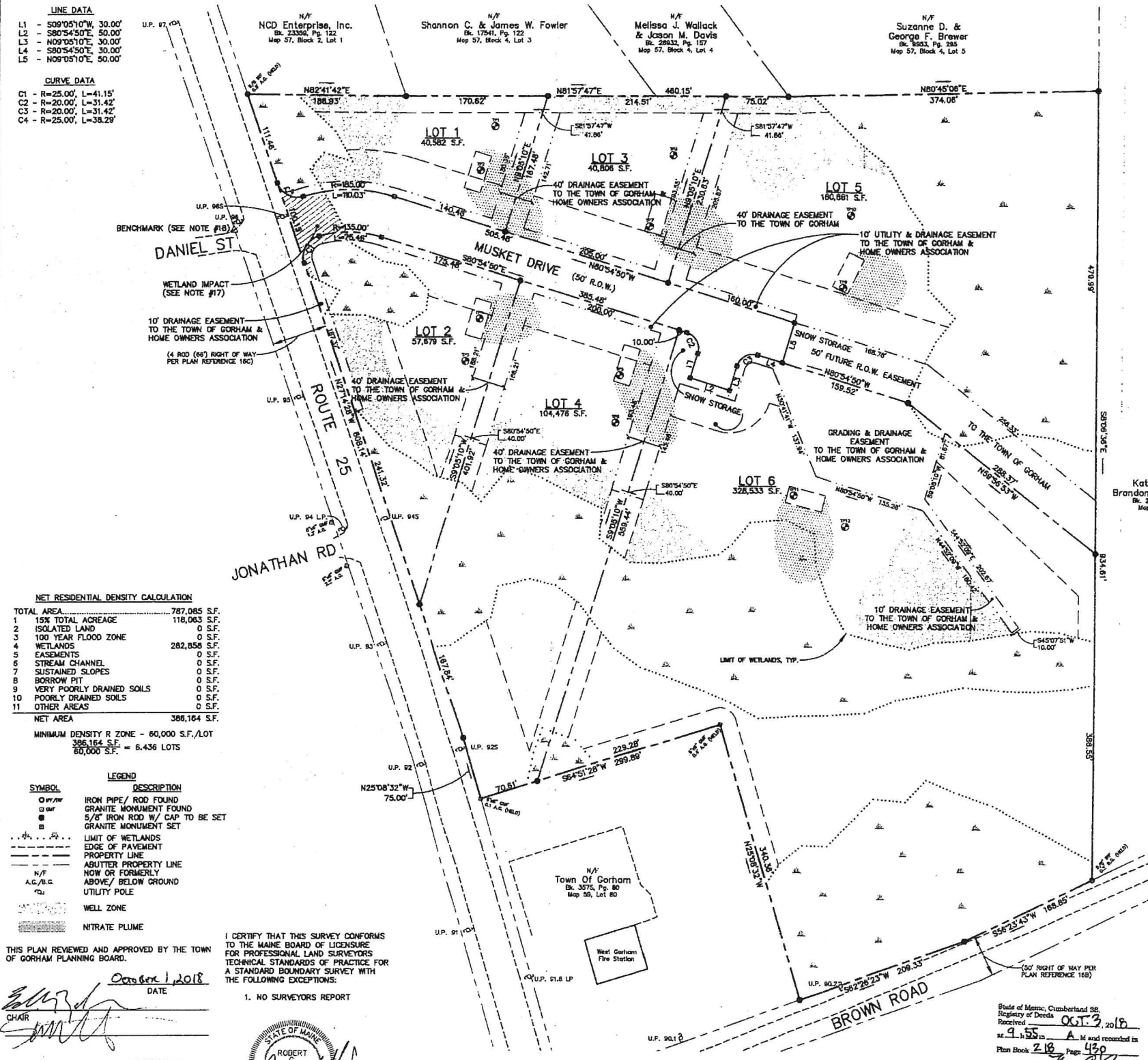
CHAIR: [Signature]

