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2013

Annual Report of the Municipal Officer for the Year Ending June 30, 2013 Scarborough, Maine

Scarborough, Me.

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The image shows the cover of the Town of Scarborough Annual Report for 2013. The background is a night scene featuring a large display of fireworks in shades of white, blue, green, and red. In the lower right, a brick building with a cupola is visible, with the year '1993' inscribed on its facade. The title 'Town of Scarborough Annual Report 2013' is written in a white, cursive font in the upper right quadrant.

*Town of Scarborough
Annual Report
2013*

1993

**ANNUAL REPORT OF THE MUNICIPAL OFFICERS
FOR THE
YEAR ENDING JUNE 30, 2013
SCARBOROUGH, MAINE**

TABLE OF CONTENTS

Town Council.....	2
Committee & Board Meeting Information	2
Town Office Hours.....	2
 EXECUTIVE DIVISION	
Manager’s Letter of Transmittal.....	3
Town Clerk & Elections.....	4
Vital Statistics	4
Human Resources & General Assistance.....	5
Information Systems	7
 FINANCE DIVISION	
Finance Department	9
Audit.....	11
Excise	20
Assessor.....	20
Purchasing	21
Tax Collector Office - Beach Report.....	22
Tax Collector Office - Unpaid Taxes	23
 PLANNING & ECONOMIC GROWTH	
Planning Department	27
Planning Board.....	27
Code Enforcement.....	30
Zoning Board.....	30
Economic Development Corp	31
 PUBLIC SAFETY	
Police Department.....	33
Harbormaster	37
Shellfish Conservation Committee.....	38
Animal Control.....	39
Fire Department/Rescue Unit/EMA	40
Public Works Department	44
 EDUCATION & COMMUNITY SERVICE	
School Department.....	47
Community Services	51
Public Library.....	56
Land Conservation Trust.....	58
Conservation Commission	60
 COMMUNITY & MUNICIPAL INFORMATION	
Service Organizations.....	inside front cover
Town Business Phone Numbers.....	inside back cover

2013 TOWN COUNCIL

As of November 2012 Election



Ronald D. Ahlquist (13)
Chair
 51 Mitchell Hill Road
 939-5695



Judith L. Roy (13)
Vice-Chair
 6 Second Avenue
 883-6552



James E. Benedict (14)
 121 Burnham Road
 883-9911



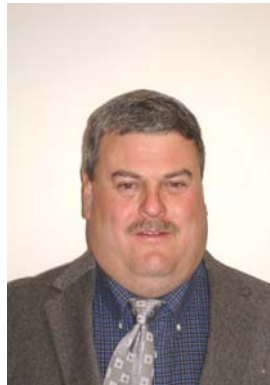
Edward Blaise (15)
 18 Forest Street
 885-5087



Jessica Holbrook (15)
 137 Beech Ridge Road
 883-4138



Katherine St. Clair (13)
 41 Woodfield Drive
 885-5633



Richard J. Sullivan (14)
 1 Sullivan Farm Rd.
 883-1689

OFFICE HOURS

MUNICIPAL OFFICES

Monday - Friday, 8 a.m. - 4 p.m.
 Wednesday evenings the following offices
 are open until 6:30 p.m.:
 Town Clerk, Vehicle Registration,
 Tax Collector, Code Enforcement

The Code Enforcement and Planning staff
 are available by prior appointment only on
Tuesdays, and after 12-noon on *Fridays*

SUPERINTENDENT OF SCHOOLS

Monday - Friday, 8 am - 4 p.m.

SCARBOROUGH LIBRARY

48 Gorham Road
 Scarborough, ME 04074
 207-883-4723
 Fax - 207-883-9728
 Monday: 10 a.m. - 5:30 p.m.
 Tues., Wed., Thurs.: 10 a.m. - 8 p.m.
 Friday and Saturday: 10 a.m. - 5 p.m.
 Sunday: 1 p.m. - 5 p.m.
 (Closed Saturdays and Sundays,
 July through Labor Day)
www.library.scarborough.me.us

SCARBOROUGH SANITARY DISTRICT

415 Black Point Road
 Scarborough, ME 04074
 207-883-4663
 Fax - 207-883-7083
 Monday - Friday: 7 a.m. - 3:30 p.m.
www.scarboroughsanitarydistrict.org

SCARBOROUGH HISTORICAL SOCIETY

649 U.S. Route 1
 Scarborough, ME 04074
 Tuesdays 9 a.m. - 12-Noon
 By appointment: 207-883-4820
www.scarboroughcrossroads.org/historical/

MUNICIPAL OFFICES

259 U.S. Route 1
 P.O. Box 360
 Scarborough, Maine 04070-0360
 Phone: 207-730-4000
 FAX: 207-730-4033
www.scarborough.me.us

SUPERINTENDENT OF SCHOOLS

259 U.S. Route 1
 P.O. Box 370
 Scarborough, Maine 04070-0370
 Phone: 207-730-4100
 FAX: 207-730-4104
www.scarborough.k12.me.us

TOWN MEETINGS

TOWN COUNCIL

Municipal Building - 7 p.m.
1st and 3rd Wednesday of each month
3rd Wednesday only in July and August

PLANNING BOARD

Municipal Building - 7 p.m.
Every 3rd Monday

ZONING BOARD

Municipal Building - 7 p.m.
2nd Wednesday of each month

BOARD OF EDUCATION

Municipal Building - 7 p.m.
1st and 3rd Thursday of each month
3rd Thursday only in July and August

SCARBOROUGH LIBRARY TRUSTEES

Public Library - 7 p.m.
3rd Thursday of each month

SANITARY DISTRICT TRUSTEES

Municipal Building - 7:30 p.m.
4th Thursday of each month
3rd Thursday only in November and
December

Letter of Transmittal from the

TOWN MANAGER

To the Town Council and Citizens of Scarborough:



Thomas J. Hall
Town Manager

It is my privilege to present to the citizens of Scarborough the annual report on the operations of the Town of Scarborough for the fiscal year ending June 31, 2013. As you review this report, I hope you will find useful information relating to the health of the Town and specific initiatives of the past year. Below are a number of highlights from my office for your consideration:

● **Fiscal Challenges-** Although the economic showed signs of recovery, increases in total assessed value of the Town continues to be sluggish – the good news is that we are not losing value and in fact certain areas of town demonstrated increases in assessed value. The combination of stagnating property values and significant reductions in non-property tax revenues (state aid to education), forced increased strain on the local property tax rate. Despite these challenges, I am pleased to report that we have resisted the urge to use additional fund balance and have actually been successful in restoring it to a more acceptable level. Continued cooperation between the Town and the School is essential to keep taxes at a manageable level.

