



**WESTBROOK CITY COUNCIL  
REGULAR CITY COUNCIL MEETING AGENDA  
MONDAY JANUARY 6, 2020 AT 7:00 PM  
WESTBROOK HIGH SCHOOL ROOM 114**



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- I. ROLL CALL**
- II. SALUTE THE FLAG**
- III. APPROVAL OF MINUTES**  
December 16, 2019 City Council Workshop; Special City Council Meeting
- IV. MAYOR'S MESSAGE**
- V. STUDENT REPRESENTATIVE UPDATE**
- VI. PUBLIC COMMENT**
- VII. UNFINISHED BUSINESS**  
Order 2019-2 Authorizing Program Fee Adjustments at Westbrook Community Center
- VIII. ORDERS OF THE DAY (SECOND AND FINAL READING)**  
Order 2019-193\* Amending the Land Use Ordinance, Regarding Expanding Downtown Housing Overlay District  
Order 2019-194\* Amending the Land Use Ordinance, Regarding Establishing Retail Class 4 Overlay  
Order 2019-195\* Amending the Uniform Traffic Ordinance and Amending the Code of Ordinances Chapter 31, *Traffic*  
Order 2019-196 Accepting Payment for Snow Plow Operations on Maple, Union & Roosevelt Streets  
Order 2019-197 Authorizing Agreement with Soccer Maine for the Cornelia Warren Four Season Rink
- \* These items require public hearings. Notice of the public hearings was published in the American Journal on December 19 & 26, 2019.*
- IX. NEW BUSINESS**  
Resolves (One Reading Required)  
Resolve 2020-1 Approving the Appointment of Lawrence McWilliams to the Planning Board  
Resolve 2020-2 Approving the Appointment of Paul Drinan to the Recreation & Conservation Commission  
Resolve 2020-3 Approving the Appointment of Michael Foster to the Zoning Board of Appeals
- Orders (One Reading Required)  
Order 2020-1 Amending the Code of Ordinances Chapter 31, Article VI, *Parking Scofflaw Ordinance*

Orders (Two Readings Required)

Order 2020-2	Authorizing Extension to Senior Property Tax Assistance Program
Order 2020-3	Authorizing Acceptance & Expenditure of Edward Byrne Memorial Justice Assistance Grant
Order 2020-4	Authorizing Acceptance & Expenditure of High Visibility Distracted Driving Enforcement Grant
Order 2020-5	Authorizing Acceptance & Expenditure of Pedestrian & Vehicle Traffic Enforcement Grant
Order 2020-6	Authorizing Purchase of Recording System for Police Department Interview Rooms
Order 2020-7	Authorizing Acceptance & Expenditure of Enbridge Safe Community Program Grant
Order 2020-8	Authorizing Award of Bid for Saco Street Retaining Wall
Order 2020-9	Authorizing Award of Bid for Mowing Services
Order 2020-10	Authorizing Fire Department Call Company Pay Scale Adjustment
Order 2020-11	Authorizing Payments for County Road Pump Station Project

**X. PUBLIC COMMENT**

**XI. REFERRALS**

**XII. COMMITTEE REPORTS**

Committee of the Whole

Hours for Construction & Noise Ordinance  
Residential Landlord Registration  
City Council Rules & Procedures

Facilities & Streets Committee

Austin Street Extension  
Reducing Speed Limit on Lincoln Street  
Sidewalks & Traffic at Haskell Street  
Condition of Westbrook Middle School Baseball Field  
Traffic Issues on Forest Street

Finance

Creating a Fire Truck Fund

Public Safety Committee

None

**XIII. EXECUTIVE SESSION**

**XIV. ADJOURNMENT**



## City of Westbrook, Maine

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Mayor  
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Jerre R. Bryant  
City Administrator  
[jbryant@westbrook.me.us](mailto:jbryant@westbrook.me.us)

To: Honorable City Council  
From: Jerre R. Bryant, City Administrator  
Date: January 3, 2020  
Subject: City Council Meeting of January 6, 2020

### UNFINISHED BUSINESS

2019-2 This is a request to amend program fees at the Westbrook Community Center, which initially appeared before City Council on January 7, 2019. This item was tabled until the Social Services Committee (now defunct) issued a report and findings for Council review. This operational change reduced the department staffing and other overhead costs for these programs and now generates a space rental income for the Community Center. In October 2019, the Community Center outsourced non-aquatic fitness and wellness programming, eliminating program management, scheduling and fee collection, negating the need for the original legislation. The Administration recommends the following motions: (1) motion to remove the item from the table, and (2) motion to postpone this legislation indefinitely.

### ORDERS OF THE DAY

2019-193 This is a **Public Hearing** on a proposed amendment to the Land Use Ordinance to extend the existing Downtown Housing Overlay District to include the entire Downtown District. The overlay zone standards currently include both sides of Main Street, from William Clarke Drive to Spring Street. This amendment extends these standards along Main Street from Spring Street to Cumberland Circle, as depicted on the enclosed map. This amendment was reviewed and recommended by the Planning Board as outlined in the enclosed memo from Jennie Franceschi, Director of Planning & Code Enforcement. The amendment provides for higher residential densities on the upper floors of commercial buildings, encouraging a stronger residential population base in the downtown. This amendment is recommended by the Planning Board, is supported by the

Administration, was reviewed in workshop and given first reading by the Council on December 16, 2019 and, following the public hearing, is in order for final City Council action.

- 2019-194 This is a **Public Hearing** on a proposed amendment to the Land Use Ordinance to establish an overlay district in the downtown regarding gas stations. Gas stations are not currently permitted uses in the City Center District which limits the ability for the four existing stations to expand or significantly upgrade their businesses. The proposed overlay district would make the four existing businesses conforming uses but would limit the number of gas stations in the district to four. This is more fully explained in the enclosed memo from Jennie Franceschi, Director of Planning & Code Enforcement. This amendment is recommended by the Planning Board, is supported by the Administration, was reviewed in workshop and given first reading by the Council on December 16, 2019 and, following the public hearing, is in order for final City Council action.
- 2019-195 This is a **Public Hearing** on a series of amendments to the Uniform Traffic Ordinance and to Chapter 31, Traffic, to update the parking and traffic schedules to conform with current conditions and practices. This is more fully explained in the enclosed memo from Jennie Franceschi, Director of Planning & Code Enforcement. These amendments are supported by the Administration, were reviewed by the City Council in workshop and given first reading on December 16, 2019 and, following the public hearing, are in order for final City Council action.
- 2019-196 This is the acceptance of a payment in the amount of \$12,500 from Gorham Sand & Gravel for snow plowing performed by the Public Services Department on Maple, Union and Roosevelt Streets. This contractor was hired by the city last year to construct sewer and storm water infrastructure improvements. Under the terms of the contract, the work being conducted on these streets last fall was to be completed prior to winter. That did not happen so the contractor was responsible for winter maintenance for these unpaved streets. Their winter maintenance of these streets was unsatisfactory to both the residents and the city so Public Services agreed to perform the necessary winter maintenance, with that cost to be funded by the contractor. This payment is for those services provided by the city. The payment will be credited to the Public Services Department equipment reserve account. This acceptance of payment is supported by the Administration, was given first reading on December 16, 2019 and is in order for final City Council action.
- 2019-197 This authorizes the enclosed agreement with Soccer Maine regarding their \$50,000 donation toward the construction of the Cornelia Warren Four Season Rink on Lincoln Street. This \$250,000 project is fully funded through grants and donations from various sources. The agreement provides that certain use of the new facility by Soccer Maine and for certain maintenance assurances by the city once the new facility is completed. These are all terms that have been discussed

with Soccer Maine and are reasonable and acceptable to the city. This agreement is supported by the Administration, was given first reading on December 16, 2019 and is in order for final City Council action.

## **NEW BUSINESS**

### Resolves

- 2020-1 This confirms the Mayor's appointment of Larry McWilliams as an alternate member of the Planning Board for a term expiring December 31, 2024. This appointment is supported by the Administration and is in order for final City Council action.
- 2020-2 This confirms the Mayor's appointment of Paul Drinan as a regular member of the Recreation & Conservation Commission for a term expiring December 31, 2021. Councilor Michael Shaughnessy stepped down from his position as a regular member of the Planning Board, thus leaving a vacancy. Mr. Drinan currently serves on the Planning Board as an alternate member, and through this appointment would switch positions to become a regular member. This appointment is supported by the Administration and is in order for final City Council action.
- 2020-3 This confirms the Mayor's appointment of Michael Foster as an alternate member of the Zoning Board of Appeals for a term expiring December 31, 2022. This appointment is supported by the Administration and is in order for final City Council action.

### One-Reading Orders

- 2020-1 This is a request to amend the Code of Ordinances Chapter 31, Article VI, *Parking Scofflaw*, to allow the Police Department to implement timely enforcement of repeat parking violations. Current regulations in the parking scofflaw ordinance require a lengthy waiting period after multiple tickets have been issued before a non-compliant vehicle may be towed. The proposed ordinance amendment allows the Police Department to focus on repeat offenders and to take more timely action to address parking violations. This matter was unanimously supported by the Facilities & Streets Committee on October 21, 2019 and was referred to City Council for action. This amendment is supported by the Administration and is in order for final City Council action.

### Two-Reading Orders

- 2020-2 This is a request to amend Chapter 41 of the Code of Ordinances, *Property Tax Assistance*, to extend the application deadline for the Senior Property Tax Assistance Program from September 1<sup>st</sup> to June 1<sup>st</sup> of the following year for which

the assistance is requested, an additional nine months. In addition, this legislation limits payments to the annual budgeted expenditure amount, granting assistance on a first-come first-served basis to qualified individuals. This was a new program this year and while we attempted to publicize as broadly as possible, we have received feedback from some seniors that they were not aware of the program and had not applied. This amendment does not propose to change any of the criteria for eligibility, just to extend the application period through June 1<sup>st</sup> or until the appropriation funding the program is exhausted, whichever comes first. Our first-year experience with this program was receiving 54 eligible applicants with a total payout of \$21,809 for an average benefit of \$403.87 per applicant. We budgeted \$50,000 for the program. This is a good program and we don't want any eligible seniors in Westbrook to miss out on receiving this benefit simply because they were unaware of the program prior to September 1<sup>st</sup>. As part of the upcoming budgetary process, we will also be looking at possibly modifications to the eligibility criteria for next year. This amendment is supported by the Administration and is in order for first reading.

2020-3 This is the acceptance and authorization to expend \$14,609 in grant funds awarded to the Westbrook Police Department through the Edward Byrne Memorial Justice Grant program for the equipment and supplies outlined in the enclosed memo from Police Captains Steven Goldberg and Sean Lally. This grant acceptance and expenditure authorization is supported by the Administration and is in order for first reading.

2020-4 This is the acceptance and authorization to expend \$4,800 in grant funds awarded to the Westbrook Police Department through the Bureau of Highway Safety's 2020 High Visibility Distracted Driving Enforcement Grant for special enforcement details focused on distracted driving enforcement and the hands-free law, as outlined in the enclosed memo from Police Captain Steven Goldberg. This grant acceptance and expenditure authorization is supported by the Administration and is in order for first reading.

2020-5 This is the acceptance and authorization to expend \$4,800 in grant funds awarded to the Westbrook Police Department through the Bureau of Highway Safety's 2020 Pedestrian and Vehicle Traffic Enforcement Grant for special Police details focused on enforcement of laws concerning pedestrian safety, as outlined in the enclosed memo from Police Captain Steven Goldberg. This grant acceptance and expenditure authorization is supported by the Administration and is in order for first reading.

2020-6 This authorizes the purchase of a new recording system for the three interview rooms at the Westbrook Public Safety Building from Cunningham Security Systems of Westbrook at a total purchase price of \$8,639.08. This replaces an existing system that serves only two of our three interview rooms and does not meet the current standards set by the courts for submission of recorded interviews with victims, witnesses and suspects as evidence at trial. This

replacement/upgrade is budgeted in the 2019-20 CIP. This award of bid is supported by the Administration and is in order for first reading.

2020-7 This is the acceptance and authorization to expend \$5,000 in grant funds awarded to the Westbrook Fire Department through Enbridge for the purchase of new multi-gas meters, as outlined in the enclosed memo from Fire Chief Andrew Turcotte. This grant acceptance and expenditure authorization is supported by the Administration and is in order for first reading.

2020-8 This is an award of bid for the removal and replacement of an existing retaining wall along the back side of the sidewalk at 64 Saco Street to Skid Steer Services of Naples, Maine, low bidder in the amount of \$67,795. The existing wall was constructed by the Maine Department of Transportation in the 1980s, but the City of Westbrook has all maintenance responsibilities. The wall is currently in structural failure and the City was able to access 50% funding for this removal and replacement project through the MDOT Municipal Partnership Initiative program. Under this program the city is required to pay the full cost up front but will have half of the total expense reimbursed by MDOT. The city's share of funding for this project is included in the 2019-20 Capital Improvement Program (CIP). This award of bid is supported by the Administration and is in order for first reading.

2020-9 This is an award of bid for mowing/landscaping services at City Hall, Walker Memorial Library and the Public Safety Building to Nature's Design & Landscaping of Westbrook, second low bidder, at an annual fee of \$7,800 per season for 2020, 2021 and 2022 with a two-year extension option at \$8,200 per season for 2023 and 2024. The city received bids from five contractors. The low bidder is currently providing this service with marginal performance. The second low bidder currently services the city's cemeteries with excellent performance, which is why we are recommending award to the second low bidder. A more detailed explanation of this recommendation is outlined in the enclosed memo from Arty Ledoux, Operations Manager for the Public Services Department. This award of bid is supported by the Administration and is in order for first reading.

2020-10 This provides for a \$1.00 per hour adjustment to the pay scale for Call Company and Fire/Police employees of the Fire & Rescue Department. This adjustment is in response to the January 1, 2020 increase in the State of Maine minimum wage. The last wage study for call company pay was done in 2015, but adjustments had to be made last year and again this year to keep our starting rate above the state minimum wage. The department currently has ten (10) active members of the Call Company and Fire/Police unit. This wage adjustment to conform to minimum wage is supported by the Administration and is in order for first reading.

2020-11 These are components of the County Road Pump Station project that were not included in the construction bid previously awarded by the City Council. The

largest, \$29,899.60 with Electrical Controls of Maine provides for the SCADA system, an automation component which is provided for at all of the City's pump stations and controls the operation, monitoring and remote access to the pumping station. Due to the close proximity of a fiber optic duct bank, that line had to be relocated. That work was performed by Shaw Brothers (\$12,955) and Consolidated Communications (\$3,500). The City also retained the services of R.W. Gillespie to perform testing services during construction at a cost of \$1,267.28. All of these expenses are funded in the County Road Pump Station CIP project. Everything except the relocation of the fiber optic duct bank was a planned part of the project. The relocation of the fiber optic was unanticipated and will be covered by the project contingency. These expenditure authorizations are supported by the Administration and are in order for first reading.

**WESTBROOK CITY COUNCIL  
CITY COUNCIL WORKSHOP MINUTES  
MONDAY DECEMBER 16, 2019  
WESTBROOK HIGH SCHOOL, ROOM 114**

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**CALL TO ORDER**

Meeting called to order at 6:02pm by City Council President Gary Rairdon.

**City Councilors Present:** Michael Shaughnessy (At-Large), David C. Morse (Ward 1); Elliot Storey (Ward 5); Claude Rwaganje (At-Large); Gary Rairdon (Ward 4, President)

**City Councilors Absent:** Victor Chau (Ward 2); Anna A. Turcotte (Ward 3, Vice President)

**Other City Officials Present:** Jerre Bryant (City Administrator); Natalie Burns (Legal Counsel); Michael T. Foley (Mayor); Jennie Franceschi (Director of Planning & Code Enforcement); Angela Holmes (City Clerk); Sean Lally (Police Captain); Karin Leyon (Student Representative); Daniel Stevenson (Economic Development Director)

**AMENDING THE LAND USE ORDINANCE, EXPANDING DOWNTOWN HOUSING OVERLAY DISTRICT**

President Rairdon gave the floor to Ms. Franceschi, who noted that City Council referred to the Planning Board a request to look at the density in the downtown City Center District, with the intent to increase residential growth within the urban core of the City. Ms. Franceschi presented a proposal to expand increased density standards. These items will appear on the Special City Council meeting agenda immediately following this workshop.

The following individuals presented questions and/or comments: Mr. Bryant, Councilor Storey, Mayor Foley, Mr. Stevenson, Councilor Rwaganje, President Rairdon

**AMENDING THE LAND USE ORDINANCE, ESTABLISHING RETAIL CLASS 4 OVERLAY**

President Rairdon gave the floor to Ms. Franceschi, who stated that the City was approached by a gas station in the downtown area that wanted to renovate its space. As the gas station is currently a non-conforming use, no expansion or relocation of gas pumps or canopies could take place without losing the grandfathered status. Ms. Franceschi presented a proposal to establish conditional uses for the four properties on which gas stations are currently located in the downtown area, to allow these businesses the flexibility to upgrade and reinvest in their properties. The proposal is specific to the mat/lot numbers of these four parcels and allows the owners to acquire the adjacent parcels. This item will appear on the Special City Council meeting agenda immediately following this workshop.

The following individuals presented questions and/or comments: Councilor Storey, President Rairdon, Mayor Foley, Councilor Morse, Councilor Shaughnessy, Mr. Stevenson

**AMENDMENTS TO THE UNIFORM TRAFFIC ORDINANCE**

President Rairdon gave the floor to Ms. Franceschi, who presented a major overhaul to the Uniform Traffic Ordinance. This change involves the rearrangement and deletion of schedules and updates to reflect current needs.

The following individuals presented questions and/or comments: President Rairdon, Mayor Foley, Councilor Rwaganje, Mr. Bryant

**ADJOURNMENT**

The workshop adjourned at 6:52pm.

**WESTBROOK CITY COUNCIL  
SPECIAL CITY COUNCIL MEETING MINUTES  
MONDAY DECEMBER 16, 2019  
WESTBROOK HIGH SCHOOL, ROOM 114**

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**READING THE CALL**

City Clerk Angela Holmes noted for the record that this Special City Council meeting was called by Mayor Michael T. Foley on December 12, 2019. Notice of the meeting was emailed to all City Councilors and was posted on the City's website.

**CALL TO ORDER**

Meeting called to order at 7:00pm by City Council President Gary Rairdon.

**City Councilors Present:** Michael Shaughnessy (At-Large), David C. Morse (Ward 1); Elliot Storey (Ward 5); Claude Rwaganje (At-Large); Gary Rairdon (Ward 4, President)

**City Councilors Absent:** Victor Chau (Ward 2); Anna A. Turcotte (Ward 3, Vice President)

**Other City Officials Present:** Jerre Bryant (City Administrator); Natalie Burns (Legal Counsel); Harrison Deah (Director of General Assistance & Social Services); Eric Dudley (Director of Engineering & Public Services); Todd Fields (Westbrook Regional Vocational Center); Michael T. Foley (Mayor); Jennie Franceschi (Director of Planning & Code Enforcement); Angela Holmes (City Clerk); Suzanne Knight (Finance Director); Sean Lally (Police Captain); Dena Lebeda (Tax Collector); Karin Leyon (Student Representative); Greg Post (Director of Community Services); Daniel Stevenson (Economic Development Director); Andrew Turcotte (Fire Chief)

**PLEDGE OF ALLEGIANCE**

President Rairdon led all present in the Pledge of Allegiance.

**MINUTES**

President Rairdon stated that unless any objections are received, the minutes from the December 9, 2019 City Council & School Committee Joint Workshop and the Special City Council Meeting would stand as presented. No objections were received; minutes stand as presented.

**MAYOR'S MESSAGE**

Mayor Foley shared the following messages:

1. Mayor Foley announced the reappointment of Bruce Allen and Byron Rogers to the Parks & Cemeteries Board of Trustees, both for three-year terms expiring on January 31, 2023.
2. City Hall will open at 10:00am on December 20, 2019 and will close at 3:00pm on December 24, 2019. The Walker Memorial Library will close at 3:00pm on December 24, 2019. The Westbrook Community Center will end programming at 2pm on December 24, 2019 and will close the building at 3:00pm; and on December 31, 2019 will end programming at 2:00pm and will close the building at 4:00pm.
3. The Senior Property Tax Assistance ordinance amendments will appear before Council soon.

4. Mr. Bryant, Councilor Rwaganje and Mayor Foley met with the Greater Portland Council of Governments' (GPCOG) Metro Regional Coalition to discuss regional support for an emergency shelter. They also attended a GPCOG welcome reception.
5. Mayor Foley met with department heads on Wednesday morning for the first time as Mayor. The administration will develop some organizational changes in early 2020.
6. A ribbon cutting for Istanbul Restaurant & Bakery took place on December 11, 2019.
7. The Mayor attended a Westbrook-Gorham Community Chamber of Commerce meeting and provided them with an update on Westbrook efforts.
8. The Westbrook School Committee selected Noreen Poitras as the School Committee Chair and Mary Hall as the Vice Chair.
9. Mayor Foley attended the Annual Festival of Trees and served at the Tips for Charity Luncheon at Westbrook Warren Congregational Church.
10. Mayor Foley attended the Valentine Hose Company Christmas Party & Awards Ceremony.
11. Veteran Services Officer Arty Ledoux and Mayor Foley attended a Wreaths Across America event at Woodlawn Cemetery & Riverbank Park.
12. A funeral service for State Representative and City Councilor Ann E. Peoples took place on December 14, 2019.
13. The Police Department held a swearing-in ceremony for Officers Ruggiero & Miedico.
14. A Christmas light show is on display at 46 Jacqueline Way, raising funds for the Animal Refuge League.
15. The Mayor's Inaugural Ball will take place on January 25, 2019 at Dana Warp Mill. Tickets are available online.
16. A ribbon cutting for Westbrook's Veteran Services Office will take place on January 17, 2020.

#### **STUDENT REPRESENTATIVE UPDATE**

Ms. Leyon shared the following messages:

1. A Poetry Out Loud competition was held at the school on Wednesday.
2. The Westbrook High School French teacher and students went to a few elderly homes and sang Christmas carols.

#### **PUBLIC COMMENT**

President Rairdon opened the floor for the first public comment portion of the evening's meeting. The following individuals spoke: Councilor Morse

## **UNFINISHED BUSINESS**

Included below are City Council Orders which were previously considered by City Council, but which were laid on the table for future action.

1. **Order 2019-183. Authorizing Wage Adjustment for Non-Union Personnel.**  
Motion to approve first and final reading of Order 2019-183.  
Moved by Councilor Morse, seconded by Councilor Storey.  
President Rairdon opened the floor for comments on the motion. The following individuals spoke: Mayor Foley, President Rairdon  
**Motion carried. Order 2019-183 adopted. (Vote 5-0-2)**  
Ayes: Shaughnessy, Morse, Storey, Rwaganje, Rairdon  
Nays: None  
Absent: Chau, Turcotte

## **ORDERS OF THE DAY (SECOND AND FINAL READING)**

Included below are the City Council Orders which require second and final reading.

1. **Order 2019-185. Authorizing Award of Bid for Police Department Locker Room Expansion.**  
Motion to approve second and final reading of Order 2019-185.  
Moved by Councilor Shaughnessy, seconded by Councilor Rwaganje.  
President Rairdon opened the floor for comments on the motion. No one spoke.  
**Motion carried. Order 2019-185 adopted. (Vote 5-0-2)**  
Ayes: Shaughnessy, Morse, Storey, Rwaganje, Rairdon  
Nays: None  
Absent: Chau, Turcotte
2. **Order 2019-186. Authorizing Award of Bid for Police Department Policy Review and Revision.**  
Motion to approve second and final reading of Order 2019-186.  
Moved by Councilor Morse, seconded by Councilor Rwaganje.  
President Rairdon opened the floor for comments on the motion. No one spoke.  
**Motion carried. Order 2019-186 adopted. (Vote 5-0-2)**  
Ayes: Shaughnessy, Morse, Storey, Rwaganje, Rairdon  
Nays: None  
Absent: Chau, Turcotte
3. **Order 2019-187. Authorizing Award of Bid for Installation of Surveillance Cameras and DVR System at Westbrook Regional Vocation Center.**  
**Order 2019-188. Authorizing Award of Bid for ADA Door Openers at the Fred C Wescott Building.**  
**Order 2019-189. Authorizing Acceptance & Expenditure of CDBG Funds for the Cornelia Warren Four Season Rink Renovation.**  
**Order 2019-190. Authorizing Payment for Emergency Boiler Replacement & Amending Vendor List.**  
**Order 2019-191. Authorizing the Issuance of \$222,507 of General Obligation Bonds and Appropriating the Proceeds Thereof.**  
**Order 2019-192. Authorizing Westbrook Environmental Improvement Corporation (WEIC) Expenditure to Discover Downtown Westbrook.**  
Motion to approve second and final reading of Orders 2019-187 through 192.

Moved by Councilor Morse, seconded by Councilor Shaughnessy.  
President Rairdon asked if any Councilor wished to consider any item separately. No one spoke.  
President Rairdon opened the floor for comments on the motion. The following individuals spoke: President Rairdon, Mr. Fields, Captain Lally, Mayor Foley, Mr. Post  
**Motion carried. Orders 2019-187 through 192 adopted. (Vote 5-0-2)**  
Ayes: Shaughnessy, Morse, Storey, Rwaganje, Rairdon  
Nays: None  
Absent: Chau, Turcotte

### **NEW BUSINESS**

Included below are the Council actions on New Business, which includes business licenses requiring City Council approval, City Council Resolves and Orders receiving first and final reading, City Council Orders receiving the first of two required readings, and all items to be considered in Executive Session.

1. **Resolve 2019-19. Approving Appointments to the Greater Portland Transit District.**  
Motion to approve first and final reading of Resolve 2019-19.  
Moved by Councilor Morse, seconded by Councilor Storey.  
President Rairdon opened the floor for comments on the motion. The following individuals spoke: Mayor Foley  
**Motion carried. Resolve 2019-19 adopted. (Vote 5-0-2)**  
Ayes: Shaughnessy, Morse, Storey, Rwaganje, Rairdon  
Nays: None  
Absent: Chau, Turcotte
2. **Resolve 2019-20. Approving Appointments to the Planning Board.**  
Motion to approve first and final reading of Resolve 2019-20.  
Moved by Councilor Shaughnessy, seconded by Councilor Rwaganje.  
President Rairdon opened the floor for comments on the motion. No one spoke.  
**Motion carried. Resolve 2019-20 adopted. (Vote 5-0-2)**  
Ayes: Shaughnessy, Morse, Storey, Rwaganje, Rairdon  
Nays: None  
Absent: Chau, Turcotte
3. **Resolve 2019-21. Approving Appointments to the Recreation & Conservation Commission.**  
Motion to approve first and final reading of Resolve 2019-21.  
Moved by Councilor Shaughnessy, seconded by Councilor Storey.  
President Rairdon opened the floor for comments on the motion. The following individuals spoke: Councilor Shaughnessy, Mayor Foley  
**Motion carried. Resolve 2019-21 adopted. (Vote 5-0-2)**  
Ayes: Shaughnessy, Morse, Storey, Rwaganje, Rairdon  
Nays: None  
Absent: Chau, Turcotte
4. **Resolve 2019-22. Approving Appointments to the Westbrook Environmental Improvement Corporation.**  
Motion to approve first and final reading of Resolve 2019-22.  
Moved by Councilor Shaughnessy, seconded by Councilor Morse.  
President Rairdon opened the floor for comments on the motion. No one spoke.

**Motion carried. Resolve 2019-22 adopted. (Vote 5-0-2)**

Ayes: Shaughnessy, Morse, Storey, Rwaganje, Rairdon

Nays: None

Absent: Chau, Turcotte

5. **Resolve 2019-23. Approving Appointments to the Zoning Board of Appeals.**

Motion to approve first and final reading of Resolve 2019-23.

Moved by Councilor Morse, seconded by Councilor Shaughnessy.

President Rairdon opened the floor for comments on the motion. The following individuals spoke: President Rairdon, Mayor Foley

**Motion carried. Resolve 2019-23 adopted. (Vote 5-0-2)**

Ayes: Shaughnessy, Morse, Storey, Rwaganje, Rairdon

Nays: None

Absent: Chau, Turcotte

6. **Order 2019-193. Amending the Land Use Ordinance, Regarding Expanding Downtown Housing Overlay District.**

**Order 2019-194. Amending the Land Use Ordinance, Regarding Establishing Retail Class 4 Overlay.**

**Order 2019-195. Amending the Uniform Traffic Ordinance and Amending the Code of Ordinances Chapter 31, Traffic.**

Ms. Holmes noted for the record that these items require public hearings, scheduled for January 6, 2019. Notice of the public hearings will be published in the American Journal on December 19 & 26, 2019.

Motion to approve the first of two readings for Orders 2019-193 through 195.

Moved by Councilor Shaughnessy, seconded by Councilor Rwaganje.

President Rairdon asked if any Council wished to consider any item separately. No one spoke.

President Rairdon opened the floor for comments on the motion. No one spoke.

**Motion carried by a show of hands. None opposed.**

7. **Order 2019-196. Accepting Payment for Snow Plow Operations on Maple, Union & Roosevelt Streets.**

Motion to approve the first of two readings for Order 2019-196.

Moved by Councilor Morse, seconded by Councilor Storey.

President Rairdon opened the floor for comments on the motion. The following individuals spoke: President Rairdon, Mr. Bryant

**Motion carried by a show of hands. None opposed.**

8. **Order 2019-197. Authorizing Agreement with Soccer Maine for the Cornelia Warren Four Season Rink.**

Motion to approve the first of two readings for Order 2019-197.

Moved by Councilor Morse, seconded by Councilor Shaughnessy.