ROBERT C. LIBBY JR. PLS #2190



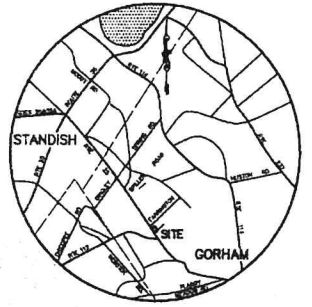
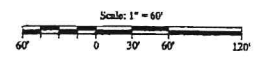
TAX MAP AND STREET ADDRESS

SUBDIV. LOT #	MAP	LOT	STREET NO.	STREET NAME
1	57	1	5	MUSKET DRIVE
2	57	1-1	4	MUSKET DRIVE
3	57	1-2	11	MUSKET DRIVE
4	57	1-3	12	MUSKET DRIVE
5	57	1-4	17	MUSKET DRIVE
6	57	1-5	18	MUSKET DRIVE



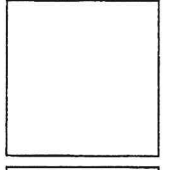
- NOTES:**
- OWNER: NORMAN O. BELFUS, 54 OLD BLUE POINT ROAD, SCARBOROUGH, MAINE 04074
 - APPLICANT: BNO LLC, 1040 PORTLAND ROAD, SACO, MAINE 04072
 - ENGINEER: ANDREW MORRELL, PE#13280, 28 STATE STREET, GORHAM, MAINE
 - SURVEYOR: ROBERT C. LIBBY JR., PLS #2190, BNO
 - WETLANDS/TEST PITS: MARK HAMPTON, MARK HAMPTON ASSOCIATES, PORTLAND, MAINE
 - NITRATE STUDY: SEIZE & MAHER ENGINEERS, CUMBERLAND, MAINE 04021
 - DEED REFERENCE: BK. 34247, PG. 109
 - TAX MAP REFERENCE: MAP 57, LOT 1
 - ZONING: R - RURAL
 - PROJECT AREA: 18,069 ACRES
 - PROPOSED USE: 6 SINGLE FAMILY HOUSE LOTS
 - MINIMUM STANDARDS: LOT SIZE - 60,000 S.F. CAN BE REDUCED TO 42,000 S.F. IN SUBDIVISION; FRONTAGE - 200'; SETBACKS - 20' FRONT (ARTERIAL), 50' FRONT (RURAL ROAD), 20' SIDE & REAR
 - SEWER SERVICE: INDIVIDUAL ON SITE SEPTIC SYSTEMS
 - WATER SERVICE: INDIVIDUAL DRILLED WELLS
 - ELECTRIC/TELEPHONE: UNDERGROUND
 - PLAN REFERENCES: A. SKETCH PLAN OF PROPERTY, ROUTE 25, GORHAM, MAINE, FOR SCOTT GIBSON BY STEPHEN J. HARTIG, PLS, DATED SEPT. 11, 2006; B. PLAN OF "PRIVATE WAY AMENDMENT FOR BROWN ROAD, OFF ROUTE 25, GORHAM, MAINE FOR GORHAM ASSOCIATES, LLC" DATED APRIL 8, 2004, BY SERGIO TEJEDAS, THE