● **Major Capital Projects-** We have continued to make significant investments in the community. Most notably, improvements to the transportation system took center stage with the Dunstan Corner Intersection(s) Improvement Project. This project is the final component of an initiative that improved portions of Payne Road and the intersection at Haigis Parkway and Route One. The Town Council appointed a Transportation Committee to consider other possible improvements, starting with the Oak Hill Area. In addition to moving vehicles more efficiently, we have become more focused on pedestrian safety and public transportation as important parts of the equation. Other non-transportation projects completed this year include the Wentworth Intermediate School, a new bath house at Higgins Beach and town wide signage.

● **Land Use Changes-** Another sustained initiative of the Town Council and various Town committees, is the update and modernization of zoning to comply with the Comprehensive Plan. This process began in 2006 and is nearing completion – almost time for an update to the plan. The major land use changes relate to a wholesale update to

the Haigis Parkway (HP) zone, expanding the Industrial and Light Industrial zones and the Crossroads zone that encompasses Scarborough Downs and the surrounding lands. Most of the changes are focused on the commercial/industrial zones and are intended to provide diversity in the tax base. I applaud this focus on updating land use regulations to ensure a vibrant and livable community.

● **Land Conservation-** In partnership with the Scarborough Land and Conservation Trust (SLCT) and the Maine Farmland Trust, the Town conserved approximately 260 acres this year. The most notable conservation project involved the 165 acre Warren parcel off Payne Road. The majority of the property is owned by SLCT and is open to the public for passive recreation uses, while 6 acres is owned by the Town, designated for active recreation (to be determined). The other project involved the purchase of developments rights on the Comstock Farm on Beech Ridge Road. The property is protected from development with an agricultural easement that will allow continued farming uses and limited public access will be permitted. Both projects were funded with voter-approved land acquisition bonds.

● **New Initiatives-** The Town formalized the relationship with Habitat for Humanity of Greater Portland for the construction 17 affordable houses on Town-owned land off Broadturn Road. Also, the Town Council went paperless by using iPad tablets to view and access meeting materials. This initiative has produced the desired results of cost-savings and efficiency. Lastly, we made significant advancement on a number of initiatives designed to make the Town more “business-friendly”. Staff reorganization and review process streamlining in the Planning/Codes Department were central elements of this strategy.

● **Staff Changes-**I was presented with the unique opportunity to hire several key members of my executive team this year. Jennifer Nitchman was hired as the Director of Information System, a shared position with the School Department. Also, Jaclyn Mandrake was hired as the Director of Human Resources. Lastly, Bill Healey was hired as the new Town Assessor, following the retirement of Paul Lesperance after 28 years of service. All three positions are integral components to the management team, and I couldn’t be more pleased with my selections.

None of these accomplishments could have been possible without a competent and professional staff, a committed group of elected and appointed officials and an engaged public. As there are many ways for residents to be engaged in community affairs, I encourage all residents to get involved to make Scarborough a better place to live, work and play. It has been an honor to serve this wonderful community – I look forward to challenges and opportunities in the future.

Respectfully submitted,
Thomas J. Hall, Town Manager

Report from the

TOWN CLERK

To the Town Manager, Town Council, and Citizens of Scarborough:



Yolande P. Justice
Town Clerk

It is with pleasure that I submit my report from the Town Clerk's Office for fiscal year July 1, 2012, through June 30, 2013.

The following Elections were held:

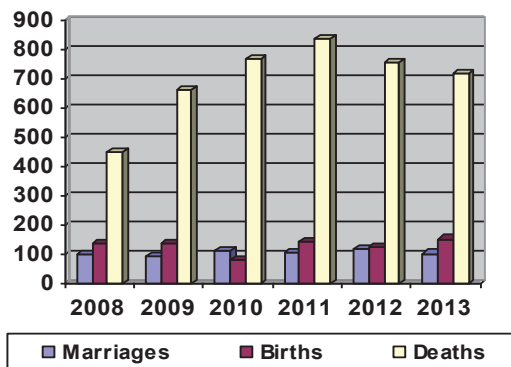
* Tuesday, November 6, 2012, the Municipal Elections to elect members to the Town Council, Board of Education, and Trustees to the Sanitary District; as well as the State Candidates and Referendum Election
* Tuesday, May 14, 2013, the first School Budget Validation Referendum - which failed. The second School Validation

Referendum was held on Tuesday, June 11, 2013 - the School Budget passed.

The Town Council holds two regularly scheduled meetings a month, except for July and August when the Council holds one meeting - totaling 22 over the course of a year of which 3 meetings were canceled]. In addition, there were 2 Special Council meetings held and a total of 38 public hearings.

Vital statistics include records of marriages, births, and deaths and are part of the records in the Clerk's Office. The births and deaths are recorded in three locations within the state: 1) Place of residency, 2) Place of occurrence, and 3) the State Office of Vital Statistics in Augusta. The marriages are recorded in the municipality in which the license was obtained and the State Office of Vital Statistics in Augusta.

During the past fiscal year a total of 103 marriages, 717 deaths and 153 births were filed with the Town Clerk's Office.



As required by Maine Law, any dog 6 months or older is required to be licensed. To license your dog you will need to provide a current Maine State Rabies Certificate and a spayed or neutered certificate, if applicable. The fee is \$6.00 if you dog has been spayed/neutered and \$11.00 if your dog has not. For more information please contact the Town Clerk's Office at 207-730-4020.