President Rairdon opened the floor for comments on the motion. The following individuals spoke: Councilor Storey, Mr. Post, John Morgan (Soccer Maine), Councilor Rwaganje, Councilor Shaughnessy, Mr. Bryant, President Rairdon

**Motion carried by a show of hands. None opposed.**

### **PUBLIC COMMENT**

President Rairdon opened the floor for the second and final public comment portion of the evening's meeting. The following individuals spoke: President Rairdon

### **REFERRALS**

There were no new referrals.

### **COMMITTEE REPORTS**

There were no reports from City Council committees.

### **EXECUTIVE SESSION**

Motion to enter into Executive Session at 7:57pm pursuant to 36 M.R.S.A. § 841-2(E) to discuss hardship tax abatements, inviting the Mayor, City Administrator, City Clerk, Finance Director, Tax Collector and City Solicitor, General Assistance Administrator and Student Representative to attend.

Moved by Councilor Morse, seconded by Councilor Shaughnessy.

**Motion carried by a show of hands. None opposed.**

### **RECONVENE**

The meeting reconvened at 8:43pm.

**City Councilors Present:** Michael Shaughnessy (At-Large), David C. Morse (Ward 1); Elliot Storey (Ward 5); Gary Rairdon (Ward 4, President)

**City Councilors Absent:** Victor Chau (Ward 2); Anna A. Turcotte (Ward 3, Vice President); Claude Rwaganje (At-Large)

**Other City Officials Present:** Jerre Bryant (City Administrator); Natalie Burns (Legal Counsel); Harrison Deah (Director of General Assistance & Social Services); Michael T. Foley (Mayor); Angela Holmes (City Clerk); Suzanne Knight (Finance Director); Dena Lebeda (Tax Collector); Karin Leyon (Student Representative)

### **TAX ABATEMENT FINDINGS**

Motion to deny the hardship tax abatement for the reasons set forth by Council in Executive Session and to authorize the Tax Collector to prepare a written decision including City Council's findings.

Moved by Councilor Morse, seconded by Councilor Shaughnessy.

President Rairdon opened the floor for comments on the motion. No one spoke.

**Motion carried by a show of hands. None opposed.**

### **ADJOURNMENT**

Motion to adjourn at 8:44pm.

Moved by Councilor Storey, seconded by Councilor Morse.

**Motion carried by a show of hands. None opposed.**



**CITY OF WESTBROOK, MAINE**  
IN CITY COUNCIL

Date: January 7, 2019

Order: 2019-2

**AUTHORIZING PROGRAM FEE ADJUSTMENTS AT WESTBROOK COMMUNITY CENTER**

That the Westbrook City Council hereby authorizes the enclosed adjusted fee schedule for programs at Westbrook Community Center.

*\*Fee schedule for City of Westbrook employees amended on the floor January 7, 2019 to match Senior rates. Item tabled.*

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First Reading: January 7, 2019

Second and Final Reading: January 6, 2020

Attest:

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City Clerk

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Mayor



# CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

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## REQUEST FOR COUNCIL ACTION

*Requests are due to the City Clerk two Fridays prior to a Council meeting. If expenditure/acceptance of funds is involved, Finance Department approval is required prior to submission.*

**PROPOSED TITLE:** Community Services Program Fee Change

**REQUESTED BY:** Greg Post - Director

**DATE:** 01/06/2020

### SUMMARY:

We are requesting that Order 2019-2, originally presented to Council on 1/7/19 and tabled later that evening, be postponed indefinitely and removed from further consideration.

In October 2019, with guidance from City administration and legal, Community Services entered into an agreement with Lisa Petruccelli and Train Your Inner Athlete, LLC, of Westbrook to begin outsourcing all non-aquatic fitness and wellness programming at the Westbrook Community Center. This recent change eliminates schedules and fees from municipal control and makes the original Order request no longer necessary.

Please see the attached memo for additional details of this new partnership.

**BUDGET LINES AFFECTED (IF APPLICABLE):**



# Westbrook Community Services

Greg Post  
Director of Community Services  
[gpost@westbrook.me.us](mailto:gpost@westbrook.me.us)  
Ext. 5265

Westbrook Community Center  
426 Bridge Street  
Westbrook, ME 04092  
Phone: 207.854.0676

September 17, 21019

## Westbrook Community Center Announces Enhancements to Fitness & Wellness Programming

**Westbrook, ME** – Westbrook Community Services is happy to announce that fitness and wellness programming at the Westbrook Community Center will undergo some enhancements in the near future that should improve the overall experience of patrons and guests.

Moving forward, as of Sunday, October 20, all group fitness classes, personal training, and wellness programs will be managed by Lisa Petruccelli and Train Your Inner Athlete, LLC, of Westbrook. This includes current classes such as Hydro Power, Power Hour, Hit the Road, More Than Core, Strength Session, Cardio Quest, Spinning, Silver Cardio, Barre Fitness, Pilates, and All Levels Yoga – all of which will continue with the same great instructors – as well as the popular Healthy Huddle wellness program. Additionally, Train Your Inner Athlete, LLC, will have the opportunity to work directly with the current fitness and wellness staff, as well as its constituents, to develop a comprehensive schedule that provides even more everyday-affordable opportunities for residents of Westbrook and surrounding communities.

"We're very excited about this opportunity, for both the upgrades and the chance to have Lisa, specifically, manage all fitness and wellness programming here at the Center," says Greg Post, Director of Community Services for the City. "We're constantly evaluating what we have and looking at ways to make things more streamlined and efficient. Given Lisa's professional background, knowledge of the industry, and proven history here at the Center, we're very confident that she'll take things to a whole-new level of excellence. And, from discussions with current instructors and feedback from class participants, it's clear that they feel the same way, too."

In the fall of 2012, Lisa Petruccelli created Train Your Inner Athlete and began working as a certified instructor at the Westbrook Community Center. The name Train Your Inner Athlete stems from the belief that EVERYONE is an athlete. Bodies are designed for movement and TYIA training is designed for ALL fitness levels! Train Your Inner Athlete provides variety and modifications to meet everyone's needs. Programs will challenge everyone to reach their individualized potential in a supportive and inclusive community of athletes from diverse backgrounds and fitness levels. Train Your Inner Athlete was created from the belief that with the right support, everyone can achieve their health and fitness goals. TYIA will motivate and inspire participants to achieve their goals and set new objectives.

Athletics, fitness and wellness have been a part of Lisa Petruccelli's life since she was old enough to play ball in the yard. Lisa was a three-sport athlete in high school, two-sport athlete in college, collegiate soccer coach, and fitness and wellness professor for 25 years. She has coached high school and college track and field, and she was a certified swim instructor. Lisa has been a Certified Strength and Conditioning Specialist by the National Strength and Conditioning Association for the past 20 years. She is a Certified Health Coach with the Dr. Sears Wellness Institute and a TRX qualified trainer. Lisa believes the key to successful coaching is being able to meet people where they are and help them create a plan to achieve their goals. The application of her knowledge of strength exercises, cardiovascular development, periodization, nutrition, goal setting, and team culture guides her to help her athletes reach their peak performance.

The Westbrook Community Center has also signed a professional service contract with General Fitness Services, Inc., of Portland, to provide monthly preventative maintenance on all spin bikes, ensuring that equipment remains online and functioning at its highest level.

As for the Davan Indoor Pool at the Westbrook Community Center and the Cornelia Warren Outdoor Pool on Main Street, Community Services will continue to manage all programming, schedules, and rates, and focus on additional opportunities and revenue streams.

Following the transition on October 20, fitness and aquatics programming will move forward as separate entities and guests will be able to pay a drop-in fee or purchase a discount membership plan for either concentration.

###

### Questions

Fitness & Wellness	Lisa Petruccelli	<a href="mailto:trainyourinnerathlete@gmail.com">trainyourinnerathlete@gmail.com</a>	207.317.0842
Aquatics	Greg Post	<a href="mailto:gpost@westbrook.me.us">gpost@westbrook.me.us</a>	207.854.0676, ext. 5265

[www.TrainYourInnerAthlete.com](http://www.TrainYourInnerAthlete.com)  
[www.WestbrookCommunityCenter.org](http://www.WestbrookCommunityCenter.org)



**Westbrook  
Community Center**

Westbrook Community Services  
426 Bridge Street – Westbrook, ME 04092

**December 27, 2018**

Dear Constituents of the Westbrook Community Center,

We are constantly assessing and evaluating our wellness programs – what we offer, our instructors, and our rates, and generally make changes, if needed, at what we consider to be our two shoulder seasons, January and September.

As part of our current assessment, it's been determined that our programs are not covering their current operating costs. These costs include the instructor, the building attendant who checks in each participant, equipment, unforeseen repairs, and general overhead.

Our goal here at the Westbrook Community Center is to be self-supporting and to not rely on tax payer dollars to subsidize programming. As a result, and in order for us to continue offering some great programs with which we consider being some of the best instructors around, we need to right-line our pricing structure and eliminate some of our underperforming classes and activities.

We tend to be very patient with growing our programs, allowing them to hopefully gain traction over time, and have only implemented a few price increases in over eight years of operation. But, unfortunately, in order to eliminate any deficit and continue functioning at an efficient level, changes were necessary.

We hope you continue to utilize our services, as we feel we still provide some of the most cost-effective options in the Greater Portland area.

Should you have any questions, please feel free to reach out to me at [gpost@westbrook.me.us](mailto:gpost@westbrook.me.us).

Thank you and we appreciate your continued support.

Sincerely,

Greg Post  
Acting Director  
Westbrook Community Services  
[gpost@westbrook.me.us](mailto:gpost@westbrook.me.us)  
207.854.0676, ext. 5265



ORIGINAL ATTACHMENT

As of January 22, 2019

# Fitness & Aquatics

## All-Inclusive Membership Pricing Options

*All Membership & Pass Options Include Select Pool & Fitness Programs!*

### Adult Memberships & Passes!

1 yr. adult (Ages 16+)	\$480 or \$40 per month contract
16-visit flex adult (Ages 16+)	\$96 ← 25% Discount Off Drop-In Rate
1 drop-in adult	\$8

And City of  
Westbrook  
Employees

### Senior Membership & Passes!

1 yr. senior (Ages 60+)	\$240 or \$20 per month contract
16-visit flex senior (Ages 60+)	\$48 ← 25% Discount Off Drop-In Rate
1 drop-in senior (Ages 60+)	\$4

*\*Early-termination fee for one-year memberships will result in a one-month penalty!*

### ~~City of Westbrook Membership & Passes!~~

~~1 drop-in City of Westbrook Employee \$4~~

~~*\*All current complimentary COW Employee memberships expire as of 1/20/19, and only drop-ins will be accepted!*~~

### Child Rates!

*Valid for Open Gym & Family Swim Admittance Only!*

1 drop-in child (Ages 15 & Under)	\$4
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Questions? Please contact Greg at [gpost@westbrook.me.us](mailto:gpost@westbrook.me.us) or visit the Westbrook Community Center's Reception & Information Center in the Central Hallway.

Westbrook Community Center

426 Bridge Street - Westbrook, ME 04092

207.854.0676

Westbrook Community Center - All-Inclusive Fitness & Aquatics Schedule

As of January 22, 2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
TYIA - Hydro Power (Gym) 5:30-6:30am Lisa ***** Adult Lap Swim (Pool) 5:30-7:30am Lifeguard on Duty ***** Senior Aquatics (Pool) 7:45-8:30am Loreen ***** Liquid Tone (Pool) 8:45-9:30am Loreen ***** Silver Cardio (Gym) 9-10am Sheila ***** Adult Lap Swim (Pool) 11:30am-1:30pm Lifeguard on Duty ***** Pilates (Activity) 5:30-6:30pm Tina ***** Adult Lap Swim (Pool) 8:15-9pm Lifeguard on Duty *****	TYIA - Power Hour (Gym) 5:30-6:30am Lisa ***** Core Splash (Pool) 7:45-8:30am Loreen ***** Advanced Pickleball (Gym) 7-11am Grade 3.5+ ***** Adult Lap Swim (Pool) 11:30am-1:30pm Lifeguard on Duty ***** Spinning (Spin Studio) 5:30-6:30pm Holly ***** Barre Fitness (Activity) 5:30-6:30pm Tina ***** Adult Lap Swim (Pool) 8:15-9pm Lifeguard on Duty *****	TYIA - More Than Core (Gym) 5:30-6:30am Lisa ***** Adult Lap Swim (Pool) 5:30-7:30am Lifeguard on Duty ***** Senior Aquatics (Pool) 7:45-8:30am Loreen ***** Silver Cardio (Gym) 9-10am Andy ***** Adult Lap Swim (Pool) 11:30am-1:30pm Lifeguard on Duty ***** Spinning (Spin Studio) 5:30-6:30pm Holly ***** All Levels Yoga (Dance) 6:45-7:45pm Kelly ***** Adult Lap Swim (Pool) 8:15-9pm Lifeguard on Duty *****	TYIA - Power Hour (Gym) 5:30-6:30am Lisa ***** Core Splash (Pool) 7:45-8:30am Loreen ***** Advanced Pickleball (Gym) 7-11am Grade 3.5+ ***** Adult Lap Swim (Pool) 11:30am-1:30pm Lifeguard on Duty ***** Spinning (Spin Studio) 5:30-6:30pm Holly ***** Adult Lap Swim (Pool) 8:15-9pm Lifeguard on Duty *****	TYIA - Cardio Quest (Gym) 5:30-6:30am Lisa ***** Adult Lap Swim (Pool) 5:30-7:30am Lifeguard on Duty ***** Senior Aquatics (Pool) 7:45-8:30am Loreen ***** Silver Cardio (Gym) 9-10am Andy ***** Adult Lap Swim (Pool) 11:30am-1:30pm Lifeguard on Duty ***** Adult Lap Swim (Pool) 7:30-9pm Lifeguard on Duty ***** Family Swim (Pool) 7:30-9pm Lifeguard on Duty *****	Adult Lap Swim (Pool) 7-9am Lifeguard on Duty ***** Spinning (Spin Studio) 7:30-8:30am Holly ***** All Levels Yoga (Dance) 7:45-8:45am Kelly ***** Barre Fitness (Activity) 8-9am Tina ***** Pilates (Activity) 9:10-10am Tina ***** Adult Lap & Family Swim (Pool) 4-7pm Lifeguard on Duty ***** Open Gym (Gym) Families = 3-4:30pm MS Students = 4:30-6pm HS Students = 6-8pm	Adult Lap Swim (Pool) 7-11am Lifeguard on Duty ***** Family Swim (Pool) 9-11am Lifeguard on Duty ***** Open Gym (Gym) Families = 9-10am MS Students = 10-11am HS Students = 11am-12pm ***** Advanced Pickleball (Gym) 12-5pm Grade 3.5+

AVAILABLE PRICING OPTIONS:

- Drop-In Adult (16+) = \$8/visit
- Drop-In Senior (60+) = \$4/visit
- Drop-In COW Employee = \$4/visit - All current complimentary COW Employee memberships expire as of 1/20/19, and only drop-ins will be accepted
- Drop-In Child (15 & Under) = \$4/visit - Applies to Open Gyms & Family Swims Only
- 16-Visit Adult (16+) = \$96
- 16-Visit Senior (60+) = \$48
- One-Year Membership Adult (16+) = \$480 or \$40/month contract
- One-Year Membership Senior (60+) = \$240 or \$20/month contract

\*Early-termination fee for one-year memberships will result in a one-month penalty!



**CITY OF WESTBROOK, MAINE**  
IN CITY COUNCIL

**Date: December 16, 2019**

**Order: 2019-193**

**AUTHORIZING AMENDMENT TO THE LAND USE ORDINANCE, REGARDING EXPANDING DOWNTOWN  
HOUSING OVERLAY**

That the Westbrook City Council hereby amends the Westbrook Code of Ordinances Land Use Ordinance Section 301, *City Center District*, Section 403, *Village Review Overlay Zone*, and Section 407, *Downtown Housing Overlay*, as outlined in the attached exhibit.

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First Reading: December 16, 2019

Second and Final Reading: January 6, 2020

Attest:

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City Clerk

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Mayor



# CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

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## REQUEST FOR COUNCIL ACTION

*Requests are due to the City Clerk two Fridays prior to a Council meeting. If expenditure/acceptance of funds is involved, Finance Department approval is required prior to submission.*

**PROPOSED TITLE:** LUO Amendment-301 City Center District 403 Village Review Overlay Zone 407 Downtown Housing Overlay District

**REQUESTED BY:** Jennie Franceschi

**DATE:** 12/04/2019

**SUMMARY:**

See Attached Memo

**BUDGET LINES AFFECTED (IF APPLICABLE):**

NONE



# City of Westbrook

## DEPARTMENT OF PLANNING & CODE ENFORCEMENT

2 York Street

Westbrook, Maine 04092

(207) 854-0638

Fax: 1-866-559-0642

### MEMO

DATE: December 4, 2019

TO: Mayor, City Council

FROM: Jennie P. Franceschi, City Planner & Rebecca Spitella, Asst. Planner

Cc: City Administrator, City Clerk, City Solicitor

RE: Amendment to the Land Use Ordinance – Chapter III Sections 301 City Center District; Chapter IV Sections 403 Village Review Overlay Zone & 407 Downtown Housing Overlay District

Attached: – Proposed amendment for consideration from Planning Board Public Hearing of 12/03/19

### **Executive Summary: The Planning Board provided the City Council the following recommendation:**

**6-0 Vote to Amend the LUO to per the attached documentation.** (Chapter III Sections 301 City Center District; Chapter IV Sections 403 Village Review Overlay Zone & 407 Downtown Housing Overlay District)

### **Ordinance Amendment Description:**

The proposed amendment extends and expands the existing Downtown Housing Overlay District standards through the “Downtown District Area” within the City Center District.

**(See the “2019.36 Ordinance Amendment Chapter III Section 301 City Center District; Chapter IV Sections 403 Village Review Overlay Zone, Section 407 Downtown Housing Overlay District 12/3/2019 Planning Board Public Hearing” document.)**

### **History:**

- October 7, 2019 – Referral from City Council
- November 5, 2019 – Planning Board Workshop
- December 3, 2019 – Public Hearing

### **Staff Comments:**

City Council made a referral to the Planning Board after being approached by a Downtown Main St property owner with a request to review the density standards to allow for increased residential units in our most urban district. Expanding the Downtown Housing Overlay District (DHOD) further down Main St provides incentives for our property owners to re-invest in our downtown properties, upgrade life safety, as well as provide additional housing which is desperately needed in this area to support the growth of the downtown businesses. The DHOD affords a density of 1 unit/500 sf of base site area and requires 1 parking space per unit.

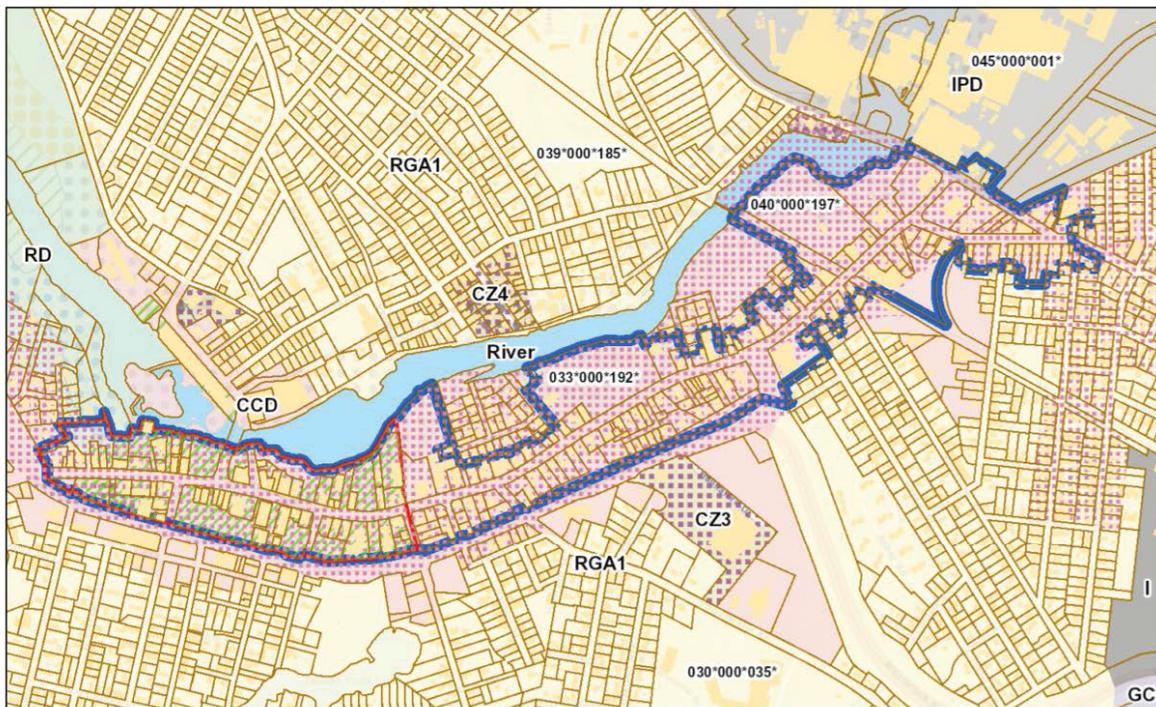
Staff’s initial recommendation was to carry the DHOD down Main Street for all Main Street fronting properties including the Cumberland Mills Triangle. All other standards would remain with the exception

of requiring this overlay to not allow residential units on the first/street level, which is already a requirement in the “Heart District”.

In Staffs review of the ordinances and the current overlays that we have on our zoning map, a few issues arose as to how to proceed on this amendment.

The Zoning map looks like the map below with the series of overlays currently:

- Zoning District: City Center District (Pink solid)
- Overlay Districts: Village Review Overlay (Pink Dotted)
- Heart District Designation (Red Line)
  - Downtown District Designation (Blue Line)
- Downtown Housing Overlay (Green Hatching)
- Shoreland Zoning (Not shown on map but another overlay in this area)



Some of these overlays actually perform redundant measures and it became clear that the direction we should be heading is to reduce the excessive amount of overlay zones and utilize the boundaries of established district lines that are already part of our map which will reduce the potential for missing an overlay during the course of a review process.

The proposed Ordinance utilizes the Downtown District (Blue Line) as the limit for the area that would be afforded the increased density, providing the owner can address all other standards. To further encourage development in the urban core where we want development to occur, the proposed Ordinance provides additional density criteria that, “For structures with 4 (four) or more stories, the residential density factor is negotiable during subdivision/site plan review.” This is similar language to the height standard for the City Center District (CCD) which would be reviewed as part of a Planning Board level project where the Board could determine if the applicant’s project provides a benefit to the City (additional housing) while still addressing items such as Parking. This could generate significant investment in the downtown by affording owners the incentive to have more units on their lands.

Further, the DHOD language had provisions in the ordinance that were never enacted and provided a very specific option on parking waivers for only shuttle or shared car service which is not a feasible alternative but rather the terminology should be changed to transportation management plan.

Therefore, the document before you deletes the current DHOD overlay, and instead adds the DHOD density language into the CCD zoning requirements in the area of the Downtown District (Blue Line) only and the two lots across the River that are currently in the DHOD (Dana Warp Mill and the parking lot beside that parcel). There were also adjustments made to the CCD landscape language as the language was confusing and conflicted with the coverage allowances.

To ensure that there were ordinance ties between the CCD section and the Village Review Overlay Zone district language, we added in the language you see in Section 403.

**Benefits of the proposal:**

- 1) Increased housing opportunities in our urban core
- 2) Incentives for owners to invest in their properties
- 3) With additional units and renovations, life safety measures are enhanced in older structures or are provided for in new construction.
- 4) Lessens the pressure on development in our more rural areas and thereby reducing sprawl
- 5) Reduces the cost to the City per resident for City Services by increasing population where you already deliver services and not expanding services into new areas.

The Planning Board held a public hearing on December 3, 2019 on the proposed overlay zone, which was noticed 2 times, once in the Portland Press Herald and once in the American Journal. During the public hearing, two public testimonies were provided in support of this amendment. The Board discussed the document but did not alter the document.

**301 City Center District**

The purpose of the City Center Zoning District is to create a flexible atmosphere for the return of the downtown to a prominent regional service center. Flexible setbacks will be balanced with an overlay of design standards to encourage new development that will be consistent with the goals established in the City's Comprehensive Plan, Downtown Revitalization Plan, Downtown Parking Plan, Downtown Streetscape Plan and Westbrook Riverfront Master Plan. (Ord. of 4-5-10; 3/3/14)

301.1 **Permitted Uses.** The following uses are permitted in the City Center District as a matter of right:

Accessory Use	Home Occupation
Bank Class 2	Hotel
Bed and Breakfast Class 1 & 2	Library
Business Office	Media Studio Class 2
Child Care Center	Museum
Club or Lodge	Municipal Facility
Congregate Care Facility***	Medical Offices*
Day Care Center	Neighborhood Grocery
Dwelling, Single-Family	Parking Facility
Dwelling, Two-Family	Private Indoor Recreation Facility
Dwelling, Multiple-Family	Restaurant Class 2
Educational Facility	Retail Class 1 & 3
Food Cart Vendors	Service Business
Greenhouse or Florist	Telecommunications Facility****
Greenhouse or Florist	Vocational Education Facility

\*(Ord. of 03-07-05)

\*\*\* (Ord. of 4-5-10)

\*\*\*\* (Ord. of 3-3-14)

301.2 **Conditional Use.** The following uses are permitted in the City Center District as a conditional use under Section 204:

Artisan Food and Beverage  
Bank Class 1  
Boarding Home for Sheltered Care  
Boarding house or Lodging House  
Church  
Community Center  
Community-Based Residential Facilities  
Home Day Care Provider  
Light Manufacturing  
Research and Development  
Theater

Notwithstanding the requirements of Section 204.1.D(9), conditional uses other than home day care providers shall not be required to provide off-street parking.

301.3 **Performance Standards.** The following performance standards apply in the City Center District:

- A. Minimum Lot Size: None
- B. Dimension Requirements:  
(1) There are no dimension requirements for yard depths,  
(2) Maximum height is negotiable during site plan review and is restricted to existing scales and safety capacity.
- C. Maximum Footprint Factor: 100%
- D. Maximum Gross Density Factor: 100%
- E. Landscaping Factor: ~~Where a change or expansion of an existing use is proposed, a landscape factor is required if the existing maximum gross density factor is 80% or greater. The landscape factor in these cases is the difference between the existing maximum gross density factor and 100%. As required by the reviewing authority.~~
- F. Residential Density Factor: 1 dwelling unit per 2500 S.F. of base site area. (However, minimum size of a residential unit shall be 500 S.F., and an additional 150 S.F. per each additional bedroom.)  
  
Residential Density Factor within the Downtown District, as shown on the Westbrook Zoning Map, and the following specific Map/Lot locations (M32/L121 and M32/L122): 1 dwelling unit per 500 s.f. of base site area. For structures with 4 (four) or more stories, the residential density factor is negotiable during subdivision/site plan review.
- G. Lighting. All outdoor lighting must be of the cutoff luminaire variety and must be installed so no direct lighting is emitted beyond lot lines.
- H. Noise. Noise levels must not exceed existing levels at the exterior limits of the property.
- I. Vibrations. Vibrations must not exceed existing levels at the exterior limits of the building.
- J. Odors. Odors must not exceed existing levels at the lot lines.
- K. Traffic Impact. The traffic pattern from a change or expansion of use must be designed so as to maintain the existing traffic operation level of service and pedestrian safety along the lot frontage and at the nearest intersection in both directions. (Amended by Ord. of 11/17/14)

L. Storage of Materials. All materials must be stored within an enclosed structure so as to be screened from view.

M. Parking Requirements. The parking requirements of Chapter V are only applicable to the following uses in the City Center District: Home Day Care Provider, Day Care Center, Child Care Center, Dwelling, Single-Family, Two-Family and Multiple-Family. (Ord. of 4-5-10)

N. For properties located in the Downtown District as shown on the Westbrook Zoning Map, and the following specific Map/Lot locations (M32/L121 and M32/L122) the following standards apply:

- (1) Parking Requirements. A minimum of 1 on-site parking space must be provided per dwelling unit. This standard may be reduced during subdivision/site plan review with a transportation management plan
- (2) Residential uses are prohibited on street level in structures adjacent to the following rights-of-way: Main Street, Stroudwater Street, Spring Street, Harnois Avenue, Cumberland Street.

301.4 **Telecommunications Facilities.** For provisions concerning telecommunications facilities, see Section 202.30-1. (Ord. of 3/3/14)

403 Village Review Overlay Zone

**403.7 Downtown District Regulations.**

A. The following regulations shall apply in the review of VROZ applications within the Downtown District as defined in this section, unless a waiver to any of the standards is approved by the reviewing authority.