CUMBERLAND COUNTY REGISTRY OF DEEDS, PLAN BOOK 204, PAGE 353; C. PLAN OF "AMENDMENT TO MINOR SUBDIVISION, LOTS 18 WITH 16, CUMBERLAND, JULY 1987, GORHAM MAINE, FOR RANDY & SHERI LIBBY, BY SERGIO TEJEDAS, INC., DATED JANUARY 1980, AND RECORDED IN THE CUMBERLAND COUNTY REGISTRY OF DEEDS, PLAN BOOK 65, PAGE 8.
 - WETLAND IMPACT: 3,531 S.F.
 - BENCHMARK: CONTROL POINT #2 "TAG SET" IN DANIEL STREET, EL. 218.11, USDS APPROX.
 - ALL DRIVEWAYS SHALL BE ACCESSED FROM MUSKET DRIVE
 - MUSKET DRIVE HAS BEEN DESIGNATED TO TOWN OF GORHAM RURAL ACCESS ROAD (RURAL). MUSKET DRIVE SHALL BE A PRIVATE WAY UNTIL SUCH TIME, IF ANY, IT IS ACCEPTED BY THE TOWN OF GORHAM. ALL MAINTENANCE, INCLUDING BUT NOT LIMITED TO REPAIR, SNOW REMOVAL, SHADING, AND MAINTENANCE OF DRAINAGE FACILITIES AND SIMILAR SERVICES SHALL BE THE RESPONSIBILITY OF THE DEVELOPER AND/OR HOMEOWNERS ASSOCIATION AFTER SUCH TIME THAT THEY ARE ACCEPTED BY THE TOWN. ALL MAINTENANCE AND SIMILAR SERVICES OF THE STORMWATER DRAINAGE FACILITIES NOT LOCATED IN MUSKET DRIVE RIGHT-OF-WAY SHALL REMAIN THE RESPONSIBILITY OF THE HOMEOWNERS ASSOCIATION.
 - DRIVEWAY APPROXIS ARE REQUIRED TO HAVE 4" BITUMINOUS CONCRETE APPROXIS. THE FINISH APPROXIS WILL BE TO THE EDGE OF MUSKET DRIVE TO THE LIMIT OF THE ROAD RIGHT OF WAY. PAVED APPROXIS WILL BE A MINIMUM OF 12 FEET IN WIDTH AND HAVE MINIMUM 5 FOOT RADII.
 - ALL HOMES SHALL BE SPRINKLER MEETING ALL APPLICABLE SECTIONS OF THE TOWN OF GORHAM'S SPRINKLER ORDINANCE.
 - PROPOSED ENTRANCE LOCATION APPROVED BY MAINE DOT PERMIT #2625 COPY PROVIDED TO TOWN.