The following items were issued by the Town Clerk's Office during the Fiscal Year - July 1, 2012 to June 30, 2013:

Items Issued by the Town Clerk's Office:

- 4,624 Approximately Certified Copies
- 693 Burial Permits
- 8 Coin-Operator's Licenses
- 1 Ice Cream Truck Licenses
- 137 Food Handler's Licenses
- 22 Innkeepers Licenses
- 4 Junkyard Permits
- 103 Marriage Licenses
- 4 Massage Establishment Licenses
- 11 Massage Therapist/Establishment License
- 8 Massage Therapist Licenses
- 3 Mobile Home Park Operator's Licenses
- 8 Special Amusement Licenses
- 7 Waster Hauler Permits
- 185 Garage/Yard Sale Permits

Clam Licenses:

- 200 Resident Recreational Clam Licenses
- 20 Non-Resident Recreational Clam Licenses
- 29 Commercial Resident Clam Licenses
- 4 Commercial Non-Resident Clam Licenses
- 1 Commercial Non-Resident Student Clam Licenses
- 10 Commercial Resident Student Clam Licenses
- 3 Commercial Over-60 Resident Clam Licenses
- 324 Day Licenses

Respectfully submitted,
Yolande "Tody" Justice, Town Clerk

Report from the

HUMAN RESOURCES & GENERAL ASSISTANCE OFFICE

To the Town Manager, Town Council, and Citizens of Scarborough:



Jaclyn Mandrake
Human Resources /
General Assistance Office

The staff of the Human Resources Department consists of the Director, the Human Resources Assistant and Payroll Supervisor, Heidi McNinch, Human Resources Assistant, Carrie Noyes, and General Assistance Coordinator, René Daniel. The mission of the Human Resources Department is to attract, develop, motivate and retain a highly skilled, effective workforce capable of efficiently carrying out its responsibilities on behalf of the Town and to create a productive, supportive work environment characterized by

open communication, fairness, personal accountability, trust and mutual respect.

The Human Resources Department is committed to utilizing best practices to provide quality customer service and guidance. Specifically, the department's key goals and objectives are:

- Recruitment, selection, hiring, development, evaluation and retention of a diverse, quality staff in compliance with all laws, regulations and contractual requirements.
- Strategic management and administration of the Town's employee benefit programs.
- Effective and timely customer service and counsel to employees, elected officials, citizens and volunteer boards.
- Development and implementation of relevant training and professional development opportunities.
- Administration of payroll processes in an accurate, fair and timely manner.
- Development and implementation of fair, reasonable, ethical human resources policies and practices.

Specific ongoing activities in support of department goals include:

- Providing support to all Town departments in the development, coordination and execution of human resources policies, practices and procedures.
- Development and implementation of recruiting, hiring, promotional, and on-boarding activities.

- Providing counsel and advice to all departments in the areas of employee behavior and performance management. Administering employee relations services for all Town employees.
- Coordinating with Maine Municipal Association and Town Safety Committees to manage the Workers' Compensation program and supervising safety initiatives.
- Overseeing the Town's Employee Assistance Program.
- Managing all payroll processes and functions efficiently, accurately, as well as in compliance with all federal, state and contractual obligations.
- Creating training and professional development opportunities to meet identified needs.
- Coordinating the Town's Employee Recognition Program.
- Administering the Town's Department of Transportation Drug and Alcohol Testing Program for employees who hold a Commercial Driver's License and perform safety-sensitive work.
- Managing and maintaining all employee personnel records and files.

This year, our team's projects and accomplishments included:

- Collaborated with the Town's Personnel Appeals Board to revise Chapter 303, Personnel Ordinance, to clarify intent, to improve policy language, to update procedures and practices, and to incorporate changes to federal laws such as the Family and Medical Leave Act and the Affordable Care Act.
- Coordinated employee trainings, such as Sexual Harassment Prevention.
- Selected a background investigation firm to conduct employee background checks on all new full-time employees.
- Coordinated the Employee Appreciation and Recognition Party with "You're an Essential Piece" theme.



- Administrated the recruitment, examination, selection and hiring processes for all Town Departments including large and complex recruitments, such as Town Assessor, Zoning Administrator, Child Care Manager, Fire Lieutenant, Webmaster & SharePoint

Report continued from the Human Resources Department:

Administrator, Police Officer and Public Works Project & Data Coordinator.

- Coordinated processing and orientation for all new full-time, part-time, and seasonal Town employees.
- Oversaw and coordinated all FMLA requests.
- Administrated open enrollment periods for all active employees for annual elections of health insurance.
- Coordinated annual flu clinic for all Town employees.
- Partnered with Town Council to create and coordinate the Employee Incentive Committee.
- Promoted mutual respect in the workplace through training, consultation and mediation.
- Managed the Town’s loss prevention programs, and focused on effective claims management resulting in a \$28,313 dividend from the Maine Municipal Association.



General Assistance

The Town of Scarborough’s General Assistance (G.A.) Program is a state-mandated, municipally administered financial assistance program. It was designed to be a program of “last resort” for residents who are unable to provide for their basic needs. The G.A. office is located in the Scarborough Town Hall, 259 U.S. Route 1. It is overseen by the Human Resources Director and is staffed by René Daniel, G.A. Coordinator.

Assistance is available for basic necessities, as defined by local ordinance and state statutes. Eligible applicants are assisted through payments made to specific vendors. Administrative costs of the program are paid for through tax dollars. The state reimburses the Town for 50% of the cost of general assistance benefits paid for residents. In FY 2013, \$1,610.59 was issued to eligible recipients prior to reimbursement. This number reflects a 36% decrease in overall general assistance costs from FY 2012. The decrease is attributed to diligent oversight of the program, administration by a certified General Assistance Administrator, strict adherence to the ordinance, improved education regarding the program and through furnishing food/non-food assistance via local food pantries and external resources such as Project Grace, LIHEAP, Scarborough churches, Lion’s Club, Knights of Columbus, and DHHS.

Under G.A., applicants must provide verification of their income and expenses, residence, and—if unable to work—medical documentation substantiating their work limitations.



Applicants are required to seek work if they are physically able, and/or to apply for assistance through other state and federal programs that may be available to them. A determination of eligibility is made for a 30-day period based on anticipated earnings. Individuals and families who do not qualify for financial assistance are referred to local resources appropriate to their need(s).

Appointments may be scheduled at: (207) 450-5621. Office hours are Friday, 8 a.m. to 1 p.m.