1. In addition to the standards of 403.7, Residential Uses within the Downtown District are subject to the standards and restrictions as described in Section 301, City Center District.
- ~~1.~~ 2. For all new building construction, minimum building height: two-stories or 26' (Maximum height: See Zoning District regulations)
- ~~2.~~ 3. A licensed architect shall be required to aid in façade design efforts at the discretion of the reviewing authority.
- ~~3.~~ 4. Building entrances should be defined with a recessed door and have other features that accentuate the entrance such as awnings and pedestrian scale lighting.
- ~~4.~~ 5. Upper story windows should be oriented with proportions that relate to the overall building scale.
- ~~5.~~ 6. Existing windows shall be maintained and not infilled or altered.
- ~~6.~~ 7. Building colors shall represent natural building materials. Painting facades with complementary color tones accenting the architectural features of the building may be considered. Buildings should utilize (3) three colors or less. Brick and stone building materials are encouraged, but thoughtful and creative designs utilizing contemporary materials may be considered.
- ~~7.~~ 8. For stairs and decks that front on a street, the stairs and decks shall be painted wood, colored composite material, sheathed wood members or other similar style material. Bare wood (pressure treated) decks and stairs are prohibited on street facing sides.
- ~~8.~~ 9. Building materials shall be impact-resistant, durable materials that are visually appropriate to the streetscape. The following exterior siding materials are not permitted: EIFS, vinyl and aluminum. For existing structures conducting partial renovations, a waiver to this standard may be granted by the reviewing authority.
- ~~9.~~ 10. Building material(s) shall be visually integrated and compatible on all sides. Buildings at street corners shall use consistent materials on both facades.
- ~~10.~~ 11. To maintain visual vibrancy, 70% of facades facing streets shall be articulated with windows, transoms, signs, cornices, and other coordinated architectural features.
- ~~11.~~ 12. Buildings with flat roofs shall have a defined cornice at the roofline to offer architectural aesthetic borders.
- ~~12.~~ 13. Loading/Service areas, Storage, Drive-Thru's, and other utility components shall be accessed from the rear of the building to maintain a consistency of use and a pedestrian orientation of the streetscape. However, where buildings have a 'rear of the building' that is highly visible from a street, access drive, or public lands, buildings must be designed like a front face with sufficient screening or masking of service areas.
  - a. Trash receptacles should be located internal to buildings; however, if outdoor trash receptacles are used, they shall be in an enclosed/screened area that visually fits its surroundings.

- ~~13.~~ 14. Awnings – Material required – Canvas. Colors – Dark based colors. Height – Bottom of awning must be nine (9) feet above average grade of the public sidewalk beneath it and shall not extend more than four (4) feet into a public right of way and shall not extend into the curb line of a public street. Awnings may include the street address and or business name only. Any writing or signage on an awning must receive a sign permit. Please refer to Section 404 of this Land Use Ordinance for information on Awning Signage. Awnings cannot be internally illuminated or have lighting attached to the awning itself.

406 Downtown Housing Overlay District

~~The purpose of the Downtown Housing Overlay District is to allow residential uses at densities that will complement the efforts to revitalize the City's downtown into a prominent regional service center. The addition of higher density housing will increase activity downtown after the nine to five business hours, and provide more patrons for downtown service businesses. In accordance with the Comprehensive Plan, along William Clarke Drive, Bridge Street and Main Street, multi-family housing is permitted on all floors except the sidewalk level, thus preserving the availability of ground-floor commercial space.~~

~~The boundaries of the district are defined as follows: On the South by William Clarke Drive, on the East by Spring Street and Tax Map 33, Lot 142, on the North by the Presumpscot River and Tax Map 32, Lots 100, 101 and 102, on the West by Saco Street. All Tax Map and Lot numbers are based on the Tax Maps as of October 13, 2006. The district is also depicted on the Westbrook Zoning Map.~~

~~(Ord. of 4-5-10)~~

~~407.1 **Permitted Uses:** All uses permitted in the underlying zoning district. (Ord. of 4-5-10)~~

~~407.2 **Conditional Use:** The following uses are permitted in the Downtown Housing Overlay District as a conditional use under Section 204:~~

~~All uses listed as a conditional use in the underlying zoning district.~~

~~407.3 **Performance Standards:** The following performance standards apply in the Downtown Housing Overlay District.~~

~~A. Minimum Lot Size: \_\_\_\_\_ Same as underlying zone~~

~~B. Dimension Requirements: \_\_\_\_\_ Same as underlying zone~~

~~C. Maximum Footprint Factor: \_\_\_\_\_ Same as underlying zone~~

~~D. Maximum Gross Density Factor: \_\_\_\_\_ Same as underlying zone~~

~~E. Landscaping Factor: \_\_\_\_\_ None~~

~~F. Residential Density Factor: \_\_\_\_\_ 1 dwelling unit per 500 S.F. of base site area~~

~~G. Lighting: \_\_\_\_\_ All outdoor lighting must be of the cutoff luminaire variety~~

~~H. Noise: \_\_\_\_\_ Same as underlying zone~~

~~I. Vibrations: \_\_\_\_\_ Not applicable~~

J. Odors: \_\_\_\_\_ Not applicable

K. Traffic Impact: \_\_\_\_\_ Same as underlying zone

L. Storage of Materials: ~~Enclosed storage must be provided for dwelling units~~

M. Parking Requirements:

~~(1) Minimum: A minimum of 1 on-site parking space must be provided per dwelling unit, except that an applicant may use the following alternatives in lieu of providing on-site parking spaces:~~

- ~~(a) Provision of dedicated parking spaces within 1,000 linear feet of the building;~~
- ~~(b) Payment of a fee in lieu of providing spaces in an amount to be determined by the City Council and provided for in the municipal fee schedule. The fee shall be placed into a fund dedicated to downtown parking or transit improvements;~~
- ~~(c) Provision of a shuttle service or jointly owned vehicle that is owned by either the building owner or homeowners association. A parking analysis must demonstrate the number of units that will benefit from the shared service.~~

~~(Ord. of 01-08-07)~~

**ZONING MAP AMENDMENT: Delete the Downtown Housing Overlay District from the Zoning Map.**



**CITY OF WESTBROOK, MAINE**  
IN CITY COUNCIL

**Date: December 16, 2019**

**Order: 2019-194**

**AUTHORIZING AMENDMENT TO THE LAND USE ORDINANCE, REGARDING ESTABLISHING RETAIL CLASS  
4 OVERLAY**

That the Westbrook City Council hereby amends the Westbrook Code of Ordinances Land Use Ordinance Section 201, *Definitions*, and Section 410, *Retail Class 4 Overlay Zone*, as outlined in attached exhibit.

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First Reading: December 16, 2019

Second and Final Reading: January 6, 2020

Attest:

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City Clerk

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Mayor



# CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

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## REQUEST FOR COUNCIL ACTION

*Requests are due to the City Clerk two Fridays prior to a Council meeting. If expenditure/acceptance of funds is involved, Finance Department approval is required prior to submission.*

**PROPOSED TITLE:** LUO Amendment - Ch II Sec 201 Definitions; Ch IV Sec 410 Retail Class 4 Overlay

**REQUESTED BY:** Jennie Franceschi

**DATE:** 12/04/2019

**SUMMARY:**

See Attached Memo

**BUDGET LINES AFFECTED (IF APPLICABLE):**

NONE



# City of Westbrook

## DEPARTMENT OF PLANNING & CODE ENFORCEMENT

2 York Street

Westbrook, Maine 04092

(207) 854-0638

Fax: 1-866-559-0642

### MEMO

DATE: December 4, 2019

TO: Mayor, City Council

FROM: Jennie P. Franceschi, City Planner & Rebecca Spitella, Asst. Planner

Cc: City Administrator, City Clerk, City Solicitor

RE: Amendment to the Land Use Ordinance – Chapter II Sections 201 Definitions, Chapter IV Section 410 Retail Class 4 Overlay  
Creation of a new Retail Class 4 Overlay Zone

Attached: – Ordinance language for consideration from Planning Board Public Hearing of 12/03/19

### Executive Summary: The Planning Board provided the City Council the following recommendation:

**7-0 Vote to Amend the LUO to per the attached documentation.** (Chapter II Section 201 Definitions; Chapter IV Section 410 Retail Class 4 Overlay Zone)

### Ordinance Amendment Description:

The proposed Ordinance establishes standards for Retail Class 4 establishments located within the City Center District

**(See the “2019.26 Chapter II Section 201 Definitions; Chapter IV Section 410 Retail Class 4 Overlay Zone 12/3/2019 Planning Board Public Hearing” document.)**

### History:

July 1, 2019 – Referral from City Council  
September 3, 2019 – Planning Board Workshop  
November 5, 2019 – Planning Board Workshop  
December 3, 2019 – Public Hearing

### Staff Comments:

There are currently four existing gas stations (defined as Retail Class 4 in the Ordinance) located in the City Center District. Retail Class 4 establishments are not a permitted use within the City Center District and therefore the existing gas stations are not permitted to expand per the Nonconforming Use Provisions, Section 203.

There have been discussions over time that some of these Gas Stations would like to re-invest in their properties, but it could only be done if there was the ability to re-organize their sites or potentially acquire adjacent parcels. Where the gas station use is non-conforming, they cannot expand or relocate the non-conforming use. The intent of the proposed Ordinance is to allow the existing

businesses as permitted uses, thereby allowing for renovations and expansions, while maintaining the current character of the downtown.

Below is a summary of the proposed Retail Class 4 Overlay Zone:

#### Retail Class 4 Overlay Zone

- Develop an overlay zone to be located over the parcels currently operating as a Retail Class 4 use.
  - This would limit the total number of establishments to those map/lot parcels stated in the overlay section of the ordinance which we are specifying as the current four (4) locations.
  - If any new or relocated establishments were proposed outside of the four (4) parcels stated in the ordinance, it would require a zoning map amendment and would therefore be under the consideration/discretion of the Planning Board and City Council.
  - Staff feel this approach provides the most control for the City while still allowing for existing stations to expand, renovate, and allow re-investment in these downtown properties.
  - The use of the Map/Lot parcel affords acquisition of adjacent parcels into the current gas station parcels.
  - The zoning map would have a reference to the Overlay with a statement “Refer to Ordinance for specified parcels”
  
- Size Limitations/Landscape Factor
  - The draft ordinance provides a maximum footprint of a principle structure for a retail class 4 use of 3,500 sf (the largest currently existing is 3,060 sf) with no more than four fuel dispenser units, regardless of parcel size.
  - The ordinance requires a higher landscape factor than the base City Center District as well as requires any new building to be brick.

#### Chapter 2 Section 201

- The draft Ordinance provides a definition for “Redemption Center” as this is stated as a prohibited use within the Retail Class 4 Overlay Ordinance along with car washes.

The Planning Board held a public hearing on December 3, 2019 on the proposed overlay zone, which was noticed 2 times, once in the Portland Press Herald and once in the American Journal. During the public hearing, one resident asked clarifying questions of the Ordinance pertaining to the maximum footprint factor and fuel dispenser unit limitations. The Board discussed the document but did not alter the document.

**410 Retail Class 4 Overlay District**

**410.1 Purpose**

The purpose of the Retail Class 4 Overlay District is to allow Retail Class 4 as a conditional use in defined locations within the City Center District.

**410.2 Area of Zone**

The area to be included in the Retail Class 4 Overlay District is depicted on the Westbrook Zoning Map. (Lots – 032/104, 033/041, 033/111, 040/018)

**410.3 Permitted Uses**

Those uses permitted as a matter of right in the underlying zoning district. Only permitted or conditional uses in the underlying zoning district shall be permitted as an accessory use.

**410.4 Conditional Uses**

Those uses permitted as a Conditional Use, in accordance with Section 204, in the underlying zoning district, plus the following:

Retail Class 4

**410.5 Prohibited Uses**

Any use not listed as permitted or conditional uses is not allowed, including, but not limited to, any car wash or redemption center.

**410.6 Performance Standards**

Businesses shall comply with those standards as defined in the underlying zoning district and in accordance with Section 204, Conditional Use, unless otherwise stated:

1. Dimension Requirements
  - a. Maximum footprint factor
    - i. The principle structure of a Retail Class 4 Use may not exceed a footprint of 3500 S.F.
  - b. Maximum Gross Density Factor 85%
  - c. Landscape Factor 15%
2. Design Standards
  - a. An individual business shall be limited to four (4) fuel dispenser units. Each fuel dispenser unit may not exceed four (4) fuel pump nozzles.
  - b. Canopy shall be a single color consistent with or complementary to the principle structure.
  - c. Under-canopy music or audio advertising is prohibited
  - d. Building materials shall be brick. For existing structures conducting partial renovations, a waiver to this standard may be granted by the reviewing authority.

3. Signage

Signs shall comply with the standards of the underlying zoning district unless otherwise stated:

- a. Ground Mounted Signs.
  - i. Ground mounted signs may include LED characters to indicate the price of fuel.
- b. Fuel Dispenser Unit Signs
  - i. A single dual-faced pump top sign shall be permitted for each fuel dispenser unit. The area of a single dual-faced pump top sign shall not exceed four (4) square feet per face.
  - ii. Signs bearing only the brand name, logo or price of fuel shall be permitted on the fuel dispenser units. All signs shall be an integral part of the dispenser unit.
  - iii. Fuel Dispenser Units may include LED characters to indicate the price of fuel
- c. Gas Canopy
  - i. No writing, signage or logos are permitted on the gas canopy

Chapter II General Provisions

201 Definitions

**Redemption Center.** Any person or business offering to pay the refund value of an empty beverage container to a redeemer, or any person who contracts with one or more dealers or distributors to collect, sort and obtain the refund value and handling fee of empty beverage containers for, or on behalf of, such dealer or distributor.

**ZONING MAP AMENDMENT:** Add a “Retail Class 4” Overlay to the Zoning Map under the Downtown Overlay Zones blow up map. Instead of a hatching block designating the locations of the overlays, state within that square, “Refer to Land Use Ordinance”



**CITY OF WESTBROOK, MAINE**  
IN CITY COUNCIL

**Date: December 16, 2019**

**Order: 2019-195**

**AMENDING THE UNIFORM TRAFFIC ORDINANCE AND AMENDING THE CODE OF ORDINANCES**  
**CHAPTER 31, TRAFFIC**

That the Westbrook City Council hereby approves the rewrite of the Uniform Traffic Ordinance and approves the amendment of the Code of Ordinances Chapter 31, *Traffic*, as outlined in the attached exhibit.

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First Reading: December 16, 2019

Second and Final Reading: January 6, 2020

Attest:

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City Clerk

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Mayor



# CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

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## REQUEST FOR COUNCIL ACTION

*Requests are due to the City Clerk two Fridays prior to a Council meeting. If expenditure/acceptance of funds is involved, Finance Department approval is required prior to submission.*

**PROPOSED TITLE:** LUO Amendment - Uniform Traffic Ordinance Rewrite & Chapter 31 Sections

**REQUESTED BY:** Jennie Franceschi

**DATE:** 12/10/2019

**SUMMARY:**

See Attached Memo

**BUDGET LINES AFFECTED (IF APPLICABLE):**

NONE



# City of Westbrook

## DEPARTMENT OF PLANNING & CODE ENFORCEMENT

2 York Street

Westbrook, Maine 04092

(207) 854-0638

Fax: 1-866-559-0642

### MEMO

DATE: December 9, 2019

TO: Mayor, City Council

FROM: Jennie P. Franceschi, City Planner & Rebecca Spitella, Asst. Planner

Cc: City Administrator, City Clerk, City Solicitor

RE: Amendment to the Code of Ordinances – Uniform Traffic Ordinance & Chapter 31 Traffic Sections Updated for current operations, snow emergency parking regulations in municipal lots, reorganization of sections, removal of out of date or non-required schedules.

Attached: – Proposed amendment for consideration – Uniform Traffic Ordinance & Chapter 31 Sections

### **Executive Summary: Staff provides the City Council with the following recommendation:**

*Amend the Code of Ordinances – Uniform Traffic Ordinance and Chapter 31 Traffic Sections per the attached documentation.*

### **Ordinance Amendment Description:**

The proposed amendment updates the Uniform Traffic Ordinance and associated sections of Chapter 31 Traffic.

(See the **“UTO Rewrite December 2019”** document.)

### **History:**

October 21, 2019 – Facilities and Streets Committee – Item was discussed and was provided positive comments to move the item once completed to the City Council for approval.

### **Staff Comments:**

The existing Uniform Traffic Ordinance (UTO) is very out of date and was in need of a complete rewrite. This project started in an effort to create standards for municipal lots on snow emergency parking areas. However, we discovered many schedules in the UTO that needed updating. Also, through our discussions with legal, many of the schedules are not necessary to have in an ordinance as traffic violations reference state laws and not the ordinance sections, so many schedules have been deleted in this rewrite to simplify the UTO.

The amendments to the UTO are extensive so the amended document before you can appear to be quite substantive, however, Staff felt it was important for you to see the edits clearly in this revision (cross thru is a deletion and an underline is an add) vs a complete repeal and replace.

### **Ordinance Sections in Chapter 31**

Additionally, included in this proposal are amendments to several sections in Chapter 31. As we were reviewing connected ordinance sections stated in the UTO, it was discovered that there were edits and deletions that needed to be made to Chapter 31 Ordinance sections to match the amended UTO and be consistent with standing operations related to those UTO sections. Therefore, at the end of the

amendment document you see a list of sections in Chapter 31 to be amended to be consistent with the amendments proposed for the UTO.

### **Uniform Traffic Ordinance Rewrite Summary of changes:**

Below is a detailed summary of the changes proposed going through the amended document Schedule by Schedule to hopefully provide you with sufficient detail on the amendments. **If you have any questions, please feel free to reach out to our office for clarifications.** (We have added “*commentary*” in the document to provide further information regarding the amendments, however the “*commentary*” will not be added to the ordinance.) The description below follows the order of the document pages and the original schedules titles and numbers.

- **Schedule 1 – Stop signs** – Entire schedule removed as per legal review this list is not required for enforcement purposes.
- **Schedule 2 – Yield signs** – Entire schedule removed as per legal review this list is not required for enforcement purposes.
- **Schedule 3 – Traffic Control Devices** – Entire schedule removed as per legal review this list is not required for enforcement purposes.
- **Schedule 4 – One Way Streets & Parking Lot Exits** – Section updated for schedule number, street/location names, and removal of private land signage.
- **Schedule 5-A – Parking Prohibited** – Section updated for schedule number, street names, reorganization of alpha order and removal of locations no longer applicable or improved location descriptions. *(This section was only thoroughly reviewed for the Main Street corridor/side streets at this time. A more complete update will need to be completed in the near future to bring this section up to date.)* Municipal lot section/Fire Lanes removed to be consolidated into other sections.
- **Schedule 5-B – Parking Prohibited in Winter Months** – Section updated for schedule number, and municipal lot section removed to be consolidated into one section.
- **Schedule 6 – Parking limited and Handicapped Parking** – Section updated for schedule number, street names, reorganization and removal of locations no longer applicable or improved location descriptions. Those items removed no longer have the limited signage at those locations. This amendment isn’t taking away these signs, but rather updating the list to what is currently signed. Municipal lot section removed to be consolidated into one section. Handicapped Parking section removed as per legal review this list is not required for enforcement purposes.
- **Schedule 7 – Loading Zones** – Section updated for schedule number, street names, hour corrections, reorganization and removal of locations no longer applicable or improved location descriptions. Municipal lot section removed to be consolidated into one section.
- **Schedule 8 – Bus Stops** – Entire schedule is removed as this is out of date and not necessary to have in the ordinance.

- Schedule 9 – **Taxi Zones** – Entire section removed as this location is not applicable any more.
- Schedule 10 – **Left Turns and Right Turns** – Section updated for title, schedule number, removal of locations no longer applicable.
- Schedule 11 – **Commercial Vehicles Prohibited** – Section updated for schedule number, street names, consolidation into one list by alpha order, redundant listings, State-aid roads removed and removal of locations no longer applicable or improved location descriptions.
- **NEW SECTION 8** – **Municipal Parking Lots** – This section is a consolidation of all the pieces of municipal parking lot regulations throughout the UTO. It establishes clearer names for our lots, updates current signage hours, and allows for Snow Emergency parking areas in specific lots as signed in the field.
- Schedule 12 – **Speed Reductions** - Entire schedule removed as per legal review this list is not required for enforcement purposes.
- Schedule 13 – **Publicly Owned Property – Fire Lanes** – Section updated for title, schedule number, street names, reorganization and removal of locations no longer applicable or improved location descriptions. Municipal lot section removed to be consolidated into one section. Additional fire lane location descriptions were added for current school/public locations.
- Schedule 14 – **Parking Fines** - Section updated for schedule number and minor edits to wording.
- Schedule 15 – **Angle Parking Zone** – Delete section entirely. The North Street area described provides 90-degree parking spaces along this section vs angled parking. Based on the current usage, staff would recommend the deletion of this section to not call out that this is required to be an angled parking zone and allow the current situation to remain.
- Schedule 16 – **Dead End Streets** - Delete section entirely. We do not call out any other dead-end street in the City. Edna Joy Lane (referenced as Turner Street in the language) is currently posted as a Dead-End street and would not be changed by the deletion of this ordinance. There are structural measures creating this dead end currently.

**UNIFORM TRAFFIC ORDINANCE  
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**Schedule I. Stop Signs**

<b>Intersection</b>		<b>Date Adopted</b>
Alberta Drive	At Lugin Street	
	At Park Road	12-21-87
Alphonse Street	At Bernadette Street	10-19-87
	At Huntress Avenue	10-19-87
Anderson Avenue	On Monroe Avenue	9-14-70
	At Canal School Drive	9-26-88
Arlington Avenue	On Wadsworth Avenue	9-14-70
Austin Street	On Fairmont Road	9-14-70
Berkley Street	On Clifford Street	9-14-70
Brackett Street	On Cross Street, East and West	
	On Burnham Street	
	On Butler Court	
	On Grant Street	
	On East Valentine Street	
	On Pennell Street, East and West	
	At Pennell Street, North and South	
	On Clark Street	
	On Dana Court	
	On Brown Street	
Bridge Street	On Lincoln Street, West	
	On Lincoln Street, East	7-25-88
	On Webb Street	
	On Mitchell Street	
	On Walker Street	
	On North Street	
	On King Street	
	On Myrtle Street	
	On Myrtle Street, Northerly	7-29-69
	On Lyman Street	
	On Lyman Street Extension	8-2-72
	On Falmouth Street, North and South	
	On Beechwood Avenue	
	On Graham Road	
On Lugin Street		
On East Bridge Street		
On Pierce Street	9-14-70	
Bridgton Road	On East Bridge Street	
	On Reed Street	
	On Pride Street	
	On Brook Street	
	On Elmwood Avenue, Beginning	
	On Elmwood Avenue, End	
	On Methodist Road	

Intersection		Date Adopted
	On Duck Pond Road	
	On Hardy Road	
	On Willow Drive	9-14-70
Brook Street	On Carol Street	9-14-70
	On Virginia Street	
Brown Street	On Dodge Street	
	On Garfield Street	
	On High Street	
	On King Street, North and South	
	On Knight Street	
	On Lyman Street	
	On Mentor Street	
	On North Street, North	
	On Myrtle Street	
	On Reserve Street	
	On Walker Street	
Canal School Drive	At Glenwood Avenue	9-26-88
Carlson Street	On Madu Street	9-14-70
	At Marlu Street (4-way)	7-6-92
	On Pine View Road	9-14-70
	On Woodland Road	9-14-70
Central Street	On Butler Court	9-14-70
	On Louise Street	
	On Lucille Street	
	On Pennell Street	
	On Vivian Street	
	On West Valentine Street	
	On Quimby Avenue	
	On Prospect Street	7-2-84
Clifford Street	On Waltham Street	
Chestnut Street	On Mitchell Street	9-24-90
Church Street	On Cross Street	3-22-72
Colony Road	At Constitution Drive (3-way)	2-3-97
Constitution Drive	At Colony Road (3-way)	
County Road	On Finch Street	
	On Oriole Street	
	On Spring Street (Traffic Signals)	
Cumberland Street	On Bridge Street (Traffic Signals)	
	On Brown Street	
	On Cottage Place	
	On Lowell Street	
	On Park Road	
	On Pierce Street	
	On Raymond Street	
	On Warren Avenue	

<b>Intersection</b>		<b>Date Adopted</b>
	On Webster Street	
	On Whitehouse Court (Road Closed)	
Deerhill Avenue	On Robyn Avenue	9-14-70
Deerhill Circle	On Deerhill Avenue	9-14-70
	On Robyn Avenue	9-14-70
Delta Drive	At Larrabee Road	6-20-83
Duck Pond Road	On Mast Road	
	On Elmwood Avenue, 2 signs	
East Bridge Street	On Halidon Road	
	On Austin Street	
	On Carlson Street	
	On Puritan Drive	9-6-69
	On Independence Drive	9-9-69
	On Constitution Drive	9-14-70
	On Ennis Street	9-14-70
Everett Street	On Woodmont Avenue	11-18-85
East Valentine Street	On Little Avenue	
	On Maple Street	
	On Franklin Street	
Fairmont Road	At Austin Street	
Falmouth Street	On Ethel Street	
Forest Street	On Newcomb Place	
	On Oak Street, East and West	
	On Clifford Street	
	On Cottage Street, West	
	At White Street	
	At Park Street	
	On Melcher Court	9-14-70
	On Rochester Street	12-17-75
Gorham Road	On Longley Road	
Glenwood Avenue	On Monroe Avenue, North and South	
	At Canal Drive	9-26-88
Graham Road	At intersection with Longley Road	11-26-07
Green Street	At West Pleasant Street (4 way)	9-23-02
Hammond Road	On Fales Road	9-14-70
Hardy Road	On Sawyer Road	9-14-70
	On Small Hardy Road	9-14-70
Harrisburg Avenue	On Madison Avenue	9-14-70
Haskell Street	On Hawkes Street	
	On Pine Street (3 way)	9-23-02
	On Lawrence Street	
	On Boothby Avenue	
Huntress Avenue	On Arlington Avenue	9-14-70
Independence Drive	On Puritan Drive	7-29-69
	On Pilgrim Road	9-9-69

Intersection		Date Adopted
	On Mayflower Road	9-9-69
Jensen Road	At Longfellow Street and New Gorham Road	3-7-83
King Street	At Prince Street (4-way)	9-3-91
Lamb Street	At Oak Street (4-way)	11-15-93
	On Cottage Street, East	
	On Gray Street	
	On Park Street, East and West	
Larrabee Road	On Terminal Road	8-2-72
Larrabee Woods	On Main Street	6-20-83
Egress Road		
Lewis Street	On Turner Street	9-14-70
Lincoln Street	On Kennard Street	9-14-70
	At Bridge Street	7-25-88
Little Avenue	On Chesley Street	9-14-70
Longfellow Street	On Lewis Street	
	On Canal Street	
	On Arlington Avenue	
	On Palmer Street	
	On Dearborn Street	
	On Jefferson Street	
	On Harrisburg Avenue	
	On Longfellow Drive	
	On Longfellow at Junction of New Gorham Road	
	On Huntress Avenue	9-14-70
Longfellow Drive	On Anne Terrace	8-2-72
	At Lori Lane (3-way)	4-25-94
Longley Road	On Hammond Road	9-14-70
	On Fales Road	9-9-85
	On Graham Road	9-9-85
Lurgin Street	On Ennis Street	9-14-70
Lyman Street	On Prince Street, (4-way)	11-3-97
Lori Lane	At Longfellow Drive (3-way)	4-25-94
Main Street	On Larrabee Road (Traffic Signals)	8-2-72
	On Colonial Avenue	
	On Webster Avenue	
	On Deer Hill Avenue	
	On Marrett Street	
	On Berkely Street	
	On Tolman Street	
	On Mason Street, East and West	
	On State Street	
	On Seavey Street	
	On Maple Avenue	

<b>Intersection</b>		<b>Date Adopted</b>
	On Rochester Street	
	On Haskell Street	
	On Locust Street	
	On Stevens Avenue	
	On School Street	
	On Spiers Street	
	On Day Street	
	On Giles Street	
	At Riverbank Park	9-14-70
	On Dunn Street	
	On Foster Street	
	On Pleasant Street	
	On Spring Street (Traffic Signals)	
	On Stroudwater Street	
	On Ash Street	
	On Brackett Street	
	On Mechanic Street	
	On Dana Street	
	On Mill Street	
	On Park Hill Road	
	On Westbrook Arterial Highway (Traffic Signals)	8-2-72
McKesson	At County Road	6-20-83
Maple Street	On Pennell Street	8-16-65
Marilyn Avenue	At Woodland Road (4-way)	3-22-93
Marlu Street	On Temple Street	11-18-85
	At Carlson Street (4-way)	7-6-92
Mason Street	On Newcomb Place	
	On Oak Street	
Mayberry Road	On Emery Street	9-14-70
	On Bell Street	9-14-70
Mechanic Street	On Quimby Avenue, East and West	
	On West Valentine Street	4-2-90
	On Green Street	
Merrill Road	At Hardy Road	12-21-87
Mitchell Street	On Chestnut Street	9-14-70
	On Kennard Street	9-14-70
	On Walton	
	On Monroe Court	9-14-70
	On Sunset Court	9-14-70
	On Woods Road	9-14-70
Myrtle	On Prince Street (4-way)	3-4-02
New Gorham Road	On Lori Lane	8-2-72
	On Fairlawn Avenue	9-14-70
	On Longfellow Drive	9-14-70

<b>Intersection</b>		<b>Date Adopted</b>
	On Williams Street	9-14-70
	On Longfellow Street	
North Street	On Cole Street	9-14-70
	On Prince Street	9-14-70
	On River Street	9-14-70
Oak Street	At Lamb Street (4-way)	11-1-93
Oakland Avenue	On Walton Street	
Park Road	On Longley Road	
	On East Bridge Street	
	On Hammond Road	9-14-70
Park Hill Road	On Woods Street	9-14-70
Pennell Street	On Middle Street	9-14-70
Pierce Street	On Chestnut Street	9-14-70
	On Falmouth Street	9-14-70
	On Kennard Street	9-14-70
	On Nasson Avenue	9-14-70
Pleasant Street	On Doyle Street	
	On Sargent Street	
Prince Street	On Roy Avenue	9-14-70
	At King Street (4-way)	9-3-91
	At Lyman Street (4-way)	11-3-97
Prospect Street	On Central Street	1-20-75
Quimby Avenue	On West Pleasant Street	
Robyn Avenue	On Marrett Street	9-14-70
	On Tolman Street	9-14-70
Rochester Street	On Lamb Street	
	On Park Street	
	On Pine Street (4-way)	9-23-02
Route 25	On Conant Street	
Saco Street	On Bernadette Street	
	On Eleanor Avenue	9-9-69
	On Green Street	
	On Lucille Street	
	On Prospect Street	
	On Quimby Avenue	
	On Turner Street	
	On West Valentine Street	
Scott Drive	At County Road	12-21-87
Seavey Street	On Cottage Street	
	On Gray Street	
	On Oak Street	
Spring Street	On Allen Avenue	
	On Anderson Avenue	
	On Eisenhower Drive	
	On East Valentine Street	9-14-70