- CONDITIONS OF APPROVAL:**
- THIS APPROVAL IS DEPENDENT UPON, AND LIMITED TO, THE PROPOSALS AND PLANS CONTAINED IN THIS APPLICATION AND SUPPORTING DOCUMENTS SUBMITTED AND AFFIRMED BY THE APPLICANTS AND THAT ANY VARIATION FROM THE PLANS, PROPOSALS AND SUPPORTING DOCUMENTS IS SUBJECT TO REVIEW AND APPROVAL BY THE PLANNING BOARD, EXCEPT FOR MINOR CHANGES WHICH THE TOWN PLANNER MAY APPROVE.
 - THE APPLICANT SHALL PROVIDE PROPERTY LINE INFORMATION AND SITE INFORMATION IN AUTO-CAD FORMAT TO THE TOWN PLANNER.
 - THE UNDERGROUND ELECTRIC LINES SHALL BE INSPECTED BY THE CODE ENFORCEMENT OFFICE PRIOR TO BACKFILL.
 - THE SUBSURFACE WASTEWATER DISPOSAL SYSTEMS FOR THE LOTS WILL BE LOCATED AS SHOWN ON THE ORGANISER IMPACT STUDY PLAN UNLESS THE APPLICANT CAN PROVIDE THE CODE ENFORCEMENT OFFICER WITH A REPORT FROM CERTIFIED HYDRO-GEOLOGIST STATING THAT THE NEW LOCATION WILL NOT IMPACT ANY EXISTING SUPPLY WELLS OR NEGATIVELY IMPACT ANY ADJUTING LOTS' ABILITY TO LOCATE DRINKING WATER SUPPLY WELLS IN THE APPROVED ACCEPTABLE WELL ZONE.
 - THE INDIVIDUAL WELLS FOR LOTS WILL BE LOCATED IN THE ACCEPTABLE WELL ZONE AS SHOWN ON FINAL SUBDIVISION PLAN, SHEET 1, UNLESS THE APPLICANT CAN PROVIDE THE CODE ENFORCEMENT OFFICER WITH A REPORT FROM CERTIFIED HYDRO-GEOLOGIST STATING THAT THE NEW LOCATION AND WELL INSTALLATION IS SATISFACTORY FOR DRINKING WATER SUPPLY AND WILL NOT IMPACT ANY ADJUTING LOTS' ABILITY TO LOCATE SUBSURFACE WASTEWATER DISPOSAL SYSTEMS IN THE AREA SHOWN ON THE SUBDIVISION PLAN.
 - ALL HOUSES SHALL BE SPRINKLER MEETING ALL APPLICABLE SECTIONS OF THE TOWN'S SPRINKLER ORDINANCE WITH THE SPRINKLER PLANS BEING SUBMITTED AT LEAST TWO WEEKS PRIOR TO THE START OF INSTALLATION OF THE SYSTEM TO THE STATE FIRE MARSHAL'S OFFICE AND THE GORHAM FIRE DEPARTMENT FOR REVIEW AND PERMITTING.
 - THE SPRINKLER TEST PAPERS SHALL BE REQUIRED BEFORE A CERTIFICATE OF OCCUPANCY IS ISSUED.
 - ALL HOUSES SHALL BE PROPERLY NUMBERED WITH THE NUMBERS BEING VISIBLE FROM THE STREET YEAR AROUND.
 - THE APPLICANT IS RESPONSIBLE FOR RECORDING THE APPROVED HOMEOWNERS ASSOCIATION DOCUMENTS WITHIN 60 DAYS OF APPROVAL BY THE SUBDIVISION BY THE PLANNING BOARD AND A RECORDED COPY OF THE HOMEOWNERS ASSOCIATION DOCUMENTS SHALL BE RETURNED TO THE PLANNING DEPARTMENT PRIOR TO A PRE-CONSTRUCTION MEETING BEING HELD.
 - THE PLANNING BOARD CHAIRMAN IS AUTHORIZED BY THE PLANNING BOARD TO SIGN THE FINDINGS ON BEHALF OF THE ENTIRE BOARD.
 - THE SUBDIVISION PLANS SHALL NOT BE RELEASED FOR RECORDING AT THE CUMBERLAND COUNTY REGISTRY OF DEEDS UNTIL THE REQUIRED PERFORMANCE GUARANTEE HAS BEEN POSTED MEETING THE APPROVAL OF TOWN STAFF; AND THE SUBDIVISION PLAN IS REQUIRED TO BE RECORDED WITHIN ONE YEAR OF ORIGINAL APPROVAL, OR THE APPROVAL BECOMES NULL AND VOID; AND
 - THAT ONCE THE SUBDIVISION PLANS HAVE BEEN RECORDED AT THE CUMBERLAND COUNTY REGISTRY OF DEEDS, A BATED MYLAR COPY OF THE RECORDED SUBDIVISION PLANS SHALL BE RETURNED TO THE TOWN PLANNER PRIOR TO A PRE-CONSTRUCTION MEETING BEING HELD.