2013 General Assistance Expenditures

Type	Inter-views	#Cases	#People	Benefit Provided
Housing	121	3	6	\$1,535.71
Emergency Housing	0	0	0	\$0
Heating	25	0	0	\$0
Electric (non-heating)	13	3	11	\$75
Propane (non-heating)	0	0	0	\$0
Food	5	0	0	\$0
Prescriptions	0	0	0	\$0
Medical Services	0	0	0	\$0
Dental Services	0	0	0	\$0
Burials/ Cremations	1	0	0	\$0
Diapers/ Baby Supplies	0	0	0	\$0
Household/ Personal	0	0	0	\$0
All Other Needs	0	0	0	\$0
Total	165	6	17	\$1,610.59

I hope you find this information useful. Thank you for the opportunity to serve the Town. I look forward to partnering with my colleagues to continue to create an outstanding work environment for all employees

*Respectfully submitted,
Jaclyn Mandrake
 Director of Human Resources*

INFORMATION SYSTEMS DEPARTMENT

*To the Town Manager, Town Council, and Citizens of
Scarborough:*



*Jennifer Nitchman
Technology & Information
Systems Director*

It is my pleasure to present this report on behalf of the Technology & Information Services Department. The department is a shared services model facilitating and maintaining the technology needs of both the Town and School system. We currently have seven employees who service 3,300 students and 1,400 active employees in 15 locations. Our staff supports over 1,500 PCs, 50 mobile devices, 1000 MLTI laptops, 50 critical applications, the Town and School's fiber network, wireless network, technical infrastructure and

the telecomm system. By sharing the IT staff and resources, both the Town and School are able to create cost efficiencies stemming from – among other things – volume purchasing, a shared knowledge base and maximizing network delivery channels.

A major goal of the Technology & Information Services Department is to leverage new technologies focused on mobility, cloud storage, interactivity, security and interoperability to provide overall reduced operating costs for the Town.

Aside from the day-to-day tasks of managing the help desk, routine imaging and deployment of devices, cyclical replacement and upgrading of hardware and software, monitoring of infrastructure and systems and developing/coordinating the delivery of training, the department is also responsible for a volume of special projects as defined by both Town and School departments.

Our progress highlights for the FY 2012-2013 include:

- With a cross-functional team comprised of Town and School users, we completed the RFP process for a new telecomm system town-wide. The existing system hit end-of life and the vendor no longer provided updates or software/hardware support. Additional licensing was also no longer available, rendering us unable to expand the system as necessary. After experiencing three critical telecomm failures in different buildings, we moved forward to replace the system.

- To-date, we have successfully completed telecomm replacements at the Town Hall, the High School, Public Works and Public Safety, the Middle School and the K2 buildings.
- After identifying a need from our public safety users to enable access to internal network resources securely from their vehicles, we moved forward this year building and launching a private network that will eventually be deployed to other departments on an as-needed basis. This functionality creates time and cost efficiencies by delivering critical data to users in the field.
- To facilitate easier, more timely communications with employees while eliminating the need to provide cell phones staff-wide, we configured and launched a mobile device management system that securely pushes email to an employee's personally owned device.
- This year, the Department of Education went to bid for the Maine Technology Learning Initiative's (MLTI) laptop program and for the first time, gave school districts a choice of classroom devices. After months of research and financial analysis, we chose the HP4440 ProBooks for our Middle School students. We coordinated the inventory, imaging and deployment of all end-user and teacher devices, as well as an MLTI-provided overhaul of the wireless infrastructure in the Middle School.
- Again, in the category of creating time and cost efficiencies, we are exploring ways to provide employees electronic copies and online access to documents storage, editing and collaboration. To that end, we are piloting several solutions for desktop virtualization delivery channels.
- To expedite internal processes for the Public Works department, we configured and deployed a bar coding system that will reduce time spent inventorying and tracking parts.
- We have started a complete rebuild of the Town's website and currently anticipate a public launch in early 2014.
- We configured and deployed a help desk ticketing system town-wide to track, assign and monitor incoming requests. This system allows our staff to update status on issue resolution within a mobile environment, provide detailed and overview reporting, communicate with users on their requests, and gives all end-users a shared knowledge base of FAQs, instructions, and manuals.
- Our staff completed a technical refresh at the High School, including purchasing, inventorying, configuring, deploying and training for netbooks, laptops, tablets, doc cameras, eBooks, multi-functional printers and other devices.

Report continued from the Information Systems Department:

- To provide anywhere, anytime access to critical information, we have migrated several school applications to cloud-based services. This model also provides for a reduced dependency on internal resources and improved providing technical assistance and guidance where needed. We are active partners in all aspects of the IT deployment, from the infrastructure and cabling to the end-user devices.
- We have started, and will continue into the next school year, a technical refresh at the Middle School, including purchasing, inventorying, configuring, deploying and training for a variety of software and hardware.
- We have started, and will continue a project to migrate school users to Google during the 2013-2014 school year. This will relieve storage and use-pressure on the internal network and will provide anywhere, anytime access to all school users for data storage, assignments, collaboration, communication and projects. A team of teachers and techs from each phase level are working with IT to develop a deployment plan.

- We are currently working on a social media plan that will include policies and procedures for both the Town and School, as well as addressing usability and accessibility issues for our web sites and intranets.

As we head into what promises to be another busy and productive year, I would like to thank the Town Manager, Superintendent, Town Council and School Board for their support. Additionally, I would also like to thank all of the Department Heads and Town and School staff who have helped to make the past year so successful. Lastly, thank you to the Technology & Information Services staff for their hard work, diligence, time and dedication—your efforts are truly appreciated.

Respectfully submitted,

Jennifer Nitchman

Technology & Information Systems Directors



Photography by Sean Bushway

Report from the

FINANCE DEPARTMENT

To the Town Manager, Town Council, and Citizens of Scarborough:



Ruth D. Porter
Finance Director

It is with great pleasure that I submit the annual report on behalf of the Finance Department for the Fiscal Year 2012-2013.

The Finance Department is responsible for managing and reporting the financial activities of the Town of Scarborough to assure all interested parties that those public resources are conscientiously received, safeguarded, invested, accounted for and disbursed.

Our department works to reduce liabilities and risks in order to protect the financial and personal interests of the residents, taxpayers, employees, investors and visitors. Additionally, the Finance staff prepares financial statements that report the financial condition on the Town of Scarborough.

Excerpts of the June 30, 2013 Comprehensive Annual Financial Report (CAFR) are highlighted on the following pages. The Town of Scarborough's financial report was audited by the firm of Macdonald Page and Co., LLC located at 30 Long Creek Drive, South Portland, Maine 04106.

Please review the completed CARF on the Town's web site at <http://www.scarborough.me.us/acct/documents/cafr2013.pdf>.