Intersection		Date Adopted
	On Glenwood Avenue	
	On Union Street	
	On Trailer Park Entrance	9-14-70
Stroudwater Street	On Hawkes Street	
	On Highland Avenue	
	On Lawrence Avenue	
	On Monroe Avenue	
	On Oakland Avenue	
	On Pleasant Street	
	On Rochester Street	
	On Stroudwater Place	
	On Woodlawn Avenue	
Summit Circle	On Austin Street	7-25-88
Sunset	On Monroe Avenue	10-25-87
Tolman Street	On Tolman Court	9-14-70
Turner Street	On Canal Street	9-14-70
Thomas Drive	At County Road	11-22-82
	At Spring Street	
Union Street	On Little Avenue	8-16-65
	On Middle Street	9-14-70
	On McKinley Avenue	9-14-70
	At Maple Street (4-way)	9-14-70; 5-15-06
	On Roosevelt Street	9-14-70
Walker Street	On Webb Street	9-14-70
	On Pike Street	9-14-70
Waltham Street	On Oak Street	9-14-70
<u>William Clarke</u> Wayside Drive	At Brackett Street	8-2-72
	At Central Street	8-2-72
	At Church Street	8-2-72
	At Hawkes Street	3-22-72
	At Conant Street	8-2-72
	At Main Street (Traffic Signal)	8-2-72
	At New Gorham Road (Traffic Signal)	8-2-72
	At Pleasant Street	8-2-72
	At Mechanic Street	8-2-72
	At Saco Street (Traffic Signal)	8-2-72
Webb Street	On Dodge Street	9-14-70
West Pleasant Street	On Green Street, East and West	
	On Mechanic Street	4-2-90
Woodland Road	At Marilyn Avenue (4-way)	3-23-93
Woodlawn Avenue	On Rochester Street	12-15-75

**Schedule II. Yield Signs**

	<b>Intersection</b>	<b>Date Adopted</b>
Cumberland Street	On Warren Avenue, Northerly Side	
Forest Street	On Cottage Street, Easterly Side	
Main Street	On Cumberland Street (Island)	
	On Larrabee Road, Northwesterly Direction	3-22-72
	On Larrabee Road, Southeasterly Side	3-22-72
Pride Street	On Austin Street	
Saunders Brothers		
Sawyer Road		
Forest Street Ramp		

**Schedule III. Traffic Control Devices**

R, Y & G = Red, Yellow and Green  
 Ped. = Pedestrian

	<b>Intersection</b>	<b>Device</b>
Bridgton Road	At Brook & Pride Streets	R, Y & G Traffic Lights
Cumberland Street	At Bridge Street	R, Y & G Traffic Lights; Ped. Control Lights w/ Ped. Control Activator
Main Street	At Bridge Street	R, Y & G Traffic Lights; Ped. Control Lights w/ Ped. Control Activator
	At Forest Street	R, Y & G Traffic Lights; Ped. Control Lights w/ Ped. Control Activator
	Longfellow St/New Gorham Rd/ William Clarke Wayside Dr. Junction	R, Y & G Traffic Lights; Ped. Control Lights w/ Ped. Control Activator
	At Capt. Bill Hartley Ave. Westbrook Arterial	R, Y & G Traffic Lights
	At Larrabee Road	R, Y & G Traffic Lights
	At Cumberland Street	Ped. Control Light
	At Spring Street	R, Y & G Traffic Lights; Ped. Control Lights w/ Ped. Control Activator
Spring Street	At William Clarke Wayside Drive	R, Y & G Traffic Lights; Ped. Control Activator
	At County Road	R, Y & G Traffic Lights w/ Left Turn Arrows
Stroudwater Street	At William Clarke Wayside	R, Y & G Traffic Lights; Ped. Control Activator
William Clarke Wayside Drive	At Westbrook Arterial	R, Y & G Traffic Lights
Fire Station One	At Cumberland Street	Emergency Traffic Signals

**Schedule IV. One-Way Streets/Accessways and Parking Lot Exits**

<b>One-Way Streets</b>	
Butler Court	Brackett Street to Central Street – Westerly
Cottage Place	Northerly and easterly direction between Brown Street & Cumberland Street
Cumberland Street	Northwesterly direction between <del>Main</del> Street and <del>Harnois</del> Warren Avenue
Cole Street	Northerly direction between Brown Street & North Street
Lamb Street	Southerly direction between Main Street and Oak Street
Main Street	Southerly direction between <del>Harnois</del> Warren Avenue and Cumberland Street
Pleasant Street	<del>Easterly direction between Pleasant Street &amp; Stroudwater Street and Southerly direction between Wayside Drive and Pleasant Street</del>
Reserve Street	From Brown Street to River Street
River Street	From Reserve Street to North Street
<del>Harnois</del> Warren Avenue	Westerly direction between Cumberland Street & <del>Main</del> Street
Winslow Street	Northeasterly direction between Bridge Street and Lincoln Street

<b><u>Accessways Parking Lot</u></b>	
<del>Bank of America</del> Entrance drive to Riverview lot- Lot <del>F</del>	One way northerly from Main Street to Parking Lot <del>F-D</del> (Beside <del>Bank of America</del> ) adjacent to the bank and parking lot <del>G</del> . ( <u>Along West side of Lot E - Main St Lot</u> )
<del>TD Bank</del> north	<del>One way in northwesterly direction existing from parking lot behind TD Bank north to the Ash Street Spur</del>

**Schedule II V-A. Parking Prohibited.**

For Municipal Parking Lot Regulations, see Schedule VIII.

<b>Street</b>	<b>No Parking Zone</b>	<b>Date Adopted</b>
Arlington Avenue	Easterly side from Bernadette Street to Huntress Avenue	12-1-08
Ash Street Spur	Both sides	7-2-79
Berkeley Street	Along both sides of Berkeley Street, fifty feet back from its intersection with Main Street	11-26-07
Brackett Street	Easterly side from junction of Burnham Street extending in southerly direction for 300 feet	
	Intersection of <del>William Clarke</del> Wayside Drive for a distance of 20 feet of nearest line of an <del>an</del> crosswalk marked or unmarked	8-2-71
	Westerly side from <del>William Clarke</del> Wayside Drive southerly to Prospect Street (excluding 50' strip reserved for 15-minute parking, opposite 100 Brackett	3-20-78
	25 feet either/both sides of driveway for #64	7-20-87
	Five (5) feet of either side of the driveway located at 52 Brackett Street	12-6-10
Bridge Street	From a point 235 feet northerly of the northwest	

Street	No Parking Zone	Date Adopted
	side of Presumpscot River Bridge and continuing for 142 feet in northerly direction	
	Westerly side from <del>William Clarke</del> Wayside Drive southerly to Prospect Street (excluding 50' strip reserved for 15-minute parking, opposite 100 Brackett	3-20-78
	25' from either/both sides of driveway for #64	
Bridge Street	From a point of 235 feet northerly of the northwest side of Presumpscot River Bridge and continuing for 142 feet in northerly direction	
	Westerly side of Bridge Street between Main Street and Presumpscot River Bridge	7-21-75
	Easterly side of Bridge Street between Main Street and Presumpscot River Bridge	7-21-75
	Easterly side of Bridge Street between Presumpscot River Bridge and Brown Street	8-19-85
	Easterly side from Winslow Street to Lincoln Street in a northerly direction	8-19-85
	Northwesterly side 130' in southwesterly direction from Cumberland Street	7-2-84
	Easterly side from center line of Cumberland Street to southerly property line of Lot 55, Map 44	6-17-85
	Westerly side from a point of the northerly side of the Presumpscot River Bridge to loading dock opposite Brown Street	8-19-85
	Southwesterly side from corner of Lincoln Street to Eagles Club (#98) driveway	9-15-93
Brown Street	Northerly side from Cumberland Street to Mentor Street	9-14-65
	Southerly side from Bridge Street to Walker Street except on Sundays	12-11-72
	Intersection of Cumberland Street to 90 feet southeasterly side in westerly direction	2-6-89
	From Bridge Street and extending 600 feet on the northerly side, between the hours of 7:00am and 12:00pm on Wednesdays	1-11-10
Bridge Street	From the northerly side of Brown street to the fire hydrant	6-19-06
Bridgton Road	Starting at curb intersection points on Bridgton Road and extending southerly a total distance of 100' on both sides of road	10-9-72
	Starting at curb intersection points and extending northerly 200' on westerly side for total of 50' on easterly side of the road	10-9-72
	900' northerly from Pride's (Riverton) Bridge on both sides of road	9-21-92
Brook Street	Starting at the curb intersection points on Brook	12-1-86

Street	No Parking Zone	Date Adopted
	Street and extending easterly a total distance of 100' on the northerly side and a total distance of 75' on the southerly side	
Burnham Street	Southerly side from Brackett Street to Fitch Street, both sides	12-1-86
Butler Court	Southerly side of Butler Court	9-11-00
Central Street	Intersection of <u>William Clarke</u> <del>Wayside</del> Drive for a distance of 20' of the nearest line of any crosswalk marked or unmarked	8-2-71
	Easter side from a point 150' from intersection with Cross Street for a distance of 350'	7-11-83; 10-13-80
Church Street	Westerly from William Clarke Drive to southerly end of Church Street	12-17-12
Cloudman Street	Northerly side between Dunn Street & Foster Street	
	Foster Street to Cloudman Court during school hours 8:00 a.m. to 3:00 p.m.	12-22-69
Cole Street	Westerly side from Brown Street to pole J5	7-20-87
	Easterly side from opposite Pole j5 to North Street	11-7-88
Colonial Road	Easterly side from Main Street to the end	9-15-93
Conant Street	Intersection of <u>William Clarke</u> <del>Wayside</del> Drive for a distance of 20' of the nearest line of any crosswalk marked or unmarked	8-2-71
Cross Street	Southerly side from Brackett Street to Central Street	7-20-92
	Northerly side between Church and Brackett Street	10-1-12
County Road	Starting at curb intersection on Route 22 (County Road) and extending easterly 400' on both sides of the road	9-13-76
	Starting at curb intersection on Route 22 (County Road) and extending westerly 400' on both sides of the road	9-13-76
	Both sides between CMP pole #11 and CMP pole #20	5-4-09
Cumberland Street	Easterly side from Warrant Avenue to Brown Street	11-27-67
	Westerly side from Warren Avenue southerly for 110 feet	
	Westerly side from Warren Avenue northerly for 110 feet	
	Westerly side from Brown Street northerly for 40 feet	
	Westerly side between southerly side of Presumpscot River Bridge to Brown Street	
	Easterly side from Warren Avenue in northerly direction to Presumpscot River Bridge	

Street	No Parking Zone	Date Adopted
	Easterly side from northerly exit of Northeast Bank property southerly for 25 feet	9-19-77
	Northeasterly side for 200 feet from intersection of Bridge Street	2-11-85
Dana Court	Southerly side (River Side) from Bridge Street for approximately 437 feet.	12-30-85, 12-17-12, 4-03-17
Dana Street	No Parking on East Side	11/6/2017
Duck Pond Road	Both sides between Brighton Road and Mast Road	
	Both sides at intersection of Elmwood Avenue northerly for 890' or to CMP power pole J145	8-5-74
East Bridge Street	North side between #564 and #636	9-8-98
East Valentine Street	Southerly side from String Street to Brackett Street	4-17-73
Elmwood Avenue	Both sides from intersection of Route 302 in northerly direction for 360 feet	6-20-83
Fitch Street	Westerly side between Cross Street and Burnham Street – Both sides	7-17-78; 12-1-86
Foster Street	Westerly side except for a distance of forty (40) feet from the intersection with Main Street	4-12-86; 5-14-12
	Easterly side	2-6-84
Forest Street	Easterly side from Main Street south to Oak Street	
	Easterly side from Newcomb Place, North to Portland Terminal Co. easement	2-23-95
	On traffic divider between Newcomb Place and Forest Street	1-23-95
Garfield Street	Westerly side	9-17-01
Giles Street	Westerly and Northerly sides (right hand side travelling in from Main Street)	7-7-08
Handicapped Parking	Ordinance addition	7-6-82
Haskell Street	Northeasterly side from Main Street for 105 feet	2-2-87
Hawkes Street	Winter months – See Schedule <del>III V-B</del>	
Huntress Avenue	Westerly side from Arlington Avenue to Alphonse Street	8-20-79
High Street	Westerly side from Brown Street to its terminus	10-21-85
Knight Street	Westerly side from Brown Street to its terminus	10-21-85
Larrabee Road	Entire length	8-2-71
Lincoln Street	Southerly side from Bridge Street to Winslow Street	12-30-85
	Northerly side from Bridge Street a distance of 402' in a westerly direction	
	Easterly side from Bridge Street in a southeasterly <del>directing in direction</del> a distance of 50 feet	11-2-01
	Westerly side from Bridge Street <del>to</del> in a northwesterly direction for a distance of 50 feet	
Main Street	<del>Northerly side from Bridge Street to Northeast Bank driveway 246' easterly</del>	7-21-75

Street	No Parking Zone	Date
	Both sides from Colonial Road to Westbrook/Portland line	
	<u>Southerly side between Saco Street &amp; Longfellow Street From William Clarke Dr (WCD) to a point 225' easterly along the Southerly side Main Street, and from WCD along the Northerly side of Main St to Mill Lane adjacent to 959 Main St.</u>	
	Southerly side from Spring Street Intersection 90 feet in easterly direction	10-25-83
	Northerly side from point 25 feet easterly of Post Office driveway 200 feet in a westerly direction <del>7 a.m. to 7 p.m. except during funerals</del>	10-25-83
	Westerly side entering Dairy Queen to the corner of Webster Avenue	11-4-69
	<del>Both Southern</del> sides from Haskell Street to School Street	<del>8-2-71</del>
	<del>Northern side from Stevens Ave (beside 595 Main St) to Locust Street</del>	
	No parking anytime in front of 790 Main Street driveway to Spring Street	7-17-72
	<del>North side from E.G. Olsen &amp; Sons to Spiers Street westerly</del>	6-3-74
	Southerly side 849 feet from Mechanic Street to Church Street	
	<del>Northerly side 108 feet westerly from Bridge Street to Vallee Square</del>	7-21-75
	<del>Northerly side 25 feet easterly of along entire frontage of Post Office parcel M33 L143 775 Main St driveway</del>	
	Area in front of 434 Main Street	3-5-12
New Gorham Road	<del>Intersection Wayside Drive prohibited parking on Main Street from Saco Street to Wayside Drive.</del>	<del>8-2-71</del>
North Street	<del>Westerly Side from intersection with Brown Street 103' Southerly towards River St</del>	<del>03-18-19</del>
Marilyn Avenue	Beginning 351 feet northwesterly of the Woodland Road and Marilyn Avenue intersection "No Parking on Curve" for westbound traffic	12-17-90
Mason Street	Westerly side, North of Main Street	
Mayberry Street	Both sides from Bell Street to Lincoln Street	7-28-75
Mechanic Street	Easterly side from Quimby Avenue in a southerly direction for 680 feet	4-19-88
	Both sides from Main Street southerly to <u>William Clarke Wayside Drive</u> ( <del>Except for posted 15-minute parking, see Schedule VI, Parking Limited</del> )	7-11-77; 9-3-91
	Intersection of <u>William Clarke Wayside Drive</u> for a distance of 20 feet of nearest line of any crosswalk marked or unmarked	8-20-79
	Easterly side from <u>William Clarke Wayside Drive</u> southerly a distance of 537 feet	8-20-79
Mentor Street	Easterly side	9-17-01
Monroe Avenue & Glenwood	<del>Easterly side of both streets for 25 feet from where they actually intersect. The easterly side of these streets shall be considered the intersection side nearest the Canal School.</del>	<del>11-5-01</del>
Newcomb Place	Southerly side	1-23-95

Street	No Parking Zone	Date Adopted
	On traffic divider between Forest Street and Newcomb Place	1-23-95
New Gorham Road	<del>Westerly both sides from the intersection of William Clarke Wayside Drive, from to Longfellow Street to Wayside Drive</del>	<del>8-2-71</del>
<u>North Street</u>	<u>Westerly Side from intersection with Brown Street 103' Southerly towards River St</u>	<u>03-18-19</u>
Oak Street	Southerly side between Seavey Street and Lamb Street	
	Northerly side between Seavey Street and Lamb Street	2-27-84
	Southerly side between Lamb Street and Forest Street	8-19-96
	Northerly side between Lamb Street and Forest Street	8-19-96
Park Hill	Easterly side from Main Street in a northerly direction for 100 feet	
Pleasant Street	Easterly side from Main Street to <u>William Clarke Wayside Drive</u>	12-1-86
	Intersection of <u>William Clarke Wayside Drive</u> for a distance of 20 feet of nearest line of any crosswalk marked or unmarked	8-2-71
Pierce Street	Westerly side in northerly direction from Bridge Street to Mayberry Road	8-5-74
Pike Street	Southeasterly side for a distance of 200 feet southeasterly from intersection of Walker Street	1-15-79
	Northerly side	10-1-12
Pride Street	Starting at curb intersection points on Pride Street and extending westerly a total distance of 100 feet on the northerly side and a total of 160 feet on the southerly side of the street	10-9-72
Quimby Avenue	Southerly side from Saco Street to Mechanic Street	
Reed Street	On the northerly side of Reed Street in a westerly direction approximately 30 feet from the intersection with Bridgton Road	2-6-12
Reserve Street	Westerly side, point 145 feet from Brown Street to southerly terminus, 7:00 a.m. to 5:00 p.m. weekdays	11-23-87
Riverbank Park	Easterly side of the Riverbank Park center access road along the entire frontage of the playground	8-3-15
Rochester Street	Both sides from Main Street in a southerly direction	
	Easterly side 100 feet from Main Street	3-22-88
	Westerly side between Main Street and Railroad tracks	
Saco Street	Intersecting <u>William Clarke Wayside Drive</u> from Main Street to Quimby Avenue	
	Both sides from Main Street to West Valentine Street	4-23-75
	<del>15 minute loading zone in front of #117 Saco Street</del>	

Street	No Parking Zone	Date Adopted
	Areas adjacent to the Hamlet Coach Park entrances	5-15-06
Sargent Street	Winter months – See Schedule <del>III V-B</del>	
	From #45 to #62	8-19-96
School Street	No Parking on West Side of Street	11/6/2017
Spiers Street	Right hand side for 200 feet commencing at Main Street	12-11-72
Spring Street	Intersection of <del>William Clarke Wayside Drive</del> for a distance of 20 feet of the nearest line of any crosswalk, marked or unmarked	8-2-71
	Both sides intersection <del>William Clarke Wayside Drive</del> to Allen Avenue	8-85
	Westerly side from Main Street to <del>William Clarke Wayside Drive</del>	7-17-73
	Both sides within 75 feet on the northerly and southerly intersection of <del>William Clarke Wayside Drive</del>	4-17-73
	Both sides starting at curb intersection (County Road) expending northerly on Spring Street 400 feet	
	Both sides starting at curb intersection (County Road) extending southerly on Spring Street to South Portland line	4-19-88
	Easterly side from Art’s Variety to Anderson Avenue	3-15-99
Stevens Avenue	Even numbered side	5-6-96
Stroudwater Street	Intersection of <del>William Clarke Wayside Drive</del> for a distance of 20 feet of the nearest line of any crosswalk marked or unmarked	8-2-71
	Northerly approach 40 feet on the westerly side from the northerly extended curb line of <del>William Clarke Wayside Drive</del>	3-22-72
	Northerly approach 140 feet on the easterly side from the northerly extended curb line on <del>William Clarke Wayside Drive</del>	3-22-72
	Southerly approach 40 feet on easterly side from the southerly extended curb line on <del>William Clarke Wayside Drive</del>	3-22-72
Stroudwater Street	Easterly side of street from 30 feet adjacent to each of the Armory entrances	9-27-99
Stroudwater Street	Westerly side of street from intersection with Oakland Road to Westbrook Regional Vocational Training Center School access road (Vocational Drive)	9-27-99
Stroudwater Street	Northerly and southerly sides from Forest Street in a northeasterly direction to Oakland Avenue	11-05-01
Stroudwater Street	Both sides between Forest Street and Laffin Drive	7-7-08
Taggart Avenue	Easterly side from intersection of Lawrence Street 100 feet	12-19-79
Teri Circle	Both sides from Prospect Street northerly to its	5-1-78

Street	No Parking Zone	Date Adopted
	terminus including a turnaround	
Thomas Drive	Northerly side from Spring Street to County Road	4-21-92
	Southerly side from 6:00am to 6:00pm	8-4-08
Union Street	No parking/tow away zone, end of Union Street (Emergency basis)	10-21-85
Vallee Square	No Parking on both sides of the street	11/06/2017
Warrant Avenue	Northerly side from Cumberland Street in a westerly direction to Main Street intersection	10-4-82
	Southerly side between Cumberland and Main Street	
	Southerly side from Cumberland Street in an easterly direction for 165 feet	
	Northerly side from Morton street to a point in a westerly direction for 1050 feet	
Warren Block Parking Lot	No Parking at spot striped closest to the bridge & turnaround	11/06/2017
Water Street	Southerly side	9-17-01
<u>William Clarke Wayside Drive</u>	Parking prohibited the entire length including no parking on side streets intersecting <u>William Clarke Wayside Drive</u> for a distance of 20 feet of the nearest line of any crosswalk, marked or unmarked, streets are: Brackett street, Central Street, Church Street, Conant Street, Mechanic Street, Pleasant Street, Spring Street, Stroudwater Street	
Webster Avenue	Easterly side from Main Street for 115 feet	2-2-87
	Easterly side from Main Street to end	9-15-93
West Pleasant Street	Easterly side from Quimby Avenue in a southerly direction for 470 feet	
Westbrook Arterial	Entire length	8-2-71
Winslow Street	Northerly side, entire length	10-7-96

**Municipal Parking Lots**

- ~~A. Overnight parking in municipal parking during declared snow emergency prohibited except for temporary exemptions.~~
- ~~B. Commercial vehicle parking overnight prohibited.~~
- ~~C. The Public Works Director is authorized to designate snow emergency parking area. (11-21-94)~~

~~Municipal Parking Lot Access Roads—Parking Prohibited~~

- ~~(1) Both sides of access road to Lot A and Lot B from Mechanic Street easterly and southerly to Wayside Drive.~~
- ~~(2) Both sides of access road to Lot D from Bridge Street easterly 200 feet. (12-4-78)~~
- ~~(3) Parking prohibited both sides of Ash Street Spur. (7-2-79)~~

~~Fire Lanes~~

- ~~(1) Winslow Street: both sides for distance of 55 feet easterly from its intersection with Bridge Street~~

**Schedule III V-B. Parking Prohibited in Winter Months**

Street	No Parking Zone	Date Adopted
Hawkes Street	Parking prohibited southerly side from 140 feet to 175 feet from southwesterly side line of Haskell Street	5-24-82
Sargent Street	Easterly side from Pleasant Street to its terminus (Nov. 15 – April 15)	3-7-83
Municipal Parking Lots	Parking is prohibited during declared snow emergencies, except in designated areas	11-21-94

**Schedule IV VI. Parking Limited and Handicapped Parking**

In all designated time-limited parking zones and municipal lots, the allowable length of time a vehicle may be parked in such spaces shall be as stated below, except that the allowable length of time shall be doubled for vehicles displaying either a disability license plate or hanging placard.

For Municipal Parking Lot Regulations, see Schedule VIII.

Street	Zone	Date Adopted
<b>10 MINUTE PARKING</b>		
Main Street	N/A	3-14-79
	N/A	3-3-86; 4-25-07
<b>15 MINUTE PARKING (amended 6/6/11)</b>		
Brackett Street	50-foot strip opposite 100 Brackett—All vehicles	8-19-85
Bridge Street	Northerly side from Winslow Street westerly (2 spaces)	4-21-92
	Northerly side (in front of old nursing home) 2 spaces from Brown Street westerly to (but not blocking) the Fire Hydrant	4-21-92
	2 spaces adjacent to raised crosswalk by Mission Possible 90 Bridge St.	6-22-98
Brown Street	Southeasterly side from crosswalk at Brown/North Streets 40' in a northeasterly direction	10-19-85
Forest Street	Northerly side from Forest Street School parking lot entrance to corner of Main Street	6-06-94
Main Street	N/A	4-25-07
	N/A	10-21-85; 4-25-07
	N/A	3-03-86; 4-25-07
	In front of #543 Main Street (2 spaces)	9-12-88
	In front of #424 from 7:00 a.m. to 7:00 p.m. (2 spaces)	7-06-92
	At rear entrance to 846 Main Street	11-26-07
Mechanic Street	20' from end of driveway entrance at Marty's Variety in a northerly direction to existing "no parking" sign	9-03-91

Street	Zone	Date Adopted
North Street	Northeasterly side 251 feet southeasterly of Brown Street in a southeasterly direction	10-19-85
<b>30 MINUTE PARKING</b>		
Brown Street	Northerly side 50' westerly from a point 150' westerly of Brown/North Street intersection	12-30-85
Cumberland Street	Both sides from its southerly terminus in a northerly direction to the No Parking Zone abutting the RR tracks unless otherwise designated- <u>1 Space in front of 1 Cumberland St</u>	9-19-77
Main Street	Both sides from Lamb Street northwesterly to the RR track- <u>1 Space in front of 394 Main St.</u>	9-19-77
	Amended	5-10-82
	N/A	10-03-88; 4-25-07
	One space in front of #747 Main Street	
North Street	Northerly side from a point 25' easterly of Brown Street, easterly a distance of 30'	8-19-85
Municipal Lot F (Located Between Bridge Street & Ash Street)	Two (2) spaces	3-3-14
<b>ONE HOUR PARKING</b>		
Bridge Street Spur	3 spaces on right side of Bridge Street spur leading to Main Street.	8-2-10
Lamb Street	One hour parking 8:00 a.m. to 5:00 p.m. westerly side extending 200' from Main Street	
Main Street	One-hour parking 8:00 a.m. to 5:00 p.m. northerly side beginning at the driveway to 511 Main St junction of Main Street and Warren Avenue and extending in westerly direction to the RR tracks as signed.	
	One hour parking 7:00 a.m. to 10:00 p.m. both sides of Main street from Saco Street to Pleasant Street on the north side and Foster Street on the south side, unless otherwise designated	1975; 4-25-07
	Northerly side of Main street from RR tracks (near Rochester Street) to Locust Street	
	9 a.m. to 5 p.m. Monday to Friday, both sides of Street in front of #706;	9-15-93 10-2-06 4-25-08
	One-hour parking, 7:00am to 5:00pm in front of 917 Main Street	Order 2015-129 (11/2/15)
	One-hour parking, 1:00pm to 5:00pm in front of 925 Main Street	Order 2015-129 (11/2/15)
Warren Avenue	One hour parking 8:00 a.m. to 5:00 p.m. northerly side beginning at a point 170' from Cumberland Street extending to the junction of Main Street & Warren Ave	

Street	Zone	Date Adopted
<b>TWO HOUR PARKING</b>		
Ash Street	All vehicles shall be limited to 2-hour parking between the hours of 8:00 a.m. and 5:00 p.m. each day except Sundays on both sides of Ash Street from Main Street northerly to its terminus	
Brown Street	<del>At Cumberland Street in front of #10, 8:00 a.m. to 8:00 p.m. (Delete Order 6, 2-06-89)</del>	9-12-88
	Northerly side, from 337 <del>Brown</del> Bridge Street to 345 <del>Brown</del> Bridge Street	4-03-17
Cross Street	Southerly side from Brackett Street to Church Street	12-17-12
Dana Court	Northerly Side, 330' from Bridge Street	4-03-17
Main Street	On northerly side of Main Street from Mill Lane easterly to Capt. Bill Hartley Ave 8:00 a.m. to 5:00 p.m. except Sundays, unless otherwise designated.	
	On Southerly side of Main from a point 225' east of William Clarke Dr to Capt. Bill Hartley Ave 8:00 a.m. to 5:00 p.m. except Sundays, unless otherwise designated.	

**MUNICIPAL PARKING LOT IDENTIFICATION KEY**

The following parking lots shall be identified according to the letter indicated in the following table:

Lot A	Located between the rear of 870 to 900 Main Street and north side of William Clarke Drive
Lot B	Located on the west side of Church Street and to the rear of 838 to 850 Main Street
Lot C	Located on the east side of Church Street and to the rear of 2 Church Street to 810 Main Street
Lot D	Located at the end and on the east side of Ash Street
Lot E	Located between 835 and 849 Main Street
Lot F	Located between the south side of the Presumpscot River and the rear of 849 Main Street to 11 Bridge Street
Lot G	Located between Bridge Street Spur and 869 Main Street
Lot H	Located behind 850 and 851 Main Street
Lot I	Located between 900 Main Street and Mechanic Street

**30 MINUTE PARKING – MUNICIPAL PARKING LOTS (8:00 a.m. to 8:00 p.m.)**

All vehicles shall be limited to thirty minute parking between the hours of 8:00 a.m. and 8:00 p.m. each day except Sundays in the following portions of the DOWNTOWN MUNICIPAL PARKING LOTS:

Lot H: ——— All spaces in the row facing the businesses.