REVISION

NO.	DATE	DESCRIPTION
1	8/9/17	Sketch Plan Submission
2	9/21/17	Rev'd Sketch Plan Submission
3	12/29/17	Submitted Preliminary Plan to Town
4	3/12/18	Rev'd Per Town Comments
5	3/27/18	Rev'd Per Town Comments
6	5/23/18	Rev'd Per Planning Board for Final Approval
7	6/14/18	Rev'd Per Planning Board for Final Approval
8	10/1/18	Final Plan Submission



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FOR
 BNO LLC
 1040 Portland Road
 Saco, Maine

FINAL PLAN
 NEW COLONY SETTLEMENT
 ROUTE 25 AND BROWN ROAD
 GORHAM, MAINE

DESIGNED	DATE
W. Peckay	Nov. 2017
DRAWN	SCALE
Dgr.	As Noted
CHECKED	JOB. NO.
R. Libby Jr.	17075

SHEET
 1
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Town of Gorham, Maine
Fund Balance Policy
Adopted by Town Council, April 5, 2011

Purpose:

The purpose of this policy is to establish a target level of fund balance for the general fund and the special revenue fund – school operations, and to establish a process and criteria for the continued evaluation of that target level as conditions warrant. This policy shall also establish a process for reaching and maintaining the targeted level of unassigned fund balance, and the priority for the use of amounts in excess of the target. Finally, this policy shall provide a mechanism for monitoring and reporting the Town’s fund balance. This policy applies to the general fund and the special revenue fund - school operations.

Definitions and Classifications:

Fund Balance is a term used to describe the net assets of governmental funds. It is calculated as the difference between the assets and liabilities reported in a governmental fund.

Governmental fund balance is reported in five classifications that comprise a hierarchy based primarily on the extent to which the Town is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. The five classifications of fund balance are as follows:

1. *Non-spendable* – resources which cannot be spent because they are either (a) not in spendable form or: (b) legally or contractually required to be maintained in tact. Examples: inventory, long-term loans and notes receivable, principal amount of permanent funds
2. *Restricted* – resources with constraints placed on the use of resources which are either (a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation. Examples: grants, revolving loan fund, TIFs, impact fees
3. *Committed* -- resources which are subject to limitations the government imposes upon itself at its highest level of decision-making authority, and that remains binding unless removed in the same manner. Examples: funds set aside by council action to fund Part II budget capital equipment and projects, Council actions to set aside funds for projects
4. *Assigned* – resources neither restricted nor committed for which a government has a stated intended use as established by the Town Council, or a body or official to which the Town Council has delegated the authority to assign amounts for specific purposes. Examples: half-balance transfers at year-end, encumbrances

5. *Unassigned* – resources which cannot be properly classified in one of the other four categories. The General Fund should be the only fund that reports a positive unassigned fund balance amount.

A negative residual amount should not be reported for restricted, committed, or assigned fund balances in any fund.

The committed, assigned, and unassigned classifications are often referred to, in the aggregate, as the *unrestricted fund balance*.

GAAP means generally accepted accounting principles in the United States.

Background and Considerations:

Fund balance is intended to serve as a measure of financial resources in a governmental fund. The Town's management, credit rating services, and others monitor the levels of fund balance in the general fund as an important indicator of the Town's economic condition. While the credit rating services have always analyzed fund balance as part of their evaluation of credit-worthiness, these services have recently focused increased attention on evaluating appropriate fund balance levels due to concerns reflected in the credit markets. The Government Accounting Standards Board (GASB) also brought increased attention to fund balance with its fund balance project. This project culminated in GASB Statement No. 54 *Fund Balance Reporting and Governmental Fund Type Definitions*. In response to GASB's project and resulting statement, and the increased attention from credit rating agencies and others, the Government Finance Officers Association (GFOA) issued a revised "Best Practice" in 2009 entitled, *Appropriate Level of Unrestricted Fund Balance in the General Fund*. All of these events have prompted the Town of Gorham to evaluate its circumstances and develop this policy.

In establishing an appropriate level of fund balance for the Town of Gorham, the following factors were considered:

- *Property tax base* – The property tax is the largest revenue source of the Town's general fund. It is the source of revenue for debt backed by the Town's general obligation pledge. In analyzing the health of the tax base it is necessary to look at the diversification of the tax base and its potential for growth.
- *Non-property tax revenues* – These resources must be considered in terms of the percentage each comprises of the total budget, as well as the reliability and stability of these resources.
- *Exposure to significant outlays* – The Town shall consider its potential exposure to significant one-time outlays, either resulting from a disaster, immediate capital needs, state budget cuts or other events.