The Finance Department is comprised of the following offices and describes the related responsibilities:

- Accounting: Includes accounts payable, cash management, financial software implementation and oversight, investments, risk assessment, accounts receivable, budgeting, debt management, infrastructure and financial reporting.
- Collections: Includes property tax collection and processing, special assessment billing and collections, general and rescue collections, vehicle registrations, hunting and fishing licenses, beach parking permits, boat launch permits, parking tickets, snowmobile, watercraft and ATV registrations along with various other revenue collection services.
- Purchasing: Includes procuring goods and services, directing, supervising and coordinating the preparation of technical specifications for all purchasing and construction related activities of the Town.

During the year, Finance staff worked diligently in coordination with the Town's Financial Advisor, Joseph Cuetara from Moors and Cabot, Boston, MA in preparing and issuing a \$25.685m bond issue. This bond issue will be used to fund:

- \$15,275m of the \$39,077,594 voter approved bond authorization for the construction of a new Wentworth School. The remainder, if needed, will be borrowed in 2014;
- \$7.065m to advance refund portions of bonds issued in 2004 and 2005 that had not been partially advance refunded in 2012. The result of this refunding provided an economic gain of \$246,766 on a present value basis or 3.8438% present value.
- \$3.345m for various capital projects.



Photography by
Sean Bushway

Report continued from the Finance Department:

Also during the year, Finance began the process of uploading and maintaining our capital asset information into the Town's financial software. With almost \$111m, net of depreciation to record, the staff is working to thoroughly and accurately report and maintain this data.

It is anticipated that full fixed asset processing and recording will be completed during the next fiscal year.

The Governmental Accounting Standards Board (GASB) is the governing body for the reporting and accounting of municipalities across the country. The Town of Scarborough's Finance Department received the prestigious *Certificate of Achievement for Excellence in Financial Reporting* for the Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2012. This is the eighth consecutive year that the Town of Scarborough has submitted and achieved this prominent award.

To better assist the staff, the Town Council approved and the Finance staff implemented two new policies; one is an Investment Policy and the other is a Debt Management Policy. Both of these policies are recommended by GASB and can be found online at: www.scarborough.me.us/common/ordinances/index.html.

The Finance Department, through attrition, has lost 2½ positions over the past two years. One position in the accounting office was permanently transferred to the Human Resource Department. One and one half positions were eliminated from the collections office. Additionally, with the tight budget constraints of the last few years, our Purchasing Agent position remains unfilled. With the Finance Department staffing levels being reduced by 3 ½ positions, we have been challenged to keep current with not only the existing workload but also the ever increasing accounting and reporting requirements mandated from Accounting, Legal and other government agencies. The Finance Department continues its commitment to provide a vital service to the departments of the town and to its citizens.

I would like to personally commend my staff working in all facets of the Finance Department. Their professionalism and commitment is greatly appreciated by me as they continue to meet the challenges of the ever growing legal and reporting requirements, the growth of the technology industry and of public service to the citizens. Their dedication to helping Scarborough grow and prosper is vital to our great community.

*Respectfully submitted,
Ruth D. Porter, Finance Director*

AUDIT FOR YEAR ENDING JUNE 30, 2013

The schedules on the following pages have been extracted from the financial statements of the Town of Scarborough, Maine, a complete copy of which is available for inspection at the Town Office. The schedules included herein are:

- Statement 1: Statement of Net Position
- Statement 3: Balance Sheet - Governmental Funds
- Statement 4: Statement of Revenues, Expenditures and Changes in Fund Balance - Governmental Funds
- Exhibit A-1: General Fund Comparative Balance Sheets
- Exhibit A-2: General Fund Schedule of Revenues, Expenditures and Changes in Fund Balance - Budgetary and Actual
- Exhibit G: Statement of Changes in Long-term Debt



Photography by Jonathan Reed

TOWN OF SCARBOROUGH, MAINE
Statement of Net Position
June 30, 2013

	Governmental	Component Units	
		Public	Economic
	Activities	Library	Development
ASSETS			
Cash and cash equivalents	\$ 12,532,850	90,917	39,037
Investments	29,201,684	589,004	-
Receivables:			
Accounts	1,212,314	-	-
Intergovernmental	415,873	-	15,452
Taxes receivable	137,001	-	-
Tax liens	844,343	-	-
Tax acquired property	7,231	-	-
Inventory	55,084	1,019	-
Prepaid items	-	6,634	-
Notes receivable	1,821,073	-	-
Capital assets, not being depreciated	25,001,488	-	-
Capital assets, net	101,889,302	1,006,787	12,007
Total Assets	173,118,243	1,694,361	66,496
DEFERRED OUTFLOWS OF RESOURCES			
Deferred charge on refunding	2,544,244	-	-
Total deferred outflows of resources	2,544,244	-	-
LIABILITIES			
Accounts payable and other current liabilities	5,289,078	24,298	170
Accrued payroll and other related liabilities	3,922,340	31,059	2,534
Taxes collected in advance	45,560	-	-
Accrued interest	615,664	-	-
Noncurrent liabilities:			
Due within one year	5,089,905	-	-
Due in more than one year	100,973,990	-	-
Total Liabilities	115,936,537	55,357	2,704
NET POSITION			
Net investment in capital assets	49,823,697	1,006,787	12,007
Restricted for:			
Nonexpendable trust principal	132,358	88,349	-
Expendable trust - income portion	84,033	-	-
Town grants and projects	2,362,021	-	-
Education	976,730	-	-
Unrestricted	6,347,111	543,868	51,785
Total Net Position	\$ 59,725,950	1,639,004	63,792

See accompanying notes to financial statements.