**2-HOUR PARKING – MUNICIPAL PARKING LOTS (8:00 a.m. to 8:00 p.m.)**

All vehicles shall be limited to two hour parking between the hours of 8:00 a.m. and 8:00

~~p.m. each day except Sundays in the following portions of the DOWNTOWN MUNICIPAL PARKING LOTS:~~

- ~~Lot A: 4 Rows directly behind, and running perpendicular to, 888 to 894 Main Street (1-5-09)~~
- ~~Lot B: All spaces closest to William Clarke Drive and Main Street (1-5-09)~~
- ~~Lot C: The first seven spaces closest to Church Street in the row closest to William Clarke Drive and Main Street (1-5-09)~~
- ~~Lot E: All Spaces~~
- ~~Lot F: All spaces~~
- ~~Lot G: All spaces~~
- ~~Lot I: All spaces~~

**~~ALL DAY (8 HOUR) EMPLOYEE PARKING – MUNICIPAL PARKING LOTS (8:00 a.m. – 5:00 p.m.)~~**

~~All vehicles shall be allowed unlimited between the hours of 8:00 a.m. to 5:00 p.m. each day, in the following portions of the DOWNTOWN MUNICIPAL PARKING LOTS:~~

- ~~Lot A: All spaces except those identified as two hour parking (Ord. of 8-2-10)~~
- ~~Lot D: All spaces~~
- ~~Lot B: All spaces not identified as two hour parking~~
- ~~Lot C: All spaces not identified as two hour parking~~

~~Municipal Parking Lot Access Roads: Parking prohibited on both sides of the Access Road to Lot A from Mechanic Street easterly & southerly to Wayside Drive.~~

**Handicapped Parking:**

*Commentary: Not needed in ordinance -signage/markings are sufficient.*

- ~~(1) Bridge Street: 2 spaces adjacent to raised crosswalk by Mission Possible (6-22-98)~~
- ~~(2) Brown Street: In front of St. Hyacinth's Church during Church Services (12-19-83)~~
- ~~(3) Church Street municipal parking lot: 3 spaces (5-15-06)~~
- ~~(4) Main Street: parking Lot B, rear of Laverdiere's~~
- ~~(5) Westbrook Warren Congregational Church: 2 spaces, City lot in rear (9-03-91)~~
- ~~(6) Mechanic Street: 4 spaces, westerly side of street, between William Clarke Drive and Quimby Ave (4-25-05)~~

~~Driver Occupied Vehicles Only:~~

- ~~(1) Forest Street – Western side from Main Street, extending 340 feet north~~

*Commentary: This provision was associated with the Forest Street School, assumedly for pick up of students.*

**Schedule VII. Loading Zones**

For Municipal Parking Lot Regulations, see Schedule VIII.

Street	Loading Zone	Date Adopted
Bridge Street	No parking, Truck Loading Zone easterly side 30 feet southerly from Winslow Lane	12-17-90
	No parking, Loading Zone at Westbrook Spinning Mill's loading area in the Dana Warp Building	9-8-98
Main Street	<del>15 Minute Loading Zone in front of #616 Main Street commencing 25 feet from intersection of Main and School Streets in a westerly direction fro a distance of fifty feet on the southerly side of Main Street, 8:00 a.m. to 5:00 p.m., except on Sundays</del>	6-21-76
	No Parking – Loading Zone, 9:00am – 1:00pm in front of 925 Main Street	Order 2015-129 (11/2/15)
	<u>15 Minute Loading Zone Northerly side Vallee Square to Bridge Street</u>	
Saco Street	15 Minute Loading Zone in front of #117	4-22-75
School Street	15 Minute Loading Zone, 25 Feet (1 Space) adjacent to School Street entrance to 612 Main Street	8-3-15
Parking Lot A, Annex	<del>(Corner of Maine &amp; Mechanic Streets) 15 Minute Truck Loading Zone – 2 spaces northeasterly corner of Lot A, Annex nearest Main Street adjacent to #400 Main Street (Hub Furniture) from 7:00 a.m. to 6:00 p.m.</del>	6-20-83
City Lot D	22 feet wide by 32 feet deep loading space at rear of 855 Main Street at westerly corner of former McLellan's Building	5-4-98

**Schedule VIII. Bus Stops**

Pole	Outbound	Pole	Inbound
84	Shopping Center	20	New Gorham Road
88	Midblock	14	Lori Lane
94	Midblock	12	Midblock
1	Colonial Road	—	Williams Street
—	Webster Avenue	5	Saco Street
87	Mason Street	88	Mechanic Street
80	Lamb Street	—	Vallee Square
2 ½	Warren Avenue	22	Church Street
502	Main & Cumberland Streets	—	Walker Library
62	Rochester Street	60X	Stroudwater Street
51	Spiers Street	53	Dunn Street
4401	Park	44	Park
040	Dunn Street	50	Day Street
34.1	Stroudwater Street	58	Haskell Street
28.1	Spring Street	62	Rochester Street

Pole	Outbound	Pole	Inbound
—	Church Street	72	Main & Warren
84	Vallee Square	75	Seavey Street
—	Park Hill Road	84	Lamb Street
4S	Canal Street	8	Mason Street
12S	Huntress Avenue	93	Berkeley Street
13	Anne Terrace	121	Shopping Center
9	Lori Lane		
20	New Gorham Road		
—	Fire Barn	—	End of Line
18	Cumberland & Brown	33	Midblock
26	Cottage Road	—	Conant Street
84	Park Road	5	Saco Street
	Bridge to Beechwood	8S	Mechanic Street
J44	Midblock	—	Bridge Street
41	Falmouth Street	40	Brown Street
15	Bridge & Myrtle Streets	36	Dodge Street
11	Prince Street	30	St. Hyacinth's
5?	Brown & Myrtle Streets	25½	North Street
—	King Street	23½	King Street
25X	North Street	20	Myrtle & Brown
—	Walker Street	5	Midblock
J36	Dodge Street	11	Prince Street
—	Bridge & Brown Streets	15	Myrtle & Bridge Streets
—	Main & Bridge Streets	—	Falmouth Street
84	Vallee Square	J44S	Beechwood Street
—	Park Hill Road		Cumberland & Bridge Streets
—	Wayside Drive	34S	Park Road
33	Midblock	26	Cottage Road
—	Pine Knoll & Conant	—	Bridge & Brown
—	End of Line	—	Main & Bridge
1	Fire Station		
3½	Quimby Avenue		
8	—		Opposite each outbound
11	West Valentine Street		Opposite each outbound
13	Green Street		Opposite each outbound
17	—		Opposite each outbound
20	—		Opposite each outbound
22	Central and Prospect Streets		Opposite each outbound

**Woodfords Corner to Prides Corner**

Pole	Outbound	Pole	Inbound
8S	East Bridge Street	—	End of Line
19SS	Villa Road	—	Prides Corner
267	St. Edmunds Church	6	Midblock

31	Town House	12	Prides Corner
			Congregational Church
—	Prides Corner	30	Midblock
—	End of Line	34	Austin Street
		—	Woodland Road
		—	East Bridge Street
		35	Independence Drive
		30	Constitution Drive
		57	Carlson Street

**Schedule IX. Taxi Zones**

There shall be one (1) taxi stand on the Bridge Street spur approximately 37' from the intersection with Main Street. (12-17-12)

**Schedule VI-X. Left Turns and Right Prohibited Turns**

LEFT TURNS PROHIBITED AND LIMITED

Doyle Street ————— From Doyle Street into Pleasant Street ————— (10-09-1972)  
 Sargent Street ————— From Sargent Street into Pleasant Street ————— (10-09-1972)  
 Stroudwater Street ————— From Stroudwater Street into Pleasant Street (10-09-1972)

RIGHT TURN ONLY

Post Office Exit onto Main Street (11-18-1985)

RIGHT TURNS PROHIBITED AND LIMITED

Spring Street - No right turn onto Glenwood - Local traffic only from 6 to 9 am and 3 to 6 pm. (3-15-1999)  
 Spring Street - No right turn onto Anderson - Local traffic only from 6 to 9 a.m. and 3 to 6 p.m. (3-15-1999)  
 Stroudwater Street from Stroudwater Street into Pleasant Street ————— (10-09-1972)

**Schedule VII-XI. Commercial Vehicles Prohibited**

No Thru Commercial Vehicles (Per Section 31-72)

COMMERCIAL VEHICLES PROHIBITED FROM USING CERTAIN STREETS

Anderson Avenue 10-03-1988  
Austin Street 10-01-2001  
Duck Pond Road From Bridgton Road to Bridgton Road 8-3-2015  
Glenwood Avenue 10-03-1988  
Longfellow Street From New Gorham Road to Gorham Town Line 3-14-1983  
Park Road 10-01-2001  
Pride Street 10-01-2001

<u>Main Street</u>	<u>On Main Street from the Capt. Bill Hartley Ave running West to William Clarke Drive.</u>	
<u>Mast Road</u>	<u>From Duck Pond Road to the Falmouth town line</u>	<u>8-3-15</u>
<u>Mayfield Drive</u>	<u>From Hardy Road to Methodist Road</u>	<u>9-25-1995</u>
<u>Monroe Avenue</u>	<u>From Stroudwater Street to Glenwood Avenue</u>	
<u>Oakland Avenue</u>	<u>From Stroudwater Street to the Circle at the end of the street</u>	
<u>Park Road</u>		<u>10-01-2001</u>
<u>Pierce Street</u>		<u>11-07-1988</u>
<u>Pride Street</u>		<u>10-01-2001</u>
<u>Seasonally Prohibited</u>		
<u>Brook Street</u>	<u>(March 1 through May 1)</u>	<u>3-06-1989</u>
<u>East Bridge Street</u>	<u>(March 1 through May 1)</u>	<u>3-06-1989</u>
<u>Hardy Road</u>	<u>(March 1 through May 1)</u>	<u>3-06-1989</u>
<u>Mast Road</u>	<u>(March 1 through May 1)</u>	<u>3-06-1989</u>
<u>Methodist Road</u>	<u>(March 1 through May 1)</u>	<u>3-06-1989</u>
<u>Monroe Avenue</u>	<u>From Stroudwater Street to Glenwood Avenue</u>	
<u>Oakland Avenue</u>	<u>From Stroudwater Street to the Circle at the end of the street</u>	
<u>Main Street</u>	<u>On Main Street from the Capt. Bill Hartley Ave Arterial running West to Route 25</u>	
<u>NO THRU TRUCKS</u>		
<u>Stroudwater Street</u>	<u>Over Woodlawn Avenue &amp; Forest Street to Main Street</u> <u>(In accordance with City Code Sec. 22-72)</u>	<u>6-07-1982</u>
<u>New Gorham Road</u>	<u>From Wayside Drive to Gorham Line</u>	<u>3-14-1983</u>
<u>Longfellow Street</u>	<u>From New Gorham Road to Gorham Town Line</u>	<u>3-14-1983</u>
<u>Hawkes Street</u>	<u>From Stroudwater Street to Weyerhauser Plant</u>	<u>2-04-1991</u>
<u>Main Street</u>	<u>From Capt. Bill Hartley Ave Arterial running west to Rt 25</u>	
<u>Mayfield Drive</u>	<u>From Hardy Road to Methodist Road</u>	<u>9-25-1995</u>
<u>East Bridge &amp; Park Road</u>		<u>10-01-2001</u>
<u>Austin &amp; Pride Streets</u>		<u>10-01-2001</u>
<u>Duck Pond Road</u>	<u>From Bridgton Road to Bridgton Road</u>	<u>8-3-2015</u>
<u>Mast Road</u>	<u>From Duck Pond Road to the Falmouth town line</u>	<u>8-3-15</u>
<u>NO THRU COMMERCIAL VEHICLES</u>		
<u>Glenwood Avenue</u>		<u>10-03-1988</u>
<u>Anderson Avenue</u>		<u>10-03-1988</u>
<u>Pierce Street</u>		<u>11-07-1988</u>
<u>Methodist Road</u>	<u>(March 1 through May 1)</u>	<u>3-06-1989</u>
<u>Brook Street</u>	<u>(March 1 through May 1)</u>	<u>3-06-1989</u>
<u>Mast Road</u>	<u>(March 1 through May 1)</u>	<u>3-06-1989</u>
<u>Hardy Road</u>	<u>(March 1 through May 1)</u>	<u>3-06-1989</u>
<u>East Bridge Street</u>	<u>(March 1 through May 1)</u>	<u>3-06-1989</u>

**Schedule VIII. Municipal Parking Lots**

**Municipal Parking Lot Identification Key**

The following parking lots shall be identified according to the letter/name indicated in the following table:

<u>Lot A - Mechanic St Lot (Including Lot A-1)</u>	<u>Located between the rear of 870 to 900 Main Street and north side of William Clarke Drive, Including Lot A-1 - Located between 900 Main Street and Mechanic Street.</u>
<u>Lot B – Church Street West Lot</u>	<u>Located on the west side of Church Street and to the rear of 838 to 850 Main Street</u>
<u>Lot C – Church Street East Lot</u>	<u>Located on the east side of Church Street and to the rear of 2 Church Street to 820 Main Street</u>
<u>Lot D – Ash St Lot</u>	<u>Located at the end and on the east side of Ash Street</u>
<u>Lot E – Main St Lot</u>	<u>Located between 835 and 849 Main Street</u>
<u>Lot F – Riverview Lot</u>	<u>Located between the south side of the Presumpscot River and the rear of 849 Main Street to 863 Main Street</u>
<u>Lot G- Valley Square</u>	<u>Located from the Northerly end of Valley Square around property of Map 32 Lot 117</u>
<u>Spring Street Parking Lot</u>	<u>Adjacent lot (Map 33 Lot 117) to the Walker Memorial Library at 800 Main Street</u>
<u>City Hall Parking Lot</u>	<u>Adjacent parking lot to City Hall building at 2 York Street</u>

**No Parking Zones – Municipal Parking Lots**

<u>Municipal Parking Lot G - Valley Square</u>	<u>No Parking in locations hatched closest to the bridge and at the turnaround</u>
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**Loading Zones – Municipal Parking Lots**

<u>Municipal Parking Lot A-1, Mechanic St</u>	<u>(Corner of Main &amp; Mechanic Streets) 15 Minute Truck Loading Zone – 2 spaces northeasterly corner of Lot A-1, nearest Main Street adjacent to #900 Main Street from 8:00 a.m. to 5:00 p.m.</u>
<u>Municipal Parking Lot F – Riverview Lot</u>	<u>22 feet wide by 32 feet deep loading space at rear of 855 Main Street at westerly building corner</u>

**30 Minute Parking – Municipal Parking Lots (8:00 a.m. to 5:00 p.m.)**

<u>Municipal Parking Lot F - Riverview Lot</u>	<u>Parking Row abutting businesses of 849 Main St and 863 Main Street from 8 am to 5 pm, except Sundays.</u>
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**2- Hour Parking – Municipal Parking Lots (8:00 a.m. to 5:00 p.m.)**

All vehicles shall be limited to two-hour parking between the hours of 8:00 a.m. and 5:00 p.m. each day except Sundays in the following portions of the MUNICIPAL PARKING LOTS:

Lot A: 4 Rows directly behind, and running perpendicular to, 888 to 894 Main Street.

- Lot A-1: All spaces.
- Lot B: All spaces in rows closest to William Clarke Drive and Main Street.
- Lot C: The row parallel and closest to Main Street. Also, the last seven spaces (Easterly corner) in the row along William Clarke Drive shall be two-hour only 8 am to 5 pm on Thursdays from September 1st to April 30<sup>th</sup>, outside of those parameters, these seven spaces are all day spaces.
- Lot E: All Spaces
- Lot F: All spaces
- Lot G: All spaces

**All Day (8 Hour) Employee Parking – Municipal Parking Lots (8:00 a.m. - 5:00 p.m.)**

All vehicles shall be allowed unlimited parking between the hours of 8:00 a.m. to 5:00 p.m. each day, in the following portions of the MUNICIPAL PARKING LOTS:

- Lot A: All spaces not identified as two-hour parking
- Lot B: All spaces not identified as two-hour parking
- Lot C: All spaces not identified as two-hour parking
- Lot D: All spaces

**Regulations in Municipal Parking Lots**

1. Commercial vehicle parking overnight prohibited.
2. Overnight parking in municipal parking lots during a declared snow emergency is prohibited except for temporary exemptions or in designated (signed) snow emergency parking areas. A snow emergency is defined as any storm event that generates enough snow to be plowed.
3. The Public Works Director is authorized to designate snow emergency parking areas.
4. The Chief of Police may prohibit parking in any municipal parking lot for the purpose of repairs or snow removal.
5. Municipal Parking Lot Access Roads – Parking Prohibited
  - a. Both sides of access road through Lot A from Mechanic Street easterly and southerly to William Clarke Drive.
  - b. Both sides of access drives through Lots F and G, except in designated/striped parking stalls.
  - c. Both sides of access drives from Lot F, around Lot D and continuing through the Ash St Spur.
6. City Hall Parking Lot and Spring Street Parking Lot
  - a. Parking restricted for City Hall & Library business. All other vehicles shall be towed at owner's expense. Effective Monday - Friday from 7:30 a.m. to 5:00 p.m.
7. Snow Emergency Regulations in Municipal Parking Lots (Using Lot designation letters)
  - A. Mechanic Street Lot –Parking prohibited between 12:00 a.m. to 6:00 a.m. during Snow Emergencies, except in designated/signed snow emergency parking areas. In Snow Emergency parking areas, cars may be parked from 12 a.m. to 7 a.m. Cars must be removed from these designated areas by 7 a.m. or enforcement actions shall be taken (ticketing/towing).
  - B. Church Street West Lot - Parking prohibited between 12:00 a.m. to 6:00 a.m. during Snow

Emergencies, except in designated/signed snow emergency parking areas. In Snow Emergency parking areas, cars may be parked from 12 a.m. to 7 a.m. Cars must be removed from these designated areas by 7 a.m. or enforcement actions shall be taken (ticketing/towing).

- C. Church Street East Lot - Parking prohibited between 12:00 a.m. to 6:00 a.m. during Snow Emergencies, except in designated/signed snow emergency parking areas. In Snow Emergency parking areas, cars may be parked from 12 a.m. to 7 a.m. Cars must be removed from these designated areas by 7 a.m. or enforcement actions shall be taken (ticketing/towing).
- D. Ash Street Lot - Parking prohibited between 12:00 a.m. to 6:00 a.m. during Snow Emergencies, except in designated/signed snow emergency parking areas. In Snow Emergency parking areas, cars may be parked from 12 a.m. to 7 a.m. Cars must be removed from these designated areas by 7 a.m. or enforcement actions shall be taken (ticketing/towing).
- E. Main St Lot - Parking prohibited between 12:00 a.m. to 6:00 a.m. during Snow Emergencies.
- F. Riverview Lot - Parking prohibited between 12:00 a.m. to 6:00 a.m. during Snow Emergencies.
- G. Vallee Square Lot - Parking prohibited between 12:00 a.m. to 6:00 a.m. during Snow Emergencies.

**Schedule XII. Speed Regulations**

***Commentary: Speed limits do not need to be in the ordinance to be enforced.***

MAXIMUM SPEED LIMIT 15 MPH

Juniper Lane	Entire Length	1985
Reserve Street	Entire Length	1983
River Street	Entire Length	1983
Riverbank Park Roads		1964
Villa Road	Entire Length	1984

MAXIMUM SPEED LIMIT 20 MPH

Walker Street	Entire Length	DOT 1988
Webb Street	Entire Length	DOT 1988

MAXIMUM SPEED LIMIT 25 MPH

Street	Zone	Date
Austin Street Extension	Junction of Austin & Pride Streets to end	
Conant Street	From easterly junction of Route 25 in westerly direction to Westerly junction with Route 25, 0.04 mile	
East Bridge Street	From Methodist Road to Park Road	8-20-
Hardy Road	25 mph Advisory Signs	DOT
Main Street	Starting at a point 0.05 miles westerly of the Portland/Westbrook Line and extending westerly to junction with Route 25	
Saco Street	Starting at junction of Main Street & extending to a point opposite NET pole 6/J28 by the Stroudwater Bridge, 0.07 miles	
Spring Street	Starting at junction of Main Street & extending to a point opposite NET pole 43, 0.09 miles	
Stroudwater Street	Starting at junction of Main Street & extending to junction of Woodlawn Avenue	
Westbrook Arterial	Starting at the southerly end of Larrabee Road and/or at (Westbound) junction of Larrabee Road & Arterial on-ramp and extending through the ramp to the beginning of the 4 lane divided highway, 0.25 miles.	6-20-88
Westbrook Arterial	Starting at end of 4 lane divided Highway extending easterly through off ramp to junction of Larrabee Road, 0.25 miles.	6-20-88

MAXIMUM SPEED LIMIT 30 MPH

Street	Zone	Date Adopted
Austin Street	Junction with East Bridge to junction of Pride Street (DOT Log)	
Bridge Street	Starting at the junction of Bridge and Cumberland Streets and extending over Bridge Street to junction with East Bridge Street and Methodist Road, 0.50 miles	
Brook Street	Starting at junction of Brook Street & Bridgton Road (Rt302) and extending northeasterly a distance of 1.25 miles (Falmouth line) (DOT log)	
Cumberland Street	Beginning at the northern junction with Route 25B (aka Harnois Avenue, Node 15094) and extending northerly to a point 0.03 miles north of the junction with Wilson Drive (Node 63030), a total distance of 1.17 miles	5/4/15
Elmwood Avenue	Starting at southern junction w/Rt. 302 and extending northerly over Elmwood Ave. to northern junction w/Rt. 302 (Bridgton Road) (DOT log)	
Lincoln Street	Starting at junction of Lincoln/Bridge Streets extending over Lincoln Street northerly to junction w/Mayberry Street 0.95 miles	

<b>Street</b>	<b>Zone</b>	<b>Date Adopted</b>
Longfellow Street	Starting at junction w/Longfellow Drive and extending over Longfellow Street to junction w/Rt. 25 (Main Street), 0.70 mile	
Mast Road	Starting at junction of Mast Road & Duck Pond Road and extending northerly to the Westbrook/Falmouth line, 0.55 mile (DOT log)	
Mayberry Road	Starting at junction of Pierce Street and extending easterly to its terminus, 0.3 miles (DOT)	
New Gorham Road	Starting at the junction of New Gorham Road & Longfellow Street & extending westerly to Westbrook/Gorham line, 0.60 miles (DOT log)	
Park Road	Starting at junction of Park Road and Cumberland Street & extending over Park Road to junction w/East Bridge Street, 0.80 miles (DOT log)	
Pierce Street	Starting at junction of Bridge and Pierce Streets & extending over Pierce Street to junction w/Cumberland Street 0.60 miles	
Pride Street	Starting at junction of Austin & Pride Streets and extending northeasterly II to junction of Rt. 302, 0.85 miles	
Saco Street	Starting at a point opposite NET/CMP pole 6/J28 near the Stroudwater Bridge and extending southerly to a point opposite NET pole J37, 0.30 miles (DOT)	
Spring Street	Starting at junction of Rt. 22 and extending southerly to the So. Portland line, 0.45 miles (DOT log)	

MAXIMUM SPEED LIMIT 35 MPH

<b>Street</b>	<b>Zone</b>	<b>Date Adopted</b>
Cumberland Street	Beginning at a point 0.03 miles north of the junction with Wilson Drive (Node 63030) and extending northerly to a point 0.38 miles beyond the same (Node 63030), a total distance of 0.35 miles	5/4/15
Duck Pond Road	Starting at junction of Duck Pond Road and Elmwood Avenue extending over Duck Pond Road to junction w/RT. 302 (Bridgton Road), 2.40 miles (DOT log)	
East Bridge Street	Starting at junction of East Bridge Street and Park Road extending over East Bridge Street to junction w/Rt. 302 (Bridgton Road), 1.40 (DOT log)	
Larrabee Road	Starting at Westbrook/Portland line (Riverside Street) extending southerly to end of Road, 0.60 miles (DOT log)	
Main Street	Starting at Westbrook/Portland line and extending westerly to NET pole #102	
Methodist Road	Starting at junction of Methodist Road and East Bridge Street and Bridge Street and extending northerly to	

Street	Zone	Date Adopted
	junction w/Rt. 302, 3.30 miles (DOT log)	
Spring Street	Starting at a point opposite NET #43 and extending southerly to junction w/Rt. 22 (County Road) for a distance of 0.90 miles (DOT log)	
Stroudwater Street	Starting at junction of Woodlawn Ave and extending southerly to the Portland and Westbrook line, 1.10 miles	
Terminal Road	Starting at junction of Larrabee Road & extending westerly to cul-de-sac, 0.30 miles (DOT log)	
Warren Avenue	Starting at Westbrook/Portland line and extending westerly to junction of Warren Ave. and Rt. 25 (Main St) (DOT log)	
Wayside Drive	Starting at junction of the Westbrook Arterial Highway & extending westerly to junction of Main St, 0.40 miles	
Westbrook Arterial (Eastbound)	Starting at a point 0.20 miles west of the easterly end of 4-lane highway and extending easterly 0.20 miles to end of 4-lane highway, 0.20 miles	6-20-88

MAXIMUM SPEED LIMIT 40 MPH

Street	Zone	Date Adopted
County Road (Rt 22)	Starting at westerly junction of Rts 22 and 9 in Portland and extending westerly to Westbrook/Scarborough line, 2.9 miles	
Hardy Road	Starting at the junction of Hardy Road and Rt 302 and extending to Westbrook/Windham line, 0.9 miles (DOT log)	
Saco Street	Starting at point opposite CMP/NET J37 & extending to Westbrook/Scarborough line 0.9 miles (DOT log)	

MAXIMUM SPEED LIMIT 45 MPH

Street	Zone	Date Adopted
Bridgton Road (Rt 302)	From Prides Corner westerly to a point just westerly of Duck Pond Road intersection	3-30-73
Cumberland Street	Beginning at a point 0.38 miles north of the junction with Wilson Drive (Node 63030) and extending northerly to the City of Westbrook/Town of Windham municipal boundary (Node 15955), a total distance of 0.48 miles.	5/4/15
Westbrook Arterial (Eastbound)	Starting at junction of Wayside Drive & extending easterly to a point 0.2 miles west of the easterly end of the 4-lane divided highway, 0.8 miles	6-20-88
Westbrook Arterial	Starting at the east end of Westbound section of the 4-lane divided highway and extending westerly along the westbound lanes to its junction with Wayside Drive, 1.0 miles	6-20-88

**Schedule IXHH. Publicly Owned Property - Fire Lanes/Parking**

*Commentary: Section reorganized for better flow.*

Fire lane/Tow Away Zones: See Section 31-115

- a. The parking of any vehicle, except Fire and/or Police department vehicles, in any such signed Fire Lane/Tow Away Zone is prohibited, and the Police Department is hereby authorized to have said vehicle removed at the owner's expense.
- b. When any such vehicle is towed away as directed by the Police Department, the registered owner of said vehicle shall be given a prompt notice, as stated in the ordinance, that their registered vehicle has been removed. The said owner shall give a right of appeal to the Municipal Officers as to any grievance related to said removal, provided said appeal is filed with the City Clerk within thirty (30) days of the removal of said vehicle.

The Chief of Police may prohibit parking in any Municipal Parking Lot for the purpose of repairs or snow removal.

CITY HALL PARKING LOT

~~Parking restricted for City Hall & Library business. All other vehicles shall be towed at owner's expense. Effective Monday - Friday from 7:30 a.m. to 5:00 p.m.~~

MUNICIPAL PARKING LOTS

- ~~A. One hour parking between 12:00 a.m. & 6:00 a.m. during Snow Emergencies.~~
- ~~B. Parking prohibited between 12:00 a.m. & 6:00 a.m. during Snow Emergencies. (11-29-76)~~
- ~~C. Parking prohibited between 12:00 a.m. & 6:00 a.m. during Snow Emergencies. (11-29-76)~~
- ~~D. Parking prohibited between 12:00 a.m. & 6:00 a.m. during Snow Emergencies. (11-29-76)~~
- ~~E. Parking prohibited between 12:00 a.m. & 6:00 a.m. during Snow Emergencies. (11-29-76)~~
- ~~F. Located northeast of intersection of Main, Bridge Street Spur. Parking prohibited between 12:00 a.m. & 6:00 a.m. during Snow Emergencies. (12-77)~~
- ~~G. Northern section located between Main/Mechanic & Access Road, 2 hour parking. (12-20-78)~~
- ~~H. ACCESS ROAD - Parking Prohibited southerly side from Bridge Street easterly 200 feet. (12-20-78)~~
- ~~BRIDGE STREET EXIT - One hour parking in a 4 space northerly side of Bridge Street Exit road - No Commercial Trucks (3-20-89)~~
- ~~I. Entire westerly side of Lot C, (excluding spaces in the former Casco Bank drive thru, but including the easterly side of the island next to the drive thru and the westerly side of the central parking island (amended 11-05-01).~~

*Commentary : Move to a centralized municipal parking lot section.*

RIVERBANK PARK

~~Speed limits on all roads in Riverbank park shall be ten 10 miles per hour. (Amended by Ord. of 6-09-69; 8-3-15)~~

SCHOOL PARKING LOTS

Parking Prohibited:

- ~~a. On all school property between 12:01 a.m. & 6:00 a.m. other than vehicles under control of the School Department.~~
- ~~b. Within 25' of any entrance or exit of any School Building.~~
- ~~c. On all School property except in area designated by the School Committee, from 6:00 a.m. & 12:00 p.m.~~
- ~~d. Vocational Drive, from Stroudwater Street in a southerly direction on the westerly side for a distance of 500 feet, and on the easterly side from Stroudwater Street in a southerly direction for a distance of 1350 feet (amended 11-05-01)~~

SCHOOL PROPERTY

~~Fire lane/Tow Away Zones: See Section 22-107 of Code of Ordinance. (1-22-1979)~~

Fire Lanes on School Property:

~~"That Section 22-107, Schedule of Restricted, Prohibited Parking on Publicly owned property, being Schedule XIII of the Traffic Code, be amended by adding the following subsection to read as follows: That "Fire Lane/Tow Away Zones" shall be established on the following Public School Propertyies as shown on the plot plans of said property:~~

- ~~1. Canal School, Glenwood Avenue~~
- ~~2. Saccarappa School, Alphonse Street~~
- ~~3. Pride's Corner School, Pride Street~~
- ~~4. Warren School, Main Street~~
- ~~5. Forest Street School, Forest Street~~
- ~~6. Rocky Hill School, Bridge Street~~
- ~~7. Congin School, Cumberland Street~~
- ~~8. Old Jr. High School, Main Street~~
- ~~9. Westbrook Jr. High School, Bridge Street~~
- ~~10. Westbrook Sr. High School, Stroudwater Street~~
- 3. Congin School, Cumberland/Bridge Street
- 4. Westbrook Middle School, Stroudwater Street
- 5. Westbrook High School, Stroudwater Street

~~The parking of any vehicle, except Fire and/or Police department vehicles, in any such signed Fire Lane/Tow Away Zone is prohibited, and the Police Department is hereby authorized to have said vehicle removed at the owner's expense.~~

~~When any such vehicle is towed away as directed by the Police Department, the registered owner of said vehicle shall be given a prompt notice, by mail at his or her registered vehicle has been~~

~~removed. The said owner shall give a right of appeal to the Municipal Officers as to any grievance related to said removal, provided said appeal is filed with the City Clerk within thirty (30) days of the removal of said vehicle.~~

~~Amended 1-15-79. That Plot Plan #9 be amended to limit the No Parking/Tow Away Zones on the northeasterly side of the Gymnasium area to both of the emergency fire exits only, and that this plot plan be revised accordingly.~~

~~Amended 4-28-80. No Parking/Tow Away Zone—Entire northeast side of Jr. High School Building.~~

#### Fire Lanes on Public Streets and Properties

##### Giles Street-GILES STREET.

- a. Fire Lane established at 16 Giles Street. (11-26-07)

##### Winslow Street WINSLOW STREET.

- a. Fire Lane - Both sides for a distance of 55' easterly from intersection with Bridge Street. (11-17-86)

##### Westbrook Community Center

- a. In accordance with the striping as placed on the premise along the front (southern) side of the structure as well as the easterly side of the structure up to the Gymnasium area and including both emergency fire egress points out of the Gymnasium area.
- b. No Parking/Tow Away Zone - Entire North side of structure.