- *Debt profile* – It is essential that the Town have sufficient capacity to make its debt service payments. Sufficient capacity must be maintained in the event of interruptions or reductions in revenue flow, or in the event of unforeseen expenditures. In determining the appropriate capacity, the Town will consider its existing debt service profile as well as its future debt service profile as developed in the Town’s capital improvement program. Debt service shall be reviewed in total as well as net of any other revenues that may be used to result in a net amount to be funded from property taxes.
- *Liquidity* – An adequate level of fund balance should be maintained to ensure sufficient liquidity. The potential drain on general fund resources from other funds, as well as the availability of resources in other funds, should be considered.
- *Budget management* – Budgetary variances are an indicator of an ability to manage the Town’s financial affairs. A consistent pattern of positive budgetary variances along with moderate increases in the growth of the annual operating budget can be viewed as evidence of strong budgetary management. Evidence of weak budgetary management would necessitate higher levels of fund balance.
- *Future uses* – The Town’s adopted capital improvement program anticipates future uses of fund balance to fund minor capital improvements. Those planned uses should be considered in evaluating the appropriate level of fund balance.
- *GFOA Best Practice* – The Government Finance Officers Association (GFOA) has established a best practice that recommends, “... at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.” The GFOA’s best practice also states, “...governments may deem it appropriate to exclude from consideration resources that have been committed or assigned to some other purpose and focus on unassigned fund balance rather than unrestricted fund balance.”

Policy:

It is the policy of the Town of Gorham to maintain a combined unassigned fund balance in the general fund and special revenue fund – school operations fund at 8.0% of the succeeding year’s general fund including county tax and the special revenue fund – school operations fund’s budgeted appropriations. In the event that the unassigned fund balance drops below the 8.0% level, the Town will develop a plan, implemented through the annual budgetary process, to bring the balance to the target level. Amounts in excess of the target will be placed in a Capital Reserve account and be used to fund the capital needs of the community as deemed appropriate by the Town Council. The Town will work to increase the target level from 8.0% to 8.5% over the next five years with the target level reaching 8.5% by fiscal year end June 30, 2016.

The Town Council will only consider using the unassigned fund balance for emergencies that can not be addressed through a normal budget process. However, the use of unassigned fund balance will be a last resort solution. The Town Council will consider using committed or assigned fund balance first to address emergency funding needs.

The Finance Director, in accordance with GAAP, shall report fund balance in the appropriate classifications and make the appropriate disclosures in the Town's financial statements. Unless classified as restricted or committed, the following balances shall be classified as assigned per GAAP or as required by this policy.

Encumbrances: Amounts encumbered at year-end by purchase order or another means shall be classified as assigned.

Year-End Budget Balance Transfers: The Town of Gorham has a policy allowing departments to transfer half of any remaining appropriations at year-end to a capital reserve fund to fund future capital needs. These amounts shall be classified as assigned.

Compensated Absences: These are not typically recorded as liabilities in the governmental funds, unless they are paid out immediately following the close of the fiscal year. However, the obligation for compensated absences can be significant. Therefore, the Town will assign the amount equal to the estimated amount required at year end to pay the vacation and comp. time obligation for all employees. This amount shall exclude any amount recorded as a liability.

Professional Judgment: Amounts the Town Manager and Finance Director determine, in their professional judgment, represent the Town's intended use of fund balance.

Policy Administration:

Annually the Finance Director shall report the Town's fund balance and the classification of the various components in accordance with GAAP and this policy.

The Finance Director shall annually review this policy and the considerations used in establishing the unassigned fund balance target with the Finance Committee. The Finance Director shall report whether changes in those considerations or additional considerations have been identified that would change the recommended level of unassigned fund balance.