TOWN OF SCARBOROUGH, MAINE
Balance Sheet
Governmental Funds
June 30, 2013

	General	Performance Bonds	Wentworth School Construction	Haigis Parkway Assessments	Other Governmental Funds	Total Governmental Funds
ASSETS						
Cash and cash equivalents	\$ 9,948,470	69,485	2,176,639	-	338,256	12,532,850
Investments	752,899	265,425	20,819,785	-	7,363,575	29,201,684
Receivables:						-
Accounts	1,110,371	-	-	-	101,943	1,212,314
Intergovernmental	124,122	-	-	-	291,751	415,873
Taxes receivable	137,001	-	-	-	-	137,001
Tax liens	844,343	-	-	-	-	844,343
Interfund loans receivable	2,683,412	-	-	-	420,253	3,103,665
Tax acquired property	7,231	-	-	-	-	7,231
Inventory	34,010	-	-	-	21,074	55,084
Notes receivable	-	-	-	1,821,073	-	1,821,073
Total assets	\$ 15,641,859	334,910	22,996,424	1,821,073	8,536,852	49,331,118
LIABILITIES AND FUND BALANCES						
Liabilities:						
Accounts payable and other current liabilities	1,685,130	-	2,400,044	-	868,994	4,954,168
Accrued payroll and other related liabilities	3,922,340	-	-	-	-	3,922,340
Accrued compensated absences	120,329	-	-	-	-	120,329
Interfund loans payable	-	-	-	2,422,186	681,479	3,103,665
Taxes collected in advance	45,560	-	-	-	-	45,560
Performance bond deposits	-	334,910	-	-	-	334,910
Total liabilities	5,773,359	334,910	2,400,044	2,422,186	1,550,473	12,480,972
DEFERRED INFLOWS OF RESOURCES						
Unavailable revenue-property taxes	810,854	-	-	-	-	810,854
Total deferred inflows of resources	810,854	-	-	-	-	810,854
Fund balances:						
Nonspendable Permanent Fund Principal					132,358	132,358
Nonspendable Inventory	34,010				26,947	60,957
Restricted for Town	3,861,453	-			2,362,021	6,223,474
Restricted for Education	976,730		20,596,380		492,178	22,065,288
Committed - General Fund	374,000	-	-	-	-	374,000
Committed - Education	-	-	-	-	-	-
Committed - Special Revenues	-	-	-	-	4,362,653	4,362,653
Assigned - General Fund	1,824,920	-	-	-	-	1,824,920
Assigned - Education	200,000	-	-	-	-	200,000
Unassigned Town	1,786,533	-	-	(601,113)	(389,778)	795,642
Total fund balances	9,057,646	-	20,596,380	(601,113)	6,986,379	36,039,292
Total liabilities, deferred inflows of resources and fund balances	\$ 15,641,859	334,910	22,996,424	1,821,073	8,536,852	
Amounts reported for governmental activities in the statement of net position are different because:						
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.						126,890,790
Other long-term assets are not available to pay for current period expenditures and, therefore, are deferred in the funds.						810,854
Long-term liabilities, including bonds payable, are not due and payable in the current period and therefore, are not reported in the funds.						
Bonds payable, including issuance premiums						(101,895,067)
Deferred charge on refunding						2,544,244
Capital leases						(622,334)
Accrued interest						(615,664)
Landfill liability						(421,283)
Other postemployment benefits liability						(1,151,199)
Accrued compensated absences						(1,853,683)
Net position of governmental activities						\$ 59,725,950

See accompanying notes to financial statements.

TOWN OF SCARBOROUGH, MAINE
Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
For the year ended June 30, 2013

	General	Performance Bonds	Wentworth School Construction	Haigis Parkway Assessments	Other Governmental Funds	Total Governmental Funds
Revenues:						
Taxes	\$ 54,317,932	-	-	-	75,000	54,392,932
Licenses and permits	553,504	-	-	-	-	553,504
Intergovernmental	10,462,944	-	-	-	1,561,010	12,023,954
Interest earned	42,573	-	29,071	90,888	15,338	177,870
Donations	-	-	-	-	34,591	34,591
Sale of lots	-	-	-	-	3,430	3,430
Assessments and impact fees	-	-	-	-	1,898,858	1,898,858
Other	5,521,666	-	-	-	1,425,053	6,946,719
Total revenues	70,898,619	-	29,071	90,888	5,013,280	76,031,858
Expenditures:						
Current:						
General government	4,956,930	-	-	-	-	4,956,930
Public services	3,931,386	-	-	-	-	3,931,386
Public safety	8,577,811	-	-	-	-	8,577,811
Public works	6,681,399	-	-	-	-	6,681,399
Education	39,344,449	-	14,114,495	-	2,321,582	55,780,526
County tax	2,075,183	-	-	-	-	2,075,183
Debt service	4,942,403	-	-	-	-	4,942,403
Capital improvements	1,257,490	-	-	-	2,721,925	3,979,415
Other	-	-	-	-	1,817,483	1,817,483
Total expenditures	71,767,051	-	14,114,495	-	6,860,990	92,742,536
Excess (deficiency) of revenues over expenditures	(868,432)	-	(14,085,424)	90,888	(1,847,710)	(16,710,678)
Other financing sources (uses):						
Transfers in	1,015,621	-	-	59,598	769,762	1,844,981
Transfers out	(683,335)	-	(84,564)	(600,000)	(477,082)	(1,844,981)
Proceeds from capital leases	-	-	-	-	-	-
Proceeds from capital leases	365,033	-	-	-	-	365,033
Refunding bond issued	7,065,000	-	-	-	-	7,065,000
Premium paid on refunded debt	321,961	-	-	-	-	321,961
Premium paid on issued debt	115,100	-	1,147,544	-	-	1,262,644
Payment to refunding bond escrow agent	(7,347,335)	-	-	-	-	(7,347,335)
General obligation bonds	1,020,000	-	15,275,000	-	2,325,000	18,620,000
Total other financing sources (uses)	1,872,045	-	16,337,980	(540,402)	2,617,680	20,287,303
Net change in fund balances	1,003,613	-	2,252,556	(449,514)	769,970	3,576,625
Fund balances, beginning of year	8,054,033	-	18,343,824	(151,599)	6,216,409	32,462,667
Fund balances (deficit), end of year	\$ 9,057,646	-	20,596,380	(601,113)	6,986,379	36,039,292

See accompanying notes to financial statements.