##### Walker Memorial Library

- a. Along the eastern side of Map 33 Lot 120 for approximately 165' starting at Main St. and along the southern side of the structure.

#### Parking Prohibited - School Parking Lots

- a. On all school properties between 12:01 a.m. & 6:00 a.m. other than vehicles under control of the School Department.
- b. Within 25' of any entrance or exit of any School Building.
- c. On all School property except in areas designated by the School Committee, from 6:00 a.m. to 12:00 p.m.
- d. Vocational Drive, from Stroudwater Street in a southerly direction on the westerly side for 500 feet, and on the easterly side from Stroudwater Street in a southerly direction for 1350 feet (amended 11-05-01)

#### Motorized Vehicles Prohibited-MOTORIZED VEHICLES PROHIBITED

- a. On City Bicycle/Pedestrian paths and City Recreation Fields, EXCEPT Emergency Police & Municipal Vehicles (7-02-84)

Schedule XIV. Parking Fines

Refer to Master Fine Schedule attached to the Code as Appendix C.

Schedule XV. Angle Parking Zones

~~North Street — Angle parking required on northerly side of North Street from a point of 25 feet easterly of Brown Street then easterly a distance of 75 feet.~~

*(Commentary: This area provides 90-degree parking spaces along this section vs angled parking. Based on the current usage, staff would recommend the deletion of this section to not call out that this is required to be an angled parking zone.)*

Schedule XVI. Dead End Streets

~~Turner Street — 275 Feet from Saco Street in a westerly direction. (9-21-87)~~

*(Commentary: We do not call out any other dead-end street in the City. This street is currently posted as a Dead-End street and would not be changed by the deletion of this ordinance. There are structural measures creating this dead end currently.)*

**END of UTO**

**Chapter 31 Traffic Art. II & III**

*(Commentary: To address the connection between the ordinance and the UTO amendment and to reflect standing operations, the following Ordinance sections are included to be amended.)*

Sec. 31-30. Reserved. ~~Schedule of traffic control light devices. The schedule of traffic control light devices, being particularly Schedule III, is on file in the city clerk's office and is in no way affected by the adoption of this Code.~~

Sec. 31-38. Reserved. ~~Schedule of speed regulations. The schedule of speed regulations as authorized by the Maine Department of Transportation, being particularly Schedule XII, is on file in the city clerk's office. (Ord. of 7-13-65; Ord. of 6-10-69; Ord. of 12/21/87; Ord. of 6/20/88; Ord. of 1/23/89; Ord. of 8/7/89)~~

Sec. 31-44. Schedule of one-way streets. The schedule of one-way streets is listed in the Uniform Traffic Ordinance, being particularly Schedule IV, is on file in the city clerk's office and is in no way affected by the adoption of this Code.

Sec. 31-49. Reserved. ~~Schedules of stop, yield signs. The schedules of stop and yield signs, being particularly Schedules I and II, are on file in the city clerk's office and are in no way affected by the provisions of this Code.~~

Sec. 31-57. Schedule of prohibited, ~~limited left,~~ turns. The schedule of ~~left~~ turns that are prohibited and limited is listed in the Uniform Traffic Ordinance , ~~being particularly Schedule X, is on file in the city clerk's office and is in no way affected by the adoption of this Code.~~

Sec. 31-72. Commercial vehicles prohibited from using certain streets, exception. When signs are erected giving notice thereof, no person shall operate at any time, any commercial vehicle upon any of the streets or parts of streets described in the appropriate schedule listed in the Uniform Traffic Ordinance ~~which is on file in the city clerk's office~~, except that such vehicles may be operated thereon for the purpose of delivering or picking up materials or merchandise, and then only by entering such street at the intersection nearest the destination of the vehicle and proceeding thereon no farther than the nearest intersection thereafter. (Ord. of 7-13-65, § 15-1)

Sec. 31-91. Prohibited and limited parking schedules. The prohibited parking and limited parking schedules are listed in the Uniform Traffic Ordinance, ~~being particularly Schedules V and VI respectively, are on file in the city clerk's office and are in no way affected by the adoption of this Code.~~

Sec. 31-101. Schedule of loading zones. The schedule of loading zones is listed in the Uniform Traffic Ordinance , ~~being particularly Schedule VIII, is on file in the city clerk's office and is in no way affected by the adoption of this Code.~~

Sec. 31-102. Reserved. ~~Council to designate public carrier stops, stands; signs required. The council shall establish bus stops, bus stands, taxicab stands and stands for other passenger common carrier motor vehicles on such public streets in such places and in such number as they shall determine to be the greatest benefit and convenience to the public, and every such bus stop, bus stand, taxicab stand or other stand shall be designated by appropriate signs.1 (Ord. of 7-13-65, § 13-3)~~

Sec. 31-103. Reserved. ~~Schedule of bus stops, taxi zones. The schedules of bus stops and taxi zones, being particularly Schedules VIII and IX, are on file in the city clerk's office and are in no way affected by the adoption of this Code.~~

Sec. 31-107. Schedule of restricted, prohibited parking on publicly owned property. The schedule of restricted and prohibited parking on publicly owned property is listed in the Uniform Traffic Ordinance. , ~~being particularly Schedule XIII, is on file in the city clerk's office and is in no way affected by the adoption of this Code.~~

Sec. 31-121. ~~Same~~—Table of location. Each fire lane on publicly owned property designated under this article shall be particularly set forth in the Uniform Traffic Ordinance. Schedule XIII, ~~on file in the city clerk's office. (Ord. of 7-12-82)~~

**END OF ORDINANCE AMENDMENT**



**CITY OF WESTBROOK, MAINE**  
IN CITY COUNCIL

**Date: December 16, 2019**

**Order: 2019-196**

**ACCEPTING PAYMENT FOR SNOW PLOW OPERATIONS ON MAPLE, UNION, AND ROOSEVELT STREETS**

That the Westbrook City Council hereby accepts payment from Gorham Sand and Gravel of Gorham, Maine in the amount of \$12,500 for snow plowing services on Maple, Union and Roosevelt Streets during the 2018-19 winter season.

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First Reading: December 16, 2019

Second and Final Reading: January 6, 2020

Attest:

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City Clerk

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Mayor



# CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

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## REQUEST FOR COUNCIL ACTION

*Requests are due to the City Clerk two Fridays prior to a Council meeting. If expenditure/acceptance of funds is involved, Finance Department approval is required prior to submission.*

**PROPOSED TITLE:** Accepting Payment for Snow Plowing Operations on Maple, Union and Roosevelt Streets

**REQUESTED BY:** Eric Dudley, Director of Engineering and Public Services

**DATE:** 11/27/2019

### SUMMARY:

The Department of Engineering and Public Services requests authorization to accept payment from Gorham Sand and Gravel in the amount of \$12,500 for snow plowing services on Maple, Union and Roosevelt Streets during the 2018-19 winter season. This payment came about as a result of GS&G's failure to base pave the streets prior to the winter months which required them to maintain the roadways throughout the winter. They had determined that they would not continue working on the streets during those months making reasonable maintenance meeting the expectations of the residents difficult if not impossible. Staff recognized this issue as well and entered negotiations with GS&G for Public Services to plow, sand and salt the streets. Recently it was realized that the payment made in May was not brought to City Council for an unplanned revenue so we are now bringing it forward. The money will be used to purchase an upgraded hydroseeder in the near future to improve customer service for winter lawn damage repair and reseeding on our construction projects.

### BUDGET LINES AFFECTED (IF APPLICABLE):

1000-30-3110-0000-0000-41901



**CITY OF WESTBROOK, MAINE**  
IN CITY COUNCIL

**Date: December 16, 2019**

**Order: 2019-197**

**AUTHORIZING AGREEMENT WITH SOCCER MAINE FOR THE CORNELIA WARREN FOUR SEASON RINK**

That the Westbrook City Council hereby authorizes an agreement with Soccer Maine of Portland, Maine for the annual usage of the Cornelia Warren Four Season Rink and further establishes a dedicated building maintenance account.

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First Reading: December 16, 2019

Second and Final Reading: January 6, 2020

Attest:

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City Clerk

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Mayor



# CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

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## REQUEST FOR COUNCIL ACTION

*Requests are due to the City Clerk two Fridays prior to a Council meeting. If expenditure/acceptance of funds is involved, Finance Department approval is required prior to submission.*

**PROPOSED TITLE:** Cornelia Warren Four Season Rink Agreement w/Soccer Maine

**REQUESTED BY:** Greg Post - Director

**DATE:** 12/16/2019

### SUMMARY:

We are requesting that the Council accept and authorize a proposed agreement with Soccer Maine which outlines annual facility usage and establishes a dedicated building maintenance account.

**BUDGET LINES AFFECTED (IF APPLICABLE):**

# **CORNELIA WARREN FOUR SEASON RINK**

## **AGREEMENT BETWEEN**

### **CITY OF WESTBROOK (“the City”) AND SOCCER MAINE (“Soccer Maine”)**

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This Agreement is made between the City of Westbrook, a Maine municipal corporation with a mailing address of 2 York Street, Westbrook Maine 04092, by and through its Department of Community Services and Community Center [“the City”] and Soccer Maine, a statewide nonprofit association that serves as the governing body for youth soccer in the State of Maine with a mailing address of 512 Warren Avenue, Portland, Maine 04103 [“Soccer Maine”].

WHEREAS the City has in place a facility known as Cornelia Warren Four Season Rink located at 58 Lincoln Street, Westbrook, Maine, 04092; and WHEREAS Soccer Maine will be in Agreement to use said facility in compliance with the terms stated below.

The City and Soccer Maine, for good and sufficient consideration, agree as follows:

1. The term of this Agreement begins on January 1, 2020, and ends on December 31, 2045 (25 years)
2. Soccer Maine agrees to provide a \$50,000 donation to apply to costs associated with the Cornelia Warren Four Season Rink Revival, which is set for completion in 2020
3. The City agrees to manage the facility’s day-to-day, year-round operations, including scheduling and collecting fees for user groups outside of Soccer Maine’s priority times (see below)

4. The City agrees to the designation of Tuesdays and Thursdays, 6-9pm, April 1-October 31 each year, as priority times for Soccer Maine
5. The City agrees to the designation of Wednesdays, 6-9pm, April 1-October 31 each year, as priority times for locally-based Soccer Maine member clubs, the Westbrook Soccer Club and Rosevelt Soccer Club
6. The City agrees to provide priority scheduling for one full weekend in May and October each year for Soccer Maine programming
7. The City agrees to provide priority scheduling for one full weekend in July each year for programming administered and organized by locally-based Soccer Maine member clubs, the Westbrook Soccer Club and Rosevelt Soccer
8. Soccer Maine and locally-based Soccer Maine member clubs, the Westbrook Soccer Club and Rosevelt Soccer, agree to provide current, up-to-date Certificates of Insurance each year, and agree to list the Cornelia Warren Four Season Rink on their policy as an additionally-insured facility
9. The City agrees to pay a \$2,000 penalty for each remaining year of this Agreement should it be terminated prior to December 31, 2045.
10. The City agrees, through its Community Services department, to allocate \$1,500 per year in its fiscal budget towards a dedicated building maintenance account for when/if additional maintenance and/or large repairs are needed. (Note: the SportCourt playing surface comes with a 15-year warranty; and the concrete sub-flooring has at least a 50-year lifespan)
11. The City and Soccer Maine agree that the terms of this Agreement shall be binding upon the parties hereto and their respective heirs, successors, assigns, and legal representatives

12. The City and Soccer Maine agree that if Soccer Maine were to dissolve, this agreement would be null and void, with no obligations moving forward.

13. Notwithstanding the provisions of Section 12, Soccer Maine may assign its benefits under the terms of this Agreement, subject to prior approval by the Westbrook City Council.

This Agreement sets forth all terms and conditions to govern this relationship and supersedes any prior and consistent discussions or understandings. This Agreement may be modified only by a further writing that is duly executed by both parties. Informal operational adjustments that are not inconsistent with the provisions of this Agreement are not modifications requiring a signed writing of any formal sort if memorialized in e-mail or other writing.

In witness whereof the parties have executed this Agreement as of the day and year indicated below.

**City of Westbrook**

**Soccer Maine**

By:

By:

\_\_\_\_\_

\_\_\_\_\_

Printed Name:

Printed Name:

\_\_\_\_\_

\_\_\_\_\_

Its:

Its:

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**CITY OF WESTBROOK, MAINE**  
IN CITY COUNCIL

Date: January 6, 2020

Resolve: 2020-1

**APPROVING THE APPOINTMENT OF LAWRENCE MCWILLIAMS TO THE PLANNING BOARD**

That the Westbrook City Council hereby approves the appointment of Lawrence McWilliams to the Planning Board as an Alternate Member for a five (5) year term expiring December 31, 2024.

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First and Final Reading: January 6, 2020

Attest:

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City Clerk

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Mayor



# CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

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## REQUEST FOR COUNCIL ACTION

*Requests are due to the City Clerk two Fridays prior to a Council meeting. If expenditure/acceptance of funds is involved, Finance Department approval is required prior to submission.*

**PROPOSED TITLE:** Approving the Appointment of Lawrence McWilliams to the Planning Board

**REQUESTED BY:** Administration

**DATE:** 12/31/2019

### SUMMARY:

Request to approve the appointment of Lawrence (Larry) McWilliams to the Planning Board as an alternate member for a term expiring 12/31/24. This position was previously held by Kim Fickett, who completed her term on the Planning Board and decided to step down from the position, creating a vacancy on the board.

**BUDGET LINES AFFECTED (IF APPLICABLE):**



**CITY OF WESTBROOK, MAINE**  
IN CITY COUNCIL

Date: January 6, 2020

Resolve: 2020-2

**APPROVING THE APPOINTMENT OF PAUL DRINAN TO THE RECREATION & CONSERVATION COMMISSION**

That the Westbrook City Council hereby approves the appointment of Paul Drinan to the Recreation & Conservation Commission as a regular member, fulfilling the remainder of an unexpired term ending December 31, 2021.

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First and Final Reading: January 6, 2020

Attest:

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City Clerk

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Mayor



# CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

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## REQUEST FOR COUNCIL ACTION

*Requests are due to the City Clerk two Fridays prior to a Council meeting. If expenditure/acceptance of funds is involved, Finance Department approval is required prior to submission.*

**PROPOSED TITLE:** Approving the Appointment of Paul Drinan to the Recreation & Conservation Commission

**REQUESTED BY:** Administration

**DATE:** 12/31/2019

### SUMMARY:

Request to approve the appointment of Paul Drinan to the Recreation & Conservation Commission as a regular member for the remainder of an unexpired term ending on 12/31/21. Paul is currently on the commission as an associate member, and has agreed to fill a vacancy in a regular member position left by Councilor Michael Shaughnessy, who resigned upon taking office as a City Councilor.

This move leaves both associate member positions vacant (one position was already vacant).

**BUDGET LINES AFFECTED (IF APPLICABLE):**



**CITY OF WESTBROOK, MAINE**  
IN CITY COUNCIL

Date: January 6, 2020

Resolve: 2020-3

**APPROVING THE APPOINTMENT OF MICHAEL FOSTER TO THE ZONING BOARD OF APPEALS**

That the Westbrook City Council hereby approves the appointment of Michael Foster to the Zoning Board of Appeals as an Alternate Member for a three (3) year term expiring December 31, 2022.

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First and Final Reading: January 6, 2020

Attest:

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City Clerk

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Mayor



# CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

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## REQUEST FOR COUNCIL ACTION

*Requests are due to the City Clerk two Fridays prior to a Council meeting. If expenditure/acceptance of funds is involved, Finance Department approval is required prior to submission.*

**PROPOSED TITLE:** Approving the Appointment of Michael Foster to the Zoning Board of Appeals

**REQUESTED BY:** Administration

**DATE:** 12/31/2019

### SUMMARY:

Request to approve the appointment of Michael Foster to the Zoning Board of Appeals as an alternate member for a term expiring 12/31/22.

**BUDGET LINES AFFECTED (IF APPLICABLE):**



**CITY OF WESTBROOK, MAINE**  
IN CITY COUNCIL

Date: January 6, 2020

Order: 2020-1

**AMENDING THE CODE OF ORDINANCES CHAPTER 31, ARTICLE VI, PARKING SCOFFLAW ORDINANCE**

That the Westbrook City Council hereby approves an amendment of the Code of Ordinances Chapter 31, Article VI, *Parking Scofflaw Ordinance*, as outlined in the attached exhibit.

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First and Final Reading: January 6, 2020

Attest:

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City Clerk

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Mayor



# CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

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## REQUEST FOR COUNCIL ACTION

*Requests are due to the City Clerk two Fridays prior to a Council meeting. If expenditure/acceptance of funds is involved, Finance Department approval is required prior to submission.*

**PROPOSED TITLE:** Amending Chapter 31, Article VI, *Parking Scofflaw*, to address timely enforcement of repeat parking violations

**REQUESTED BY:** Police Chief Janine Roberts

**DATE:** 01/03/2020

### SUMMARY:

This is a request to streamline the notification process for repetitively offending vehicles and to be consistent with the enforcement information stated on current parking tickets.

This item was unanimously supported by the Facilities & Streets Committee on October 21, 2019, and was referred to City Council for action.

**BUDGET LINES AFFECTED (IF APPLICABLE):**

N/A

## Chapter 31 Traffic

### ARTICLE VI. PARKING SCOFFLAW ORDINANCE

#### Sec. 31-165. Purposes.

The purpose of this article is to improve the enforcement of the city parking ordinances; to improve vehicular circulation and relieve congestion; and to discourage habitual violators. (Ord. of 9-25-95)

#### Sec. 31-166. Definitions.

(a) Boot. A device consisting of metal clamps or jaws and a padlocking device, which, when attached to the wheel of a mote vehicle, results in immobilization.

(b) Outstanding parking ticket. Notice of violation of any city parking ordinance for which the owner of the offending vehicle has finally determined to be in violation by reason of default or otherwise; and the resultant fine or waiver fee established pursuant to 30-A M.R.S.A. Sec. 3009 has not been paid.

~~(c) Delinquency notice. A notice sent to the registered owner of the vehicle for which a parking ticket has been issued and has not been paid within the prescribed period of time. (Ord. of 9-2-95; Ord. of 11-5-01)~~

#### Sec. 31-167. Parking scofflaw.

Any vehicle which accumulates ~~three~~ **four (3, 4)** or more outstanding parking tickets after the effective date of this ordinance, for which there has been neither payment or waiver of fees, nor issuance of court process shall be subject to the following.

(a) If it is located upon any public way or any way to which the public has free access within the city, any police officer shall have the option of immobilizing it in place or of removing and storing the vehicle pursuant to the towing provisions of this chapter. The registered owner shall be responsible for paying all towing, storage and release fees.

(b) Any police officer may issue a civil summons to the registered owner of such vehicle upon verifying unpaid parking fines. The adjudication of the violation shall be for the full amount of all unpaid fines, together with the amount set forth in **State Statute Section 31-1 of this chapter** and costs of court. (Ord. of 9-2-95; Ord. of 3-1-04)

Sec. 31-168. Notice **Period.**

~~No immobilization or towing of a vehicle pursuant to this article shall take place until a delinquency notice on the fourth outstanding parking ticket has been issued for at least thirty (30) days. The notice shall state that a booting and/or towing order will soon be carried out against the subject motor vehicle.~~ **Upon receipt of a parking violation ticket, the owner has 10 days to arrange for a court date or pay the waiver fee as stated on the ticket.** The owner shall have reasonable opportunity, during the notice period, to question or contest that order with the chief of police. (Ord. of 9-2-95)

**Sec. 31-169. Immobilization and removal.**

~~If, an offending vehicle which after the 3<sup>rd</sup> unpaid parking ticket past the notice period is found thereafter in violation of the City parking ordinance, after the notice period provided in Section 31-168, the owner has not paid all outstanding parking tickets or presented satisfactory evidence to the police department or the finance~~

~~department that their records relating to the registered owner's failure to pay are in error,~~ the offending vehicle may thereafter be immediately immobilized or towed. As an alternative to booting or towing the vehicle, the registered owner may be issued a civil summons for outstanding parking tickets. If a boot is placed on the vehicle, it shall constitute notice to the owner that such vehicle has been immobilized pursuant to this article. A notice shall be placed in a conspicuous manner on such vehicle sufficient to warn any individual that such vehicle has been immobilized by the police department; that any attempt to move such vehicle is unlawful and may result in damage thereto; and shall state the requirements for release as herein set forth. The police officer requesting the towing of a vehicle under this article shall notify the dispatcher of the location of removal, which shall be recorded for the use of the chief of police and finance director. If a booted vehicle has not been released within forty-eight (48) hours after immobilization, it may be towed to a storage area, and the owner shall be liable for the additional costs of towing and storage. When a vehicle is towed pursuant to this section, notice of the removal shall be sent by the police department to the vehicle owner by first-class mail within seventy-two (72) hours whenever possible, indicating the place of storage, the reason for impoundment, and the conditions for release. No notice is required when the owner contacts the department within seventy-two (72) hours of removal.

(Ord. of 9-2-95; Ord. of 11-5-01; Ord. of 3-1-04)



**CITY OF WESTBROOK, MAINE**  
IN CITY COUNCIL

**Date: January 6, 2020**

**Order: 2020-2**

**AUTHORIZING EXTENSION TO SENIOR PROPERTY TAX ASSISTANCE PROGRAM**

That the Westbrook City Council hereby amends the Westbrook Code of Ordinances Chapter 41, *Property Tax Assistance*, to extend the filing deadline for the Senior Property Tax Assistance Program, as outlined in the attached exhibit.

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First Reading: January 6, 2020

Second and Final Reading:

Attest:

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City Clerk

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Mayor



# CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

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## REQUEST FOR COUNCIL ACTION

*Requests are due to the City Clerk two Fridays prior to a Council meeting. If expenditure/acceptance of funds is involved, Finance Department approval is required prior to submission.*

**PROPOSED TITLE:** Amendment of Chapter 41, Property Tax Assistance

**REQUESTED BY:** Administration

**DATE:** 12/31/2019

**SUMMARY:**

Request to extend the application deadline to June 1 of the fiscal year following the federal tax year for which property tax assistance is sought and to expressly limit payments to the annual expenditure amount.

**BUDGET LINES AFFECTED (IF APPLICABLE):**

10001310-58985

**AMENDMENT TO PROPERTY TAX ASSISTANCE ORDINANCE  
SECTION 41-4**

**Sec. 41-4. Application and payment procedures.**

**A. Application form.** Any person seeking to participate in the property tax assistance program shall submit an application to the Tax Collector on a form provided by the city. Applications shall be available at City Hall and the Website. The application must include the name of the applicant, the homestead address for which property tax assistance is requested and contact information. The application must include evidence of receipt of a property tax fairness credit and the amount of the credit.

**B. Time for filing of application; annual requirement.** An application for property tax assistance under this chapter must be filed by ~~September-June 1~~ immediately of the fiscal year following the federal tax year for which property tax assistance is sought (for example, for federal tax year 2019, the application must be filed no later than June 1, 2021). For the first year of this program, any application for the 2018 federal tax year must be filed not later than ~~September-June 1, 2020~~2019. A new application must be filed for every year that the person seeks to participate in the program. If the Tax Collector determines that additional information is required to determine eligibility or otherwise process the application, no action shall be taken on the application until such information is provided by the applicant.

**C. Determination of eligibility; timing of payment.** The Tax Collector shall review each completed application and determine whether the applicant is eligible to participate in the program and has met the criteria set forth in Section 41-5. The Tax Collector shall notify each applicant about the determination of eligibility. The decision by the Tax Collector on eligibility and amount awarded shall be final. Payment shall be issued within 14 days after the date of the notification of eligibility.

**D. Limitation on total property tax assistance.** Property tax assistance under this chapter shall match the amount of the property tax fairness credit received by the applicant, up to a maximum amount of \$500.

**E. Limited to annual appropriation.** Notwithstanding any other provision of this Section, the annual amount expended on this tax assistance program shall be limited to the amount appropriated each year for the program. Funds shall be paid to those persons filing completed applications on a first-come, first-served basis and no additional assistance shall be provided in any year in which the appropriation limit is met.



**CITY OF WESTBROOK, MAINE**  
IN CITY COUNCIL

**Date: January 6, 2020**

**Order: 2020-3**

**AUTHORIZING ACCEPTANCE & EXPENDITURE OF EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT**

That the Westbrook City Council hereby authorizes the acceptance and expenditure of an Edward Byrne Memorial Justice Assistance Grant in the amount of \$14,609 and further authorizes the expenditure of said grant for supplies and equipment as outlined in the attached exhibit.

Grant funds to be credited to revenue line 22002110-43100-02210

Expenditure to be deducted from account line 22002110-59000-02210

---

First Reading: January 6, 2020

Second and Final Reading:

Attest:

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City Clerk

---

Mayor



# CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

## REQUEST FOR COUNCIL ACTION

*Requests are due to the City Clerk two Fridays prior to a Council meeting. If expenditure/acceptance of funds is involved, Finance Department approval is required prior to submission.*

**PROPOSED TITLE:** Acceptance and Expenditure of Federal Fiscal Year 2019 Edward Byrne Memorial Justice Assistance Grant

**REQUESTED BY:** Captain Steven Goldberg - Westbrook Police Department

**DATE:** 12/19/2019

### SUMMARY:

The Westbrook Police Department has applied for and been awarded a Edward Byrne Memorial Justice Assistance Grant for Federal Fiscal Year 2019. The grant award is for \$14,609. We are requesting City Council approval for acceptance of this grant, and also for the expenditures of the grant. We are seeking to spend grant funds on:

- Tasers - tasers are a less-lethal option that we have been able to utilize to deescalate situations and to end critical situations without using deadly force. We currently do not have enough tasers in our inventory to allow for all on-duty officers to have one. This purchase will allow more of our on-duty officers to have access to this less-lethal option.
- Rifles - similar to tasers, we currently do not have enough rifles in our inventory to allow for all our on-duty officers to have one. Having these at their disposal will allow officers to better respond to emergencies where there is an armed individual, and will allow them to better protect themselves and the community.
- Taser training cartridges - as valuable as the taser is, it is important that we provide consistent training to officers on its use. This will allow us to continue that training to ensure that officers are properly trained on the taser.
- Pepperball training ammunition - another less-lethal option for officers is the pepperball launcher. Similar to the taser, we seek to provide consistent training to officers on its use, so they can properly and safely deploy it.

In a attached memo, Captain Sean Lally outlines who we are seeking to purchase items from and their price. It should be noted that the figures provided by Captain Lally are slightly more than we were approved for. We will pay for this minimal overage from our training line.

