

***Town of York ~ Village Study Committee  
Meeting Minutes ~ August 7, 2014  
York Public Library – Community Meeting Room***

***Present:*** Ron McAllister, Toni DeSoto, Gloria Gustafson, Chris Hartwell, Joel Lefever, Dean Lessard, Jody Merrill, Robert Palmer, Dylan Smith, Pete Smith, Scott Stevens, Lew Stowe

***Absent:*** Stu Dawson, Rob Yandow

***Guest:*** Don Neumann – Superintendent, York Water District  
Tim Haskell – Superintendent, York Sewer District  
Denis Lachman – TDRC

1. Chairman Ron McAllister called the meeting to order at 8:38 am.
2. Ron introduced Don Neumann and Tim Haskell to the VSC members and explained that they were invited to the meeting to hear about our current activities and to share their thoughts and advice relative to the underground utility infrastructure of the village.
3. Don commented on the following relative to the water service:
  - ~ there's a lot of ledge throughout the whole area
  - ~ most of the water main lines have been replaced or updated in the last 20 years
  - ~ they would like to update feeder lines to individual properties at the property owners expense
  - ~ several adjacent FairPoint FIOS lines, which are very delicate, run in large conduits nearby
  - ~ he has provided diagrams of the water and sewer lines to LinePro (surveyor)  
(they show a fairly accurate horizontal view, but not an accurate vertical view)
4. Tim commented on the following relative to the sewer service:
  - ~ Fully agrees that there is a lot of ledge throughout the whole area
  - ~ many feeder lines connected to the main sewer lines are very old and their location and condition is questionable or unknown
  - ~ sewer line mapping only shows the main lines, not individual connector lines
  - ~ there is little concern about manhole locations/covers if streets or sidewalks are relocated
5. Members of the committee expressed relief that it appears our current design plans should not result in any significant impact on the underground water or sewer infrastructure.
6. On the other hand, as far as relocating overhead utilities underground, it's clear that it would be extremely costly, and even relocating poles and overhead lines would present a big challenge.
7. Ron thanked Don and Tim for sharing their information and they left the meeting.
8. Meeting minutes for July 28<sup>th</sup> were approved as written.
9. Gloria described a planned "Welcome to Historic York Village" sign to identify that the village actually exists. An ordinance variance will be required to place this sign. Joel questioned the location of the village boundaries which seems not to be clearly understood. He also suggested that any new signs should adhere to the type and colors of existing town boundary signs. Robert suggested that there should be at least three signs to cover the three major roads incoming roads.
10. At this point, Denis and Regina joined the meeting and Denis explained that the three major things that define a village center are "edges, connections and anchors," and the edges are normally defined by signage. It was suggested that this signage issue should be discussed at the public outreach meeting in September. Toni noted that it would be best if the currently planned sign can be placed before MarketFest. It was further noted that signs can be moved in the future as needed.

11. Denis took over the meeting to review the following significant changes between draft #3 and draft #4 of TDRC's Proposal & Agreement for Professional Services: (during the review, several minor formatting changes to the text and graphics were suggested by members of the committee).
  - ~ page 3 – changed the time line on the *Phasing and Milestones* diagram from weekly dates to monthly segments
  - ~ page 4 – added definitions of terminology used in the proposal, including adding the concept of “milestones” of accomplishment
  - ~ page 5 – repositioned the circle defining Master Plan limits as requested
  - ~ page 7 – added a bullet list of specific goals for outreach “Buzz”
  - ~ page 8 – added meeting numbers to the timeline at the top
  - ~ page 9 – added a placeholder with a ‘not to be exceeded’ cost for the Outreach & Buzz phase
  - ~ page 10 – revised some of the detail related to “Included and Excluded” expenses
  - ~ page 11 – added a “Deliverables” section describing the global deliverable and each of the specific report deliverables (including Appendices) within it
  - ~ Page 12 – added details regarding “Ownership and Use of Drawings and Documents”
12. Denise noted that a 24” x 36” hand-drawn and color-rendered “plan view” drawing of the Master Plan will be included in the deliverables. It can be used in brochures, poster boards, etc. Other street-level and small three dimensional vignettes are likely to be included as necessary. Also, drawings and other graphics will be included in many of the report chapters.
13. Ron will be presenting the proposal at the BOS meeting on Monday, August 11<sup>th</sup>. He encouraged committee members to attend in a show of support for the proposal which the Board will discuss and hopefully approve. Denis will also attend in case there are any questions that Ron can't answer.
14. Our next regular meeting will be at 8:30am on Thursday, August 21<sup>st</sup> at the York Public Library.

Meeting adjourned at 10:47am

Respectfully submitted,  
Peter Smith, Secretary