TOWN OF SCARBOROUGH, MAINE
General Fund
Comparative Balance Sheets
June 30, 2013 and 2012

	2013	2012
ASSETS		
Cash and cash equivalents	\$ 9,948,470	1,257,920
Investments	752,899	8,748,556
Receivables:		
Taxes receivable	137,001	172,971
Tax liens	844,343	757,577
Accounts receivable	1,110,371	828,253
Intergovernmental	124,122	191,841
Inventory	34,010	34,010
Interfund loans receivable	2,683,412	3,004,027
Tax acquired property	7,231	7,231
Total assets	\$ 15,641,859	15,002,386
LIABILITIES AND FUND BALANCE		
Liabilities:		
Accounts payable and other current liabilities	1,685,130	2,402,854
Accrued payroll and other related liabilities	3,922,340	3,656,473
Accrued compensated absence (current)	120,329	62,853
Taxes collected in advance	45,560	68,580
Total liabilities	5,773,359	6,190,760
DEFERRED INFLOWS OF RESOURCES		
Unavailable revenue-property taxes	810,854	757,593
Total deferred inflows of resources	\$ 810,854	757,593
Fund balance:		
Nonspendable inventory	34,010	34,010
Restricted - Town	3,861,453	2,992,678
Restricted - Education	976,730	440,220
Committed - Town	374,000	687,603
Assigned - Town	1,824,920	1,605,896
Assigned - School	200,000	200,000
Unassigned - Town	1,786,533	2,093,626
Total fund balance	9,057,646	8,054,033
Total liabilities, deferred inflows of resources and fund balance	\$ 15,641,859	15,002,386

TOWN OF SCARBOROUGH, MAINE
General Fund
Schedule of Revenues, Expenditures and Changes in Fund Balance
Budget and Actual (Budgetary Basis)
For the year ended June 30, 2013
(with comparative totals for June 30, 2012)

	2012 carryforward	2013		Actual	Variance positive (negative)	2012 Actual
		Budget	Total Available			
Revenues:						
Taxes:						
Property taxes	\$ -	49,912,119	49,912,119	49,827,578	(84,541)	46,218,721
Change in deferred property tax revenue	-	-	-	(53,261)	(53,261)	(86,540)
Excise taxes	-	4,048,500	4,048,500	4,255,153	206,653	3,995,263
Cable franchise tax	-	205,000	205,000	194,771	(10,229)	198,132
Interest and costs on taxes	-	96,700	96,700	93,691	(3,009)	87,811
Total taxes	-	54,262,319	54,262,319	54,317,932	55,613	50,413,387
Licenses and permits:						
Plumbing fees	-	26,400	26,400	30,654	4,254	8,689
Fees and Permits	-	147,700	147,700	143,872	(3,828)	156,398
Building permits	-	300,000	300,000	253,877	(46,123)	210,963
Electrical permits	-	44,000	44,000	41,917	(2,083)	36,782
Zoning Board of Appeals	-	11,000	11,000	7,000	(4,000)	10,039
License plate fees	-	60,625	60,625	59,259	(1,366)	59,568
Subdivision fees	-	5,000	5,000	16,925	11,925	12,000
Total licenses and permits	-	594,725	594,725	553,504	(41,221)	494,439
Intergovernmental:						
Education state subsidies	-	4,738,941	4,738,941	4,305,782	(433,159)	4,712,801
FEMA reimbursement	-	-	-	75,090	75,090	-
Federal HIDTA revenues	-	130,000	130,000	124,752	(5,248)	123,980
State Revenue Sharing	-	1,108,644	1,108,644	1,124,864	16,220	1,122,837
Homestead exemption	-	316,644	316,644	572,101	255,457	296,978
Business equipment tax exemption	-	243,996	243,996	244,266	270	152,738
LRAP (Local Road Assistance Program)	-	337,812	337,812	341,392	3,580	337,812
ecomaine payment in lieu of taxes	-	71,450	71,450	71,450	-	71,450
General assistance reimbursement	-	6,637	6,637	805	(5,832)	1,780
Adult education State subsidies	-	30,000	30,000	27,225	(2,775)	29,894
Medicaid	-	-	-	73,631	73,631	40,143
Other Federal and State revenues - School	-	25,000	25,000	77,266	52,266	64,909
Other Federal and State revenues - Town	-	230,493	230,493	248,320	17,827	552,669
Total intergovernmental	-	7,239,617	7,239,617	7,286,944	47,327	7,507,991
Interest earned	-	20,000	20,000	42,573	22,573	66,255
Unclassified:						
School Department miscellaneous	-	347,886	347,886	283,774	(64,112)	282,668
Adult education	-	16,000	16,000	6,857	(9,143)	13,546
Community services	-	1,665,397	1,665,397	1,820,045	154,648	1,788,101
Insurance reimbursements	-	22,000	22,000	25,436	3,436	39,620
Public Violations	-	56,700	56,700	64,539	7,839	67,212
Special duty police/fire	-	82,500	82,500	121,708	39,208	84,168
Inspection/review fees	-	57,100	57,100	130,849	73,749	170,082
Rescue donations	-	747,500	747,500	747,500	-	687,800
Rental income	-	46,947	46,947	46,947	-	45,700
Sale of Town-owned property	-	131,192	131,192	97,351	(33,841)	174,652
Salary reimbursement	-	687,786	687,786	745,513	57,727	749,383
Vehicle fuel reimbursement	-	586,641	586,641	510,190	(76,451)	535,667
Vehicle maintenance reimbursement	-	355,314	355,314	454,195	98,881	402,164
Lease revenue	-	-	-	365,033	365,033	-
Miscellaneous	-	46,850	46,850	101,729	54,879	347,792
Total unclassified	-	4,849,813	4,849,813	5,521,666	671,853	5,388,555
Total revenues	-	66,966,474	66,966,474	67,722,619	756,145	63,870,627

TOWN OF SCARBOROUGH, MAINE
General Fund
Schedule of Revenues, Expenditures and Changes in Fund Balance
Budget and Actual (Budgetary Basis), Continued