### BUDGET LINES AFFECTED (IF APPLICABLE):

- 22002110-43100-02210 Fed grant revenue
- 22002110-59000-02210 expense/10002110-53300 Police training for minimal overage

*OK  
SM*



**Janine L. Roberts**  
*Chief of Police*  
570 Main Street  
Westbrook, Maine 04092  
Phone: 207-854-0644  
Fax: 207-854-0648

To: Captain Steve Goldberg  
From: Captain Sean Lally  
Date: December 11, 2019

Re: 2019 JAG Grant

Captain Goldberg,

I have compiled the information you requested regarding the 2019 Edward Byrne Memorial Justice Assistance Grant (JAG). Here are the details and updated pricing:

1. (5) Taser Model X26P (\$5325.00) and 101 Taser Training Cartridges (\$2727.00) Total \$8,052.00  
Axon is a single source vendor so there is only one quote attached.
2. Pepperball training ammunition (4 cases @\$300) Total \$1200.00  
Pepperball is a single source vendor so there is only one quote attached.
3. (5) Windham Weaponry R16M4FTT Model Patrol Rifle (5@ \$776.36) Total \$3,881.80

All our current patrol rifles are manufactured by Windham Weaponry. They are deployed in front line cruisers and are used by different officers depending on the cruiser they drive. In order to maintain consistency with the training and deployment of the weapon system I did not seek additional quotes from other manufacturers. There are many rifle manufacturers in the United States who make M4 style rifles, but the quality and costs can vary widely. Windham Weaponry makes a very durable product and their customer service is excellent. Due to our proximity to Windham Weaponry, getting replacement parts and/or armorer services is timely and keeps our rifles operational. Taking all these factors into account, I respectfully request to make the rifle purchase from Windham Weaponry.

4. (5) Vortex Spitfire 1X Prism Scopes for patrol rifles (5@ \$299.99) Total \$1499.95

Thank You,

Sean Lally  
Captain  
Westbrook Police Department

(https://buy.axon.com)

101 LOGOUT SEAN LALLY

Search Products

### Shopping Cart

Sort



(/ccrz\_\_ProductDetails?viewState=DetailView&cartID=0ad27cb3-46b7-432f-9b87-6143536c2eaa&portalUser=&store=DefaultStore&cclcl=en\_US&sku=34200)  
X26 - 15 ft Live Cartridges (/ccrz\_\_ProductDetails?  
viewState=DetailView&cartID=0ad27cb3-46b7-432f-9b87-6143536c2eaa&portalUser=&store=DefaultStore&cclcl=en\_US&sku=34200)

SKU 34200

101

Price \$27.00

Total \$2,727.00

### Discount Codes

Enter your coupon code if you have one.



GOVX GEAR Has Landed: Shop Now

GovX Rewards - Get \$10 Back For Every \$200 You Spend

Search products & brands



CATEGORY BRAND TICKETS TRAVEL BLOG XDEAL SHOP GOVX GEAR GET \$15

### HYLETE: UP TO 53% OFF - ENDS MONDAY

The athletic powerhouse brings the deals.

## SHOPPING CART



Vortex Optics  
Spitfire 3x Prism Scope  
EBR-556B MOA

Qty 5 Remove

Cannot ship to APO, FPO, or DPO addresses, PO Box addresses or Puerto Rico

\$1,499.95

*299.99 each*

Discount code

Sub-total \$1,499.95

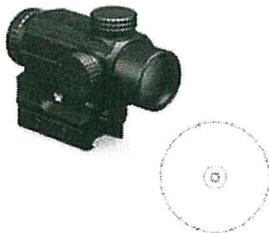
Estimated shipping \$7.95

Estimated tax ~~\$82.50~~

**Total \$1,590.40**

As low as \$148/mo with [affirm](#). [Learn more](#)

## MEMBERS ALSO PURCHASED



★★★★★

Spitfire Prism Scope 1x-AR  
Vortex Optics  
\$239.99 | Save 31%



★★★★★ + 2 options

Venom Red Dot Top Load  
Vortex Optics  
\$209.99 | Save 36%



★★★★★

VMX-3T 37mm  
Vortex Optics  
\$170.99 | Save

## 2019 PepperBall® Price List

PepperBall® Part #	Product Description	RETAIL	AGENCY
<b>Launchers</b>			
<b>Launchers - TCP™</b>			
769-01-0001	PepperBall® TCP™ Pistol - Black (Includes 2 Universal Magazines)	\$390.00	\$330.00
769-02-0001	PepperBall® TCP™ Pistol - Burnt Orange (Includes 2 Universal Magazines)	\$415.00	\$355.00
769-03-0001	PepperBall® TCP™ Pistol - Yellow (Includes 2 Universal Magazines)	\$415.00	\$355.00
<b>TCP™ Accessories</b>			
520-01-4401	PepperBall® TCP™ Level 2 Security Holster - Right Hand	\$99.95	\$85.95
520-01-4402	PepperBall® TCP™ Level 2 Security Holster - Left Hand	\$99.95	\$85.95
458-01-0002	PepperBall® TCP™ Universal Magazine	\$30.00	\$25.00
520-01-4394	PepperBall® TCP™ Open Top Magazine Pouch	\$23.50	\$19.99
385-01-0002	PepperBall® 10-Count 8g CO <sub>2</sub> Cartridges (for TCP™)	\$10.00	\$8.50
385-01-0001	PepperBall® 10 Count 1.3g Nitrogen Cartridges	\$19.00	\$16.00
410-01-0001	PepperBall® SplitShot™	\$85.00	\$69.00
D12-0002	PepperBall® TCP™ Hard Case	\$49.00	\$39.95
<b>Launchers - FTC™</b>			
720-01-0002	PepperBall® FTC™ Basic - Black (Gravity Hopper & Single Pt. Sling)	\$589.00	\$499.00
720-02-0002	PepperBall® FTC™ Basic - Orange (Gravity Hopper & Single Pt. Sling)	\$589.00	\$499.00
720-03-0002	PepperBall® FTC™ Basic - Yellow (Gravity Hopper & Single Pt. Sling)	\$589.00	\$499.00
<b>FTC™ Accessories</b>			
430-01-0180	PepperBall® Gravity Hopper - 180 Round Capacity - Black	\$17.75	\$15.00
430-01-0006	PepperBall® EL-2™ Electronic Hopper - 180 Projectile Capacity - Black	\$139.00	\$119.00
410-01-0001	PepperBall® SplitShot™	\$85.00	\$69.00
520-01-0001	PepperBall® SplitShot™ Molle Pouch	\$18.00	\$15.00
530-01-0001	PepperBall® Single Point Sling	\$30.00	\$25.00
540-01-0001	PepperBall® FTC™ Soft Side Case	\$59.00	\$49.99
920-01-0009	PepperBall® FTC™ Maintenance Kit	\$82.50	\$69.95
430-01-0001	PepperBall® Speed Pod Loader	\$16.50	\$14.00
<b>Launchers - TAC-SF™</b>			
721-01-0001	PepperBall® TAC-SF™ - Black - Semi/3-Round Burst (EL-2™ Electronic Hopper & Two Pt. Sling, in TAC-SF™ Hard Case)	\$939.00	\$799.00
721-02-0001	PepperBall® TAC-SF™ - Burnt Orange- Semi/3-Round Burst (EL-2™ Electronic Hopper & Two Pt. Sling, in TAC-SF™ Hard Case)	\$979.00	\$849.00
721-03-0001	PepperBall® TAC-SF™ - Yellow - Semi/3-Round Burst (EL-2™ Electronic Hopper & Two Pt. Sling, in TAC-SF™ Hard Case)	\$979.00	\$849.00
721-01-0002	PepperBall® TAC-SF™ - Black - Semi/Full Auto (EL-2™ Electronic Hopper & Two Pt. Sling, in TAC-SF™ Hard Case)	\$939.00	\$799.00
721-02-0002	PepperBall® TAC-SF™ - Burnt Orange- Semi/Full Auto (EL-2™ Electronic Hopper & Two Pt. Sling, in TAC-SF™ Hard Case)	\$979.00	\$849.00

721-03-0002	PepperBall® TAC-SF™ - Yellow- Semi/Full Auto (EL-2™ Electronic Hopper & Two Pt. Sling, in TAC-SF™ Hard Case)	\$979.00	\$849.00
721-01-0005	PepperBall® TAC-SF™ - Black - Semi Auto (EL-2™ Electronic Hopper & Two Pt. Sling, in TAC-SF™ Hard Case)	\$889.00	\$749.00
721-02-0005	PepperBall® TAC-SF™ - Burnt Orange- Semi Auto (EL-2™ Electronic Hopper & Two Pt. Sling, in TAC-SF™ Hard Case)	\$939.00	\$799.00
721-03-0005	PepperBall® TAC-SF™ - Yellow - Semi Auto (EL-2™ Electronic Hopper & Two Pt. Sling, in TAC-SF™ Hard Case)	\$939.00	\$799.00
<b>TAC-SF™ Accessories</b>			
G20-0027	PepperBall® TAC-SF™ Hard Case	\$105.00	\$89.00
370-01-0002	PepperBall® 30 Cubic Inch HPA Tank	\$117.75	\$99.95
530-01-0002	PepperBall® Two-Point Sling	\$30.00	\$25.00
430-01-0006	PepperBall® EL-2™ Electronic Hopper - 180 Projectile Capacity - Black	\$139.00	\$119.00
430-01-0180	PepperBall® Gravity Hopper - 180 Round Capacity - Black	\$17.75	\$15.00
<b>Launchers - VKS™</b>			
743-01-0002	PepperBall® VKS™ - Black, no Hopper (Two 15-Round Magazines - Black, in VKS™ Hard Case)	\$1,119.00	\$950.00
743-02-0002	PepperBall® VKS™ - Burnt Orange, no Hopper (Two 15-Round Magazines - Burnt Orange, in VKS™ Hard Case)	\$1,175.00	\$999.00
743-03-0002	PepperBall® VKS™ - Yellow, no Hopper (Two 15-Round Magazines - Yellow, in VKS™ Hard Case)	\$1,175.00	\$999.00
<b>VKS™ Accessories</b>			
430-01-0006	PepperBall® EL-2™ Electronic Hopper - 180 Projectile Capacity - Black	\$139.00	\$119.00
450-01-1780	Option: PepperBall® One VKS™ 15-Round Magazines - Black	\$29.00	\$25.00
450-02-1782	Option: PepperBall® One VKS™ 15-Round Magazines - Burnt Orange	\$29.00	\$25.00
450-03-1779	Option: PepperBall® One VKS™ 15-Round Magazines - Yellow	\$29.00	\$25.00
450-01-1781	Option: PepperBall® One VKS™ 10-Round Magazines - Black	\$29.00	\$25.00
450-02-1783	Option: PepperBall® One VKS™ 10-Round Magazines - Burnt Orange	\$29.00	\$25.00
450-03-0001	Option: PepperBall® One VKS™ 10-Round Magazines - Yellow	\$29.00	\$25.00
920-01-0001	PepperBall® VKS™ Maintenance Kit	\$82.50	\$69.95
<b>Air Supply</b>			
378-01-0002	PepperBall® SCUBA Air Fill Kit - SCUBA Tank, Air Fill Adapter & Whip	\$351.75	\$299.00
378-03-0001	PepperBall® SCUBA Tank w/Harrison Valve - Yellow	\$295.00	\$250.00
340-01-0003	PepperBall® Air Fill Adapter & Whip	\$88.25	\$75.00
340-01-2920	PepperBall® Air Fill Whip	\$17.75	\$15.00
370-01-0013	PepperBall® 13 Cubic Inch HPA Tank - Black	\$82.50	\$69.95
370-01-0002	PepperBall® 30 Cubic Inch HPA Tank - Black	\$117.75	\$99.95
370-01-0062	PepperBall® 62 Cubic Inch HPA Tank - Black	\$152.95	\$129.95
430-01-0001	PepperBall® Speed Pod Loader	\$16.50	\$14.00
<b>Round Projectiles</b>			
<b>Round Projectiles - INERT™</b>			
100-84-0375	PepperBall® INERT™ Powder Projectiles - 375 Count	\$355.00	\$300.00
<b>Round Projectiles - LIVE™</b>			
102-80-0090	PepperBall® LIVE™ PAVA (OC) Powder Projectiles - 90 Count	\$260.00	\$220.00
102-80-0375	PepperBall® LIVE™ PAVA (OC) Powder Projectiles - 375 Count	\$1,005.00	\$853.00
<b>Round Projectiles - LIVE-X™</b>			
104-81-0090	PepperBall® LIVE-X™ PAVA (OC) Powder Projectiles - 90 Count	\$345.00	\$290.00



**CITY OF WESTBROOK, MAINE**  
IN CITY COUNCIL

**Date: January 6, 2020**

**Order: 2020-4**

**AUTHORIZING ACCEPTANCE & EXPENDITURE OF HIGH VISIBILITY DISTRACTED DRIVING ENFORCEMENT GRANT**

That the Westbrook City Council hereby authorizes the acceptance and expenditure of a 2020 High Visibility Distracted Driving Enforcement Grant from the Bureau of Highway Safety in the amount of \$4,800 and further authorizes the expenditure of said grant for distracted driving enforcement as outlined in the attached exhibit.

Grant funds to be credited to revenue line 22002110-43400-02210

Expenditure to be deducted from account line 22002110-51300-02210

---

First Reading: January 6, 2020

Second and Final Reading:

Attest:

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City Clerk

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Mayor



# CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

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## REQUEST FOR COUNCIL ACTION

*Requests are due to the City Clerk two Fridays prior to a Council meeting. If expenditure/acceptance of funds is involved, Finance Department approval is required prior to submission.*

**PROPOSED TITLE:** Acceptance and expenditure of 2020 High Visibility Distracted Driving Enforcement Grant

**REQUESTED BY:** Captain Steven Goldberg - Westbrook Police Department

**DATE:** 12/20/2019

### SUMMARY:

The Westbrook Police Department has applied for and been awarded a 2020 High Visibility Distracted Driving Enforcement Grant through the Bureau of Highway Safety. The grant award is for \$4,800. This grant will fund special enforcement details that will focus on distracted driving enforcement, namely enforcement of the hands-free law. This grant will help us make the roads safer in Westbrook.

The match portion of the grant will come from the time spent by Captain Goldberg and Lieutenant Thompson administering and overseeing the grant, and the time spent by Office Coordinator Mary Morrissey handling the finances of the grant. No City funds will be appropriated to the grant.

### BUDGET LINES AFFECTED (IF APPLICABLE):

22002110-43400-02210 revenue State Grants  
22002110-51300-02210 expense OT Grants

SUBGRANT CONTRACT

DO NOT ENCUMBER

PLEASE RETURN TO:  
BUREAU OF HIGHWAY SAFETY  
LAUREN STEWART, DIRECTOR  
45 COMMERCE DRIVE, SUITE 1  
STATE HOUSE STATION 164  
AUGUSTA, MAINE 04333-0164

SUBGRANT #: DD20-021  
APPROVAL DATE: 10/01/2019  
PROJECT PERIOD: 10/01/2019 TO 09/15/2020  
013 16A 405E 012 6401 DD021

The Bureau of Highway Safety, hereinafter called the subgrantor, herewith agrees to provide funds in accordance with the provisions of the Highway Safety Act of 1966, as amended, and appropriate state statutes and regulations to:

Subgrantee Legal Name: Westbrook Police Department

hereinafter called the subgrantee, for the purposes and in the amounts contained in the subgrant application submitted by the subgrantee and approved by the subgrantor.

The subgrantee agrees to the terms and conditions stated in the approved subgrant application on file at the office of the subgrantor which are made a part of this contract by reference. The subgrantee agrees to comply with the reimbursement procedures required by the subgrantor and with all special conditions imposed by the subgrantor in approving the award.

The subgrantee agrees to provide the required matching contributions as specified in the approved subgrant application for your 2020 HV Distracted Driving Enforcement.

Federal: \$4,800.00  
E016000038 I  
Westbrook City Of  
570 Main Street  
Westbrook, ME, 04092

For the Subgrantor - Bureau of Highway Safety

10/11/19 Lauren V. Stewart Director  
Date: Authorized Signature Title  
Lauren V. Stewart

12/19/19 Janine L Roberts Chief  
Date: Authorized Signature for Subgrantee Title  
Chief Janine Roberts

THIS CONTRACT HAS BEEN APPROVED AS TO FORM BY THE DEPARTMENT OF THE ATTORNEY GENERAL ON MAY 6, 1996.

This contract is valid only if signed by an authorized representative of the applicant and BHS and has been approved by the Maine Division of Purchases.  
This subgrant award is conditional upon subsequent legislative or executive action, federal or state, which may result in a budget recision, deferral or revision.  
Approval may also be contingent upon a current year comprehensive plan approval by NHTSA.



**STATE OF MAINE**  
**Department of Public Safety**  
 Bureau of Highway Safety  
 164 State House Station  
 Augusta, Maine  
 04333-0164

MICHAEL SAUSCHUCK  
 COMMISSIONER

LAUREN V. STEWART  
 DIRECTOR

12/18/2019

Chief Janine Roberts  
 Westbrook Police Department  
 570 Main Street  
 Westbrook, ME 04092

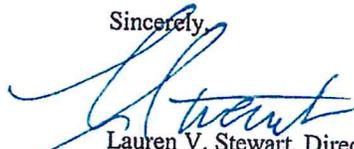
Dear Chief Janine Roberts:

Attached is the material your organization will need to administer your recently approved subgrant number DD20-021 for the 2020 HV Distracted Driving Enforcement project. Please review this material carefully and comply with the instructions. It is especially important that you sign and return all of the required documents to the Bureau of Highway Safety. We will send the contract to the State Bureau of Purchases for review. The grant is not approved until the State Bureau of Purchases has signed the contracts. Failure to comply with grant instructions may result in delays in the reimbursement process and could cause the subgrant to be terminated.

As a reminder, you can NOT incur costs after September 30, 2020. By federal statute, the Bureau of Highway Safety cannot reimburse you for costs incurred after that date. Please establish a file to maintain separate and complete records related to this project. Your accounting system must allow you to maintain separate accountability for funds received and disbursed against this project, and it must allow you to provide detailed supporting claim costs.

Please contact Chantel Plummer for assistance. We look forward to working with you to attain the highway safety benefits resulting from this project.

Sincerely,



Lauren V. Stewart, Director  
 Bureau of Highway Safety

attachment(s)

cc: Steven Goldberg, Project Director

---

OFFICES LOCATED AT: 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, ME

(207)626-3840 (Voice)

(207)624-4478 (TDD)

(207)287-3042 (FAX)

PRINTED ON RECYCLED PAPER

## SUBGRANT RECORD

SUBGRANTEE: Westbrook Police Department  
 PROJECT TITLE: 2020 HV Distracted Driving Enforcement

SUBGRANT #: DD20-021  
 COORDINATOR: Chantel Plummer

	Subgrantee	Project Director	Fiscal Officer
Name	Westbrook Police Department	Steven Goldberg	Mary Morrissey
Address 1	570 Main Street	570 Main Street	
Address 2			
City	Westbrook	Westbrook	Westbrook
State & Zip Code	ME 04092	ME 04092-	ME 04092
Phone Number		(207) 854-0644 2417	(207) 854-9105 205
Fax Number		(207) 854-0648	(207) 854-0635
E-Mail Address		sgoldberg@westbrook.me.us	mmorrissey@westbrook.me.us

Approved: 10/01/2019    Start: 10/01/2019    End: 09/15/2020    Last Monitored:    Audited:    Closed:

## AWARD INFORMATION

yr	prog# / psp# / task#	federal funds	match funds	award total	p/t %	pass thru \$	federal spent	match spent	funds drawn	federal disb.
2019	405E / 2020-405E / 1	\$4,800.00	\$1,200.00	\$6,000.00	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>		\$4,800.00	\$1,200.00	\$6,000.00	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Original Federal Amount: \$4,800.00

Report Category: DD021

Latest Federal Voucher:

Continuation?    Prior Subgrant #:

Voucher Date:                      Period:                      to

	Budget		Cumulative Exp. Thru		Balance Remaining	
	Federal	Match	Federal	Match	Federal	Match
Personal Services	\$4,800.00	\$0.00	\$0.00	\$0.00	\$4,800.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00
<b>Total</b>	<b>\$4,800.00</b>	<b>\$1,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,800.00</b>	<b>\$1,200.00</b>

Wednesday, December 18, 2019



**CITY OF WESTBROOK, MAINE**  
IN CITY COUNCIL

Date: January 6, 2020

Order: 2020-5

**AUTHORIZING ACCEPTANCE & EXPENDITURE OF PEDESTRIAN & VEHICLE TRAFFIC ENFORCEMENT GRANT**

That the Westbrook City Council hereby authorizes the acceptance and expenditure of a 2020 Pedestrian & Vehicle Traffic Enforcement Grant from the Bureau of Highway Safety in the amount of \$4,800 and further authorizes the expenditure of said grant for enforcement of laws concerning pedestrian safety as outlined in the attached exhibit.

Grant funds to be credited to revenue line 22002110-43400-02210

Expenditure to be deducted from account line 22002110-51300-02210

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First Reading: January 6, 2020

Second and Final Reading:

Attest:

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City Clerk

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Mayor



# CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

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## REQUEST FOR COUNCIL ACTION

*Requests are due to the City Clerk two Fridays prior to a Council meeting. If expenditure/acceptance of funds is involved, Finance Department approval is required prior to submission.*

**PROPOSED TITLE:** Acceptance and expenditure of 2020 Pedestrian and Vehicle Traffic Enforcement Grant.

**REQUESTED BY:** Captain Steven Goldberg - Westbrook Police Department

**DATE:** 12/23/2019

### SUMMARY:

The Westbrook Police Department has applied for and been awarded a 2020 Pedestrian and Vehicle Traffic Enforcement grant through the Bureau of Highway Safety. The grant award is for \$4,800. This grant will allow us to put on special details to do dedicated enforcement of laws revolving around pedestrian safety - specifically targeting vehicles that fail to yield to pedestrians in a crosswalk. This grant will help us in our efforts to make Westbrook safer for pedestrians. The match contribution for this grant will come from the time of Captain Steven Goldberg and Lieutenant David Thompson administering and overseeing the grant, and for Office Coordinator Mary Morrissey to handle the finances of the grant. No City funds will be expended.

### BUDGET LINES AFFECTED (IF APPLICABLE):

22002110-43400-02210 revenue State Grants  
22002110-51300-02210 expense OT Grants

*OK GMM*

**SUBGRANT CONTRACT**

**DO NOT ENCUMBER**

**PLEASE RETURN TO:  
BUREAU OF HIGHWAY SAFETY  
LAUREN STEWART, DIRECTOR  
45 COMMERCE DRIVE, SUITE 1  
STATE HOUSE STATION 164  
AUGUSTA, MAINE 04333-0164**

SUBGRANT #: PS20-003  
APPROVAL DATE: 12/19/2019  
PROJECT PERIOD: 03/01/2020 TO 09/15/2020  
013 16A 320P 012 6401 PS003

The Bureau of Highway Safety, hereinafter called the subgrantor, herewith agrees to provide funds in accordance with the provisions of the Highway Safety Act of 1966, as amended, and appropriate state statutes and regulations to:

Subgrantee Legal Name: Westbrook Police Department

hereinafter called the subgrantee, for the purposes and in the amounts contained in the subgrant application submitted by the subgrantee and approved by the subgrantor.

The subgrantee agrees to the terms and conditions stated in the approved subgrant application on file at the office of the subgrantor which are made a part of this contract by reference. The subgrantee agrees to comply with the reimbursement procedures required by the subgrantor and with all special conditions imposed by the subgrantor in approving the award.

The subgrantee agrees to provide the required matching contributions as specified in the approved subgrant application for your 2020 Pedestrian and Vehicle Traffic Enforcement.

Federal: \$4,800.00  
E016000038 I  
Westbrook City Of  
570 Main Street  
Westbrook, ME, 04092

For the Subgrantor - Bureau of Highway Safety

12/19/19 *Lauren V. Stewart* Director  
Date: Authorized Signature Title  
Lauren V. Stewart

12/20/19 *Janine Roberts* Chief  
Date: Authorized Signature for Subgrantee Title  
Chief Janine Roberts

**THIS CONTRACT HAS BEEN APPROVED AS TO FORM BY THE DEPARTMENT OF THE ATTORNEY GENERAL ON MAY 6, 1996.**

This contract is valid only if signed by an authorized representative of the applicant and BHS and has been approved by the Maine Division of Purchases.  
This subgrant award is conditional upon subsequent legislative or executive action, federal or state, which may result in a budget recession, deferral or revision.  
Approval may also be contingent upon a current year comprehensive plan approval by NHTSA.

## SUBGRANT RECORD

SUBGRANTEE: Westbrook Police Department

SUBGRANT #: PS20-003

PROJECT TITLE: 2020 Pedestrian and Vehicle Traffic Enforcement

COORDINATOR: Nick Brown

	Subgrantee	Project Director	Fiscal Officer
Name	Westbrook Police Department	Steven Goldberg	Mary Morrissey
Address 1	570 Main Street	570 Main Street	
Address 2			
City	Westbrook	Westbrook	Westbrook
State & Zip Code	ME 04092	ME 04092-	ME 04092
Phone Number		(207) 854-0644 2417	(207) 854-9105 205
Fax Number		(207) 854-0648	(207) 854-0635
E-Mail Address		sgoldberg@westbrook.me.us	mmorrissey@westbrook.me.us

Approved: 12/19/2019    Start: 03/01/2020    End: 09/15/2020    Last Monitored:    Audited:    Closed:

## AWARD INFORMATION

yr	prog# / psp# / task#	federal funds	match funds	award total	p/t %	pass thru \$	federal spent	match spent	funds drawn	federal disb.
2019	320 / 2020-20SA / 1	\$4,800.00	\$1,200.00	\$6,000.00	100%	\$4,800.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Total</b>	\$4,800.00	\$1,200.00	\$6,000.00	100%	\$4,800.00	\$0.00	\$0.00	\$0.00	\$0.00

Original Federal Amount: \$4,800.00

Report Category: PS003

Latest Federal Voucher:

Continuation?    Prior Subgrant #:

Voucher Date:                      Period:                      to

	Budget		Cumulative Exp. Thru		Balance Remaining	
	Federal	Match	Federal	Match	Federal	Match
Personal Services	\$4,800.00	\$0.00	\$0.00	\$0.00	\$4,800.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00
<b>Total</b>	<b>\$4,800.00</b>	<b>\$1,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,800.00</b>	<b>\$1,200.00</b>

Thursday, December 19, 2019



**CITY OF WESTBROOK, MAINE**  
IN CITY COUNCIL

**Date: January 6, 2020**

**Order: 2020-6**

**AUTHORIZING PURCHASE OF RECORDING SYSTEM FOR POLICE DEPARTMENT INTERVIEW ROOMS**

That the Westbrook City Council hereby authorizes an expenditure in the amount of \$7,998.16 for a new recording system for the interview rooms at the Police Department from Cunningham Security Systems of Yarmouth, ME as outlined in the attached exhibit.

Funds available in budget line 40003000-58900-C1935

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First Reading: January 6, 2020

Second and Final Reading:

Attest:

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City Clerk

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Mayor



# CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

## REQUEST FOR COUNCIL ACTION

*Requests are due to the City Clerk two Fridays prior to a Council meeting. If expenditure/acceptance of funds is involved, Finance Department approval is required prior to submission.*

**PROPOSED TITLE:** Purchase of a recording system for the Police Department interview rooms

**REQUESTED BY:** Captain Steven Goldberg - Westbrook Police Department

**DATE:** 12/10/2019

### SUMMARY:

The Westbrook Police Department is seeking approval to contract with Cunningham Security Systems on a new recording system for the interview rooms at the Police Department. Currently, two of our interview rooms have an antiquated recording system, and the third room has no system at all. A new recording system will allow us to properly record interviews with victims, witnesses and suspects, and to have this vital piece of evidence available for court. The court system is also requiring that interviews be shared with them via a secure cloud-based sharing system, and our current system does not allow us to do that. This new system will significantly upgrade the recording system we have, allow us to properly record interviews in the third interview room, and allow us to easily comply with the court directives with regards to the sending and sharing of interviews for court cases.

Funds for this project were approved in the 2019 Capital Improvement Plan. The bid for this is substantially lower than originally projected when CIP funding was sought. We are requesting \$7,998.16 be appropriated for this project. It should be noted that this is slightly higher than what was originally quoted by Cunningham Security. After meeting with the representative from Cunningham Security, we requested an additional 4TB hard drive be added, to give us additional storage space on the server. This added \$640.92 to the original quote, but is still significantly lower than the other bids.

### BUDGET LINES AFFECTED (IF APPLICABLE):

40003000-58900-C1935



# CUNNINGHAM SECURITY SYSTEMS

**Prepared For:** Westbrook Police Department  
**Address:** 570 Main Street Westbrook, Maine 04092

## Schedule of Equipment & Services

**Date:** 12/7/2019  
**Sales Person:** Kate  
**Site Contact:** Det. Jeff Stackpole  
**Telephone:** 854-0644  
**E-Mail Address:** jstackpole@westbrook.me.us  
**Proposal Number:** 053119ks14  
**Job Site:** 570 Main Street  
Westbrook, Maine 04092

### Scope

Upgrade the existing video system. We will integrate the existing video and audio and add a third video/audio set up in the lower interview room. We will add a lighted switch to all rooms to allow video/audio to be shut off/turned on. We will provide the software to be loaded on the network and set up unique user ID's with assigned permissions.

### Equipment List

Qty.	Part	Description
1	0804-04T-LC	Hybrid Server for IP and Analog cameras and audio 4TB storage
1	LE-015	ASK-4 101 Kit Audio Monitoring System, 12 VDC, 500
3	HX-ID5D9AZE	12Vdc Analog camera 2.8mm lens
1	OE-4CPW5A60W	4 camera power supply
3		Double Pull/Double Throw lighted switch on stainless backplate
1	5000-04001	Spare 4TB hard drive

### Recurring Services

Description	Frequency	Amount
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### Additional Location Information

Note: if the two existing cameras are the correct 12VDC voltage, the cameras will not be preplaced and the cost (\$171 per camera) will be credited.