SYSTEM ANALYSIS

ASR Comparative Analysis	ASR ALERT SYSTEMS	Guard 911	Lynx Emergency Alert	Blue Point, LLC	AlertUs	Alertfind	CrisisGo	Centegix	Raptor	Rave	Response Technologies
Priority Points of Note	- Most Comprehensive Out of the Box Solution, Only System That Communicates Direct to Police Dispatch (NOT 3rd Party Call Centers), Physical Pull Stations, pendants and Alarm Consoles for buildings & dispatch.	App Only Solution, No Dedicate Actvation Points, No Audio or Visual Notification Hardware, Allows you to call 911, Staff Only, Officers must have app on phone in order to receive notifications.	This is the system being installed in Gorham School District. Connects to Police via 3rd Party Call Center (Not Direct)	System Requires More Invasive Installation, No Mobile App Option, Connects to Police via 3rd Party Call Center (Not Direct)	No Communication to Law Enforcement - Internal Alerts Only	No Communication to Law Enforcement - Internal Alerts Only	One Place to Warn Via App Activation and Connects to Police via 3rd Party Call Center (Not Direct)	Very Limited Options on Activation Points and Connects to Police via 3rd Party Call Center (Not Direct)	Software Only Solution, No Dedicated Activation Points and Connects to Police via 3rd Party Call Center (Not Direct)	App Only Solution, No Dedicate Actvation Points, No Audio or Visual Notification Hardware, Connects to Police via 3rd Party Call Center (Not Direct)	System Requires More Invasive Installation, No Mobile App Option, Lacks False Alarm Mitigation, Connects to Police via 3rd Party Call Center (Not Direct)
DIRECT-to-LAW-ENFORCEMENT Communication (Non 3rd Party Call Center)	*	x	x	x	x	x	x	x	x	x	x
Comprehensive Vulnerability Assessment	*	x	x	x	x	x	x	x	x	x	x
False Alarm - One Button Notification Direct to Law Enforcement	*	x	x	x	x	x	x	x	x	x	x
Flexible Hardware Options	*	x	x	x	x	x	x	x	x	x	x
Ability to Operate as a Fully Stand Alone Solution (works w/out Power & Internet)	*	*	x	x	x	x	x	x	x	*	x
Alerts - Notifications for Police Emergencies (Bypassing Trad. 911 Call Centers)	*	*(Officer Need App)	x	x	x	x	x	x	x	x	x
Veteran/Law Enforcement Run Corporation	*	*	?	x	x	x	x	x	x	x	x
Utilizes Wireless Technology with Bank Encrypted Standards	*	x	x	*	x	x	?	?	x	?	?
Alerts - Notifications for Medical Emergencies	*	INTERNAL ONLY	INTERNAL ONLY	*	INTERNAL ONLY	INTERNAL ONLY	INTERNAL ONLY	*	*	*	*
Alerts - Notifications for Police (to 3rd Party Call Centers)	ASR SKIPS THIS STEP	x	*	*	x	x	*	*	*	*	*
Alerts - Notifications for Security Emergencies	*	INTERNAL ONLY	INTERNAL ONLY	x	INTERNAL ONLY	INTERNAL ONLY	*	*	*	*	*
ADA Compliant	*	?	ii	*	*	x	x	x	x	x	*
Alarm - Audible Alarms Capable	*	x	*	*	*	x	*	*	x	x	x
Communication - Provides Building Schematics as Part of Communication	*	x	?	*	x	x	*	*	x	*	x
Engagement via Mobile Application	*	*	*	x	*	*	*	*	*	*	x
Engagement via Mounted Buttons	*	x	*	*	*	x	x	x	x	x	*
Engagement via Pendant Button	*	x	*	*	*	x	x	*	x	x	*
False Alarm - Mitigation Built-in	*	x	*	*	*	*	x	*	x	x	x
Hardened Protective Housing	*	x	*	*	*	x	x	x	x	x	*
Install - Fully Wireless Option	*	ii	x	x	*	?	*	*	?	*	x
Monitored Remotely for System Performance	*	x	ii	*	x	x	?	*	x	*	*
Communicate from Single to Multi-Level Structures	*	ii	ii	*	*	*	*	*	*	*	*
Alarm - Silent Capable	*	x	*	*	INTERNAL ONLY	INTERNAL ONLY	?	*	*	*	*