By Signing Below I agree to all terms detailed above

**Customer Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Terms:** Proposal valid through: 01/06/2020  
30% will be invoiced at signing, and the remaining balance upon completion

Total	
Estimated Total:	\$ 7,998.16
Permits / Fees:	\$ -
Installed Total:	\$ 7,998.16
Monitoring Charges:	\$ -

### Optional Items (not included in the total above)

Qty	Description	Location
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**CITY OF WESTBROOK, MAINE**  
IN CITY COUNCIL

**Date: January 6, 2020**

**Order: 2020-7**

**AUTHORIZING ACCEPTANCE & EXPENDITURE OF ENBRIDGE SAFE COMMUNITY PROGRAM GRANT**

That the Westbrook City Council hereby authorizes the acceptance and expenditure of an Enbridge Safe Community Program Grant in the amount of \$5,000 and further authorizes the expenditure of said grant for the purchase of multi-gas meters as outlined in the attached exhibit.

Grant funds to be credited to revenue line 21002210-46400-02121

Expenditure to be deducted from account line 21002210-57301-02121

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First Reading: January 6, 2020

Second and Final Reading:

Attest:

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City Clerk

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Mayor



# CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

## REQUEST FOR COUNCIL ACTION

*Requests are due to the City Clerk two Fridays prior to a Council meeting. If expenditure/acceptance of funds is involved, Finance Department approval is required prior to submission.*

**PROPOSED TITLE:** Acceptance of Enbridge Grant and Authorization to Purchase Multi-Gas Meters

**REQUESTED BY:** Chief Andrew Turcotte

**DATE:** 12/13/2019

### SUMMARY:

The Fire Department administration respectfully requests that the City Council accept the Enbridge Grant in the amount of \$5,000.00.

The administration submitted for the Enbridge Safe Community Program Grant back in September and specifically requested funding to purchase new multi-gas meters. The agency was notified of the award at the end of October and the check arrived on December 13, 2019.

The Department also requests authorization to purchase two MSA Altair 5X multi-gas meters with said funds.

Funds to be deposited to fire reserves revenue account 21002210-46400-02121

### BUDGET LINES AFFECTED (IF APPLICABLE):

Funds to be deposited to 21002210-46400-02121  
Funds to be expended from 21002210-57301-02121



December 11, 2019

Mr. Andrew Turcotte  
Westbrook Fire and Rescue  
570 Main St.  
Westbrook, ME 04092

Dear Mr. Turcotte,

On behalf of Enbridge, I'm pleased to provide you with the enclosed check in the amount of \$5,000 to Westbrook Fire and Rescue.

Enbridge exists to fuel people's quality of life in the communities where we live and work and nothing is more important to us than safety—it's at the heart of everything we do. It's about more than just our operational safety, it's also about the safety of our communities.

We're proud and grateful to support organizations such as yours that dedicate their time and energy to champion community solutions in our key focus areas of safety, environment and community.

Our **Safe Community** program demonstrates our commitment by awarding grants to first responders who work tirelessly to keep our communities safe. For over a decade, this program has invested in training and equipment for North American emergency response organizations.

You are making an impactful and sustainable change in your community. We thank you for your dedication and commitment to public safety.

Please send an official tax receipt made out to Enbridge (U.S.) Inc. back to my colleague Regan Kasman at [regan.kasman@enbridge.com](mailto:regan.kasman@enbridge.com).

**P.S.** We'd be honored if you shared your story on the social media channel of your choice or with your local media. And don't forget to tag us using **@Enbridge** or the hashtag **#ENBgiving** so we can help spread the word.

Sincerely,

*Roy Taylor (PAH)*

Roy Taylor  
Director Field Ops, Northeast Region  
Enbridge  
[Roy.Taylor@enbridge.com](mailto:Roy.Taylor@enbridge.com)



**CITY OF WESTBROOK, MAINE**  
IN CITY COUNCIL

**Date: January 6, 2020**

**Order: 2020-8**

**AUTHORIZING AWARD OF BID FOR SACO STREET RETAINING WALL**

That the Westbrook City Council hereby authorizes an award of bid for the replacement of a retaining wall, fence and associated work on Saco Street to Skid Steer Services, LLC of Naples, ME at a total cost of \$67,795, of which \$33,897.50 representing fifty percent (50%) of the total cost shall be reimbursed by the Maine Department of Transportation.

Funds available in budget line 44003000-58900-B1907

Reimbursement to be deposited into account 44003000-43400-B1907

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First Reading: January 6, 2020

Second and Final Reading:

Attest:

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City Clerk

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Mayor



# CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

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## REQUEST FOR COUNCIL ACTION

*Requests are due to the City Clerk two Fridays prior to a Council meeting. If expenditure/acceptance of funds is involved, Finance Department approval is required prior to submission.*

**PROPOSED TITLE:** Authorizing Award of Bid for 64 Saco Street Retaining Wall Replacement

**REQUESTED BY:** Katherine Kelley

**DATE:** 12/23/2019

### SUMMARY:

The Department of Engineering and Public Services requests authorization to contract with Skid Steer Services, LLC of Naples in the amount of \$67,795.00. Skid Steer Services, LLC was the lowest of seven bidders

This work consists removal and replacement of the retaining wall, fence and associated work. This project is a MPI with MaineDOT that was authorized in Council Order 2019-92 and requires a 50/50 split with the City responsible for \$33,897.50.

### BUDGET LINES AFFECTED (IF APPLICABLE):

44003000 58900 B1907

OK SMM

**RETAINING WALL REPLACEMENT  
WESTBROOK, MAINE**

**BASE BID FORM**

<b>BASIS OF AWARD – TOTAL OF SACO STREET RETAINING WALL PROJECT*</b>	<b># 67,795-</b> <i>Sixty Seven Thousand Seven hundred Ninety Five Dollars</i>
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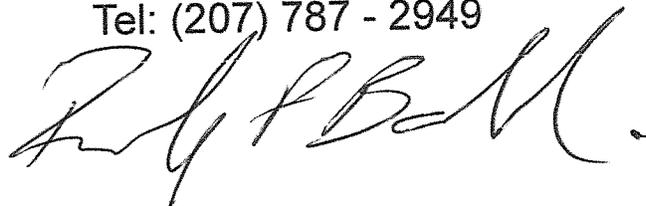
\*The price should reflect entire cost of removing existing concrete panel wall, design and installation of new precast concrete modular block gravity system, removal and replacement of existing fence and incidental work.

**SKID STEER SERVICES, LLC**

686 Lake House Road

Naples, Maine 04055

Tel: (207) 787 - 2949



**Business/Personal References:**

Safe and efficient operation requires the skill of an experienced operator. Randy Baldwin, President and Owner/Operator of Skid Steer Services, LLC has over 25 years' experience in earthmoving and heavy equipment operation. The three (3) references below speak to Randy's skills of operation and to the safety record and financial strength of Skid Steer Services, LLC.

**Chris McLaughlin** - Milton CAT. 15 Year relationship with Skid Steer Services as an equipment supplier. Due to Randy's superior skill, Chris often relies on Randy to demonstrate equipment to discerning customers. Tel (207) 712-2863

**Heather Adams** – Cross Insurance Agency Windham, Maine. 17 year relationship with Skid Steer Services as a full service business insurance provider. Tel (207) 892-7996

**Judy Chamberlain** – Cross Insurance – Surety Division Financial strength (207) 404-5359

**Work References:**

<u>Company</u>	<u>Location</u>	<u>Experience</u>	<u>Contact</u>
AJ Coleman	Conway, NH	REDI-ROCK Supplier Retaining Walls/Soil Stab	Mike Sullivan (603) 986-8667
RJ Grondin and Sons	Gorham Maine.	4 years full time operator	Larry Grondin (207) 776-2948
City of Auburn, ME	Auburn, ME	Retaining Wall (Current)	Kris Bennet City Eng (207) 333-6601X1134
Stantec Eng 3406	Scarborough, ME	Precision Grading	Bo Kennedy (207) 887-
INFOR Source	Worldwide Operation PA Headquarters	Gas Line Construction	Mark Preble(513)678-6100
Toy Real Estate	Portland, ME	Site Dev/Excav/Grading	Tom Toy (305) 450-2552
17 Years Operators Union			



December 19, 2019

City of Westbrook  
2 York Street  
Westbrook, ME 04092

**Re: Prequalification Letter**

**Contractor: Skid Steer Services, LLC  
Project: Retaining Wall Replacement for 64 Saco Street**

To Whom It May Concern:

This letter will serve to confirm that Skid Steer Services, LLC is a highly regarded and valued customer at Cross Insurance and with The Ohio Casualty Insurance Company. The surety has qualified this construction company for single projects up to \$450,000.00 and aggregate projects up to \$450,000.00. We are prepared to support Skid Steer Services, LLC and we hope that you will give them favorable consideration for your project.

This prequalification letter is not a guarantee that the bonds will be issued. Issuance of the bonds is contingent upon our review and acceptance of various conditions, including underwriting considerations at the time the request for bonds is made.

It is understood, of course, that any arrangement for bonds (bid, performance or payment) is a matter between Skid Steer Services, LLC and The Ohio Casualty Insurance Company, and The Ohio Casualty Insurance Company assumes no liability to third parties, or to you, if any requested bonds are not executed.

Very truly yours,

Judy L. Mills,  
Attorney-in-Fact for The Ohio Casualty Insurance Company



This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8200491-968051

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Louise C. Beaumont; Melanie Campbell; Jonathan M. Cross; Royce M. Cross; Woodrow W. Cross; Debra Kenney; Judy L. Mills

all of the city of Bangor state of ME each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 11th day of February, 2019.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: David M. Carey, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

State of PENNSYLVANIA ss
County of MONTGOMERY

On this 11th day of February, 2019 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Upper Merion Twp., Montgomery County
My Commission Expires March 28, 2021
Member, Pennsylvania Association of Notaries

By: Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 19th day of December, 2019.



By: Renee C. Llewellyn, Assistant Secretary

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.



**CITY OF WESTBROOK, MAINE**  
IN CITY COUNCIL

**Date: January 6, 2020**

**Order: 2020-9**

**AUTHORIZING AWARD OF BID FOR MOWING SERVICES**

That the Westbrook City Council hereby authorizes an award of bid for mowing services for City Hall, the Walker Memorial Library and the Public Safety Building to Nature's Design Landscaping, Inc. of Westbrook, ME at a cost of \$7,800 per year for three (3) years (2020-2022) with a mutual optional two (2) year extension (2023-2024) at a cost of \$8,200 per year.

Funds available in budget line 10003110-54440

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First Reading: January 6, 2020

Second and Final Reading:

Attest:

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City Clerk

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Mayor



# CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

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## REQUEST FOR COUNCIL ACTION

*Requests are due to the City Clerk two Fridays prior to a Council meeting. If expenditure/acceptance of funds is involved, Finance Department approval is required prior to submission.*

**PROPOSED TITLE:** Contracted mowing City Hall, Public Safety, Walker Library

**REQUESTED BY:** Arty Ledoux Public Services

**DATE:** 12/13/2019

**SUMMARY:**

To award bid for contracted mowing services for City Hall, Walker Library, and Public Safety to Nature's Design for years 2020-2021-2022 and 2023-2024 by mutual option extension.

**BUDGET LINES AFFECTED (IF APPLICABLE):**

10003110-54440



Arty Ledoux  
Public Services Operations Manager  
371 Saco Street  
Westbrook, Maine 04092  
Phone: 207-854-0660  
Fax: 207-854-0672

PUBLIC SERVICES & ENGINEERING

To: Honorable City Council  
From: Arty Ledoux  
Date: December 13, 2019  
Re: Contracted mowing and maintenance services for City Hall, Walker Library, and Public Safety

The Public Services department recently sent out an RFP for contracted mowing and maintenance services for City Hall, Walker Library, and Public Safety. We mailed out requests to 11 lawn care and landscape companies and we received 5 submissions. Attached is a copy of the bid tab for your review.

The current vendor has provided services for the properties listed above for the past 8 years as the low bidder. Over the course of the last eight years, we have fielded several complaints from Department Heads regarding a variety of issues at the different sites as well as our own observations. Issues such as extreme overgrowth, weeds, spillage and lack of clean-up, leaves left in corners, doorways and behind infrastructure, and an overall lack of attention to detail. We have communicated with the vendor on many occasions over that time with phone calls, photos, text messages, site visits, and face to face meetings resulting in signed documents. Although the vendor was responsive, over the past 8 years we continued to have similar issues at all sites. These properties are very important to the taxpayer's of Westbrook and especially City Hall where they go to pay their taxes and conduct other city business.

You can see on the bid tab, Nature's Design and Landscaping of Westbrook was the not low bidder by \$600 dollars year one, and by \$300 dollars years two and three. We have several years of experience working with Nature's Design in our cemeteries and more recently on William Clarke Drive. Over the years they have done an excellent job with minimal complaints and they have been responsive when notified. I am contacted frequently throughout the year by the owner to ensure the quality of work remains acceptable.

Therefore it is The Public Services recommendation that we accept the bid from Nature's Design of Westbrook for \$7800 for years 2020, 2021 & 2022, with optional mutual extension years 2023 & 2024 for \$8200.

Funds for this are available in Public Services Account 10003110-54440

**Bid Tabulation**  
**Mowing Landscaping (City Hall, Library, PSB)**

Company Name	3-Year Pricing			Optional Extension	
	2020	2021	2022	2023	2024
Nature's Design Landscaping, Inc.	\$7,800	\$7,800	\$7,800	\$8,200	\$8,200
Seabreeze Property Services	\$32,108.04	\$32,108.04	\$32,108.04	\$32,108.04	\$32,108.04
ProCut Property Maintenance	\$14,865	\$14,865	\$14,865	\$14,865	\$14,865
Knight Property Services, LLC	\$7,200	\$7,500	\$7,500	\$8,000	\$8,000
Evergreen Yard Care	\$27,335	\$27,881	\$28,438	\$29,006	\$29,586



**CITY OF WESTBROOK, MAINE**  
IN CITY COUNCIL

**Date: January 6, 2020**

**Order: 2020-10**

**AUTHORIZING FIRE DEPARTMENT CALL COMPANY PAY SCALE ADJUSTMENT**

That the Westbrook City Council hereby authorizes an adjustment to the Fire Department Call Company pay scale to reflect new minimum wage rates and further authorizes proportional increases to other Call Company wage rates as outlined in the attached exhibit.

Funds available in budget line 10002210-51130.

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First Reading: January 6, 2020

Second and Final Reading:

Attest:

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City Clerk

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Mayor



# CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

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## REQUEST FOR COUNCIL ACTION

*Requests are due to the City Clerk two Fridays prior to a Council meeting. If expenditure/acceptance of funds is involved, Finance Department approval is required **prior** to submission.*

**PROPOSED TITLE:** 2020 Call Company Pay Scale

**REQUESTED BY:** Chief Andrew Turcotte

**DATE:** 12/16/2019

### SUMMARY:

Proposed is the updated pay scale for the call company. This scale reflects changes to new minimum wage law as outlined by State of Maine Department of Labor as well an additional adjustment across the entire pay scale that will help the agency better align with our surrounding communities.

### BUDGET LINES AFFECTED (IF APPLICABLE):

10002210-51130 Expense for Call Fire salaries

# Westbrook Call Company Pay Scale 2020

CLASIFICACION	Minis Job	0-1	2-5	6-10	11-15	16-20	21-25	26-30	31 +
<b>Firefighter/Fire PD</b>	7090	\$ 12.40	\$ 12.80	\$ 13.11	\$ 13.43	\$ 13.76	\$ 14.09	\$ 14.43	\$ 15.03
<b>Firefighter 1/2</b>	7100	\$ 12.80	\$ 13.11	\$ 13.43	\$ 13.76	\$ 14.09	\$ 14.43	\$ 15.03	\$ 15.14
<b>EMT-Basic</b>	7110	\$ 13.11	\$ 13.43	\$ 13.76	\$ 14.09	\$ 14.43	\$ 15.03	\$ 15.14	\$ 15.51
<b>FF2 EMT-Basic</b>	7120	\$ 13.43	\$ 13.76	\$ 14.09	\$ 14.43	\$ 15.03	\$ 15.14	\$ 15.51	\$ 15.90
<b>EMT-A</b>	7130	\$ 13.76	\$ 14.09	\$ 14.43	\$ 15.03	\$ 15.14	\$ 15.51	\$ 15.90	\$ 16.32
<b>FF2 EMT-A</b>	7140	\$ 14.03	\$ 14.43	\$ 15.03	\$ 15.14	\$ 15.51	\$ 15.90	\$ 16.32	\$ 16.71
<b>Paramedic</b>	7150	\$ 14.43	\$ 15.03	\$ 15.15	\$ 15.51	\$ 15.90	\$ 16.32	\$ 16.71	\$ 17.13
<b>FF2/Paramedic</b>	7160	\$ 15.03	\$ 15.15	\$ 15.51	\$ 15.90	\$ 16.32	\$ 16.71	\$ 17.13	\$ 17.52

**Lieutenant**                    **\$1.00 per hour**  
**Captain**                         **\$1.50 per hour**  
**Deputy Chief**                 **\$4.50 per hour**

# Westbrook Call Company Pay Scale 1/1/2019

CLASIFICATION	Munis Job # 0-1	2-5	6-10	11-15	16-20	21-25	26-30	31 +
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Firefighter/Fire Police	<b>7090</b>	\$ 11.40	\$ 11.80	\$ 12.11	\$ 12.43	\$ 12.76	\$ 13.09	\$ 13.43	\$ 14.03
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Firefighter 1/2	<b>7100</b>	\$ 11.80	\$ 12.11	\$ 12.43	\$ 12.76	\$ 13.09	\$ 13.43	\$ 14.03	\$ 14.14
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EMT-Basic	<b>7110</b>	\$ 12.11	\$ 12.43	\$ 12.76	\$ 13.09	\$ 13.43	\$ 14.03	\$ 14.14	\$ 14.51
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FF2 EMT-Basic	<b>7120</b>	\$ 12.43	\$ 12.76	\$ 13.09	\$ 13.43	\$ 14.03	\$ 14.14	\$ 14.51	\$ 14.90
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EMT-A	<b>7130</b>	\$ 12.76	\$ 13.09	\$ 13.43	\$ 14.03	\$ 14.14	\$ 14.51	\$ 14.90	\$ 15.32
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FF2 EMT-A	<b>7140</b>	\$ 13.09	\$ 13.43	\$ 14.03	\$ 14.14	\$ 14.51	\$ 14.90	\$ 15.32	\$ 15.71
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Paramedic	<b>7150</b>	\$ 13.43	\$ 14.03	\$ 14.14	\$ 14.51	\$ 14.90	\$ 15.32	\$ 15.71	\$ 16.13
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FF2/Paramedic	<b>7160</b>	\$ 14.03	\$ 14.14	\$ 14.51	\$ 14.90	\$ 15.32	\$ 15.71	\$ 16.13	\$ 16.52
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Call Co	Munis pay #	
Lieutenant	pay code 729	\$1.00 per hour
Captain	pay code 730	\$1.50 per hour
Deputy Chief	pay code 731	\$4.50 per hour



**CITY OF WESTBROOK, MAINE**  
IN CITY COUNCIL

**Date: January 6, 2020**

**Order: 2020-11**

**AUTHORIZING PAYMENTS FOR COUNTY ROAD PUMP STATION PROJECT**

That the Westbrook City Council hereby authorizes the following payments in connection with the County Road Pump Station Project: \$29,899.60 to Electrical Controls of Maine of Lyman, ME for SCADA system work, \$3,500 to Consolidated Communications of Portland, ME for work relating to moving fiber optics, \$12,955 to Shaw Brothers Construction, Inc. of Gorham, ME for work relating to moving fiber optics, and \$1,267.28 to R.W. Gillespie & Associates, Inc. of Biddeford, ME for testing services, as outlined in the attached exhibit.

Funds available in budget line 48003250-58900-04804.

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First Reading: January 6, 2020

Second and Final Reading:

Attest:

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City Clerk

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Mayor



# CITY OF WESTBROOK, MAINE

2 York Street, Westbrook, ME 04092

## REQUEST FOR COUNCIL ACTION

*Requests are due to the City Clerk two Fridays prior to a Council meeting. If expenditure/acceptance of funds is involved, Finance Department approval is required prior to submission.*

**PROPOSED TITLE:** Authorizing Payment to Vendors for County Road Pump Station Project

**REQUESTED BY:** Katherine Kelley, Wastewater Division Manager

**DATE:** 12/23/2019

### SUMMARY:

This is a request to authorize various vendor payments associated with the County Road Pump Station CIP project. The Consolidated Communications and Shaw Brothers payments were precipitated by an unexpected conflict with buried fiber optic in the way of the proposed sheeting from the General Contractor Penta.

<b>Vendor</b>	<b>Payment</b>	<b>Description</b>
Electrical Controls of Maine	\$29,899.60	Setting up and connecting SCADA system
Consolidated Communications	\$3,500.00	Material and labor to move fiber optic
Shaw Brothers	\$12,955.00	Provide labor, equipment and materials to expose, move and reinstall a fiber optic duct bank
R.W. Gillespie	\$1,267.28	Provide testing services for project

### BUDGET LINES AFFECTED (IF APPLICABLE):

Funds available in 48003250-58900-04804

**ELECTRICAL CONTROLS OF  
MAINE**

755 S Waterboro Rd  
Lyman, ME 04002  
(207) 499-2679  
ecmaine@ecmaine.com

**Estimate 19022**



<b>ADDRESS</b>	<b>SHIP TO</b>	<b>DATE</b>	<b>TOTAL</b>
WasteWater Division 371 Saco St Westbrook, ME 040922003 USA	WasteWater Division 371 Saco St Westbrook, ME 040922003 USA	12/11/2019	\$29,899.60

DATE	ACTIVITY	QTY	RATE	AMOUNT
12/11/2019	<b>Engineer</b> County Road Pump Station Factory exceptance testing	16	130.00	2,080.00
12/11/2019	<b>Engineer</b> County Road Pump station Program and Touch Screen	80	130.00	10,400.00
12/11/2019	<b>Engineer</b> County Road Pump station startup and Checkout	40	130.00	5,200.00
12/11/2019	<b>Equipment</b> SCADA Office Data Collector - 1769-L1x - PLC to collect data from all pump stations	1	1,972.80	1,972.80
12/11/2019	<b>Equipment</b> SCADA Office - Factory Talk View - Client, 15 displays	1	2,516.80	2,516.80
12/11/2019	<b>Engineer</b> SCADA Office - Install Data collector and setup network Install FTView Create Summery screen of pump stations - Bring County Road data In Setup Memory Map and global data for future pump stations Write data collector program	40	130.00	5,200.00
12/11/2019	<b>Engineer</b> County Road - Setup Cell Modem and network back to SCADA office	16	130.00	2,080.00
12/11/2019	<b>Tech/CAD/Electrician</b> Drafting / Drawings for system documentation	6	75.00	450.00

**TOTAL \$29,899.60**

THANK YOU.

Accepted By

Accepted Date



12/12/2019

To: City of Westbrook  
2 York St  
Westbrook, ME 04092

Re: Z2019-3161

Dear Katherine Kelly:

This is in response to your request for Consolidated Communications to perform the following work: Create 10 feet of slack in two existing fiber cables so the cables can be re-routed by the on site excavation contractor. Re-route requested due to conflict with proposed pumping station construction, located at County Rd, Westbrook, ME.

In addition to the advance payment listed below, you will be required to provide the following: ***(Nothing Additional)*** .

We have estimated that the cost of this work effort will be:	<b>\$3,500.00</b>
	- <u><b>\$0.00</b></u>
Balance due Consolidated:	<b>\$3,500.00</b>

This is the amount of the advance payment that you will be required to make. You must return this signed agreement, along with the full advance payment, before your work will be scheduled. Upon job completion, you will be issued either: **(1)** a refund for any overpayment, or **(2)** an invoice, if the final actual costs exceed the advance payments received. Any unapplied portion of advance payments will be refunded to you within one hundred and twenty (120) days of the final bill or cancellation of the job. If you agree to these terms, please sign below and forward this signed letter agreement, a check for **\$3,500.00** made payable to Consolidated Communications and noted with **#623060** to:

**Consolidated Communications**  
**Attn: Reimbursable Construction Engineer**  
**Engineering Department**  
**5 Davis Farm Rd. Floor 2**  
**Portland, ME 04103**

If you are signing for a company or other entity, then by signing below, you warrant that you are authorized to bind the company or entity to the terms of this letter agreement. Upon receipt of your signed agreement and advance payment, your work order will be released to

our Construction Department for scheduling. Consolidated shall not be responsible to the extent its performance is delayed or prevented due to causes beyond its control, including but not limited to acts of God or the public enemy, terrorism, civil commotion, embargo, acts of government, any law, order, ordinance, regulation, or requirement of any government, fires, explosions, weather, quarantine, strikes, labor disputes, lockouts, and other causes beyond the reasonable control of Consolidated. Should you have any questions or concerns regarding these terms, please contact me at 207-650-7825.

Please be advised that the price estimate quoted above is only valid for sixty (60) days from the date of this letter. If this work request is cancelled after you have signed the agreement, you will be billed for any Engineering and Construction cost incurred after the date of signature that may include the cost to place and/or remove facilities. If we do not receive this signed agreement and your full advance payment within this sixty (60) day period, we will assume that you do not want the work to be undertaken and the project will be cancelled.

Sincerely,



Corey MacDonald

Consolidated Communications Engineering

I agree to the terms of this agreement:

Accepted (Signature): \_\_\_\_\_

Print Name & Title:

Company:

Billing Address:

Telephone #:

Date:

## Bid Estimate Worksheet

	<b>Shaw Brothers Construction, Inc.</b>				
	341 Mosher Road, PO Box 69				
	Gorham, Maine 04038				
	Phone: 207-839-2552				
	Fax: 207-839-6239				
<b>Change Request - 1142-06 Move Fiber Optic Conduit and Cable</b>					
<b>Project:</b>	County Road Pump Station				
	Westbrook				
<b>Owner:</b>	City of Westbrook				
<b>Const. Mgr.:</b>	Penta				
<b>Date</b>	December 5, 2019				
<b>Notes:</b>	Provide labor, equipemnt and materials to expose, move and reinstall a fiber optic ductbank to allow installation of the steel sheetpile cofferdam.				
	<b>Item</b>	<b>Quantity</b>	<b>Unit</b>	<b>Price</b>	<b>Total</b>
	Foreman	30.00	hr	\$ 117.00	\$ 3,510.00
	Siteworker (3)	90.00	hr	\$ 50.00	\$ 4,500.00
	Utility Truck w/Compressor	30.00	hr	\$ 58.00	\$ 1,740.00
	50,000# Excavator with rotary bucket	5.00	hr	\$ 230.00	\$ 1,150.00
	18 cy Dump Truck	5.00	hr	\$ 95.00	\$ 475.00
	2500 W Generator	2.00	dy	\$ 85.00	\$ 170.00
					\$ -
					\$ -
	Sand Backfill delivered	10.00	cy	\$ 14.00	\$ 140.00
	Concrete Encasement	5.00	cy	\$ 110.00	\$ 550.00
	Coupling 4"	8.00	ea	\$ 25.00	\$ 200.00
	Conduit - 4"	100.00	lf	\$ 1.75	\$ 175.00
	Split Duct Conduit - 4"	100	lf	\$ 2.25	\$ 225.00
	Split Duct Conduit Bend - 4"	2.00	ea	\$ 60.00	\$ 120.00
				<b>Lump Sum</b>	<b>\$ 12,955.00</b>
	<b>Clarifications/Exclusions:</b>				
	Shaw Brothers will exercise all due care to protect fiber optic lines during demolition work but will not be responsible for repair costs if the cables are damaged.				
	Fiber optic cables to be moved by others after conduit has been removed by Shaw Brothers				
	Shaw Brothers will install split duct conduit around the fiber optic cables after they have been moved				
	Shaw Brothers does not make any gaurantees that there is enough "slack" in the cables to move them out of the way				
	Moving/relocating the electrical service is not included				
	Coordination with Verizon to be by others				



**R.W. Gillespie & Associates, Inc.**

20 Pomerleau Street, Suite 100  
Biddeford, ME 04005-  
Tel: 207-286-8008 Fax: 207-710-0000  
jgraunke@rwg-a.com  
www.rwgillespie.com

774 Vendor

755 Reg#

**Invoice**

Accounts Payable  
City of Westbrook  
2 York Street  
Westbrook, ME 04092

**Invoice Date:** Nov 30, 2019  
**Invoice Num:** 4939  
**Billing Through:** Nov 30, 2019

Materials Testing Services

**County Road Pump Station Upgrades - Westbrook, ME (1360-002-19:) - Managed by (101)**

Professional Services:

<u>Employee Title</u>	<u>Units</u>	<u>Rate</u>	<u>Amount</u>
Staff Construction Tech.	8.25	\$50.00	\$412.50
Sr. Construction Technologist	4.75	\$59.00	\$280.25
Materials Engineer	2.25	\$120.00	\$270.00
<b>Total Services:</b>			<b>\$962.75</b>

Reimbursable Expenses:

Concrete Cylinders ASTM C39	12.00		\$198.00
Mileage - Project Related	164.00		\$101.53
Tolls & Parking	3.00		\$5.00
<b>Total Expenses:</b>			<b>\$304.53</b>

**Project (1360-002-19:) Total Amount Due: \$1,267.28**

**Amount Due This Invoice: \$1,267.28**

*This invoice is due on 12/30/2019*

Concrete testing and rebar inspection. Concrete cylinders samples # 99210-99213, 99314-99317, 99547-99550.

**Account Summary**

<b>Billed To Date</b>	<b>Paid To Date</b>	<b>Balance Due</b>
\$ 1,267.28	\$ 0.00	\$ 1,267.28

DATE: \_\_\_\_\_  
ACCOUNT: \_\_\_\_\_  
AUTH. BY: \_\_\_\_\_  
AMOUNT: \_\_\_\_\_