	2013					
	2012 carryforward	Budget	Total available	Actual	Variance positive (negative)	2012 Actual
Expenditures:						
Current:						
General government:						
Town Council	\$ -	11,573	11,573	10,050	1,523	11,711
Administration	-	234,869	234,869	236,383	(1,514)	254,019
Town Clerk	-	167,238	167,238	158,018	9,220	150,410
Human resources	6,670	260,312	266,982	233,443	33,539	236,257
Personnel benefits	1,600	146,365	147,965	318,400	(170,435)	175,267
Finance	3,737	328,125	331,862	314,309	17,553	302,493
Purchasing	295	60,934	61,229	57,731	3,498	55,881
Taxation/Treasury	556	352,387	352,943	345,220	7,723	342,257
Assessing	-	246,605	246,605	238,076	8,529	236,727
Management information systems	19,918	790,865	810,783	727,891	82,892	667,041
Planning	14,216	749,749	763,965	745,065	18,900	749,469
Municipal building	46,007	307,099	353,106	284,831	68,275	258,956
General government	-	94,800	94,800	107,191	(12,391)	67,184
Legal	-	80,000	80,000	105,963	(25,963)	111,728
Risk management	-	608,000	608,000	546,429	61,571	607,922
Public information	-	3,000	3,000	3,125	(125)	6,510
Engineering	-	48,000	48,000	92,772	(44,772)	97,517
Outside agencies	-	67,000	67,000	67,000	-	70,550
Total general government	92,999	4,556,921	4,649,920	4,591,897	58,023	4,401,899
Public services:						
Library	-	847,425	847,425	847,425	-	797,640
Public health and welfare	-	22,373	22,373	12,838	9,535	9,990
Tax Rebates (Credit Enhancement Agree)	-	643,073	643,073	643,073	-	608,117
Economic Development Corporation	-	177,620	177,620	162,065	15,555	237,130
Community services	9,427	2,162,670	2,172,097	2,265,985	(93,888)	2,188,291
Total public services	9,427	3,853,161	3,862,588	3,931,386	(68,798)	3,841,168
Public safety:						
Fire Department	27,534.00	2,315,617	2,343,151	2,248,691	94,460	2,214,269
Emergency Management	4,340.00	33,356	37,696	30,904	6,792	38,178
Emergency Medical Services	7,154.00	1,387,682	1,394,836	1,396,482	(1,646)	1,289,599
Marine resources	6,184	82,262	88,446	77,871	10,575	81,767
Police Department	116,715	4,876,139	4,992,854	4,823,863	168,991	4,618,103
Total public safety	161,927	8,695,056	8,856,983	8,577,811	279,172	8,241,916
Public works:						
Public Works Department	75,751	2,561,746	2,637,497	2,609,061	28,436	2,509,356
Vehicle maintenance	-	1,564,991	1,564,991	1,841,568	(276,577)	1,702,312
Water charges	-	191,136	191,136	189,659	1,477	189,095
Street lighting	-	161,200	161,200	134,129	27,071	151,083
Traffic signals	-	108,770	108,770	74,757	34,013	108,124
Cemetery care	-	26,850	26,850	20,463	6,387	25,180
Memorials	-	8,070	8,070	7,951	119	8,979
Shade trees	-	15,000	15,000	7,250	7,750	12,251
Engineering services	-	115,756	115,756	64,975	50,781	86,144
Solid waste program	-	1,723,741	1,723,741	1,731,586	(7,845)	1,806,299
Total public works	75,751	6,477,260	6,553,011	6,681,399	(128,388)	6,598,823
Education:						
Regular instruction	-	22,063,898	22,063,898	21,769,140	294,758	20,722,963
Improvement of instruction	-	788,217	788,217	727,632	60,585	741,328
Special services	-	2,822,399	2,822,399	2,736,437	85,962	2,631,615
General & special administration	-	327,857	327,857	330,860	(3,003)	294,445
Board of education	-	39,272	39,272	23,508	15,764	30,582
Office of the superintendent	-	498,868	498,868	503,653	(4,785)	454,633
Business administration	-	1,730,018	1,730,018	1,719,139	10,879	1,707,737
Transportation	-	1,519,501	1,519,501	1,531,004	(11,503)	768,256
Operation and maintenance of plant	-	3,661,373	3,661,373	3,116,574	544,799	2,909,679
Debt service	-	3,919,159	3,919,159	3,653,026	266,133	3,757,737
Total education	-	37,370,562	37,370,562	36,110,973	1,259,589	34,018,975

TOWN OF SCARBOROUGH, MAINE
General Fund
Schedule of Revenues, Expenditures and Changes in Fund Balance
Budget and Actual (Budgetary Basis), Continued

	2013					2012 Actual
	2012 carryforward	Budget	Total available	Actual	Variance positive (negative)	
Expenditures, continued:						
Current, continued:						
County tax	\$ -	2,075,183	2,075,183	2,075,183	-	1,975,585
Debt service (excluding education):						
Principal	-	2,765,604	2,765,604	3,188,386	(422,782)	3,495,598
Interest and other costs	-	1,966,456	1,966,456	1,754,017	212,439	1,920,960
Total debt service	-	4,732,060	4,732,060	4,942,403	(210,343)	5,416,558
Capital improvements	143,086	1,406,500	1,549,586	1,257,490	292,096	924,372
Total expenditures	483,190	69,166,703	69,649,893	68,168,542	1,481,351	65,419,296
Excess (deficiency) of revenues over (under) expenditures	(483,190)	(2,200,229)	(2,683,419)	(445,923)	2,237,496	(1,548,669)
Other financing sources (uses):						
Transfers in	-	1,379,206	1,379,206	1,015,621	(363,585)	1,723,391
Transfers out	-	(204,818)	(204,818)	(683,335)	(478,517)	(144,986)
General obligation bonds	-	1,020,000	1,020,000	1,020,000	-	589,750
Refunding bond issued	-	-	-	7,065,000	7,065,000	24,605,000
Premium received on refunded bonds	-	-	-	321,961	321,961	2,642,275
Premium received on issued bonds	-	-	-	115,100	115,100	355,819
Payment to refunding bond escrow agent	-	-	-	(7,347,335)	(7,347,335)	(27,124,969)
Overlay	-	(362,107)	(362,107)	-	362,107	-
Total other financing sources (uses)	-	1,832,281	1,832,281	1,507,012	(325,269)	2,646,280
Net change in fund balances - budgetary basis	(483,190)	(367,948)	(851,138)	1,061,089	1,912,227	1,097,610
Utilization of prior year surplus and carrying balances	483,190	367,948	851,138	-	(851,138)	-
Total Utilization of Fund Balance and Carry forward	-	-	-	1,061,089	1,061,089	1,097,610
Reconciliation to GAAP basis:						
Current portion of accrued compensated absences				(57,476)		(32,852)
Fund balances, beginning of year				8,054,033		6,989,275
Fund balances, end of year				9,057,646		8,054,033

TOWN OF SCARBOROUGH, MAINE
Statement of Changes in Long-term Debt
For the year ended June 30, 2013

	Interest rate	Final maturity date	Annual principal payments	Balance beginning of year	Current Year		Balance end of year	
					Issued	Retired		
<u>General Obligation Bonds</u>								
1993 Capital Improvements	5.70%	2013	\$ 25,000 to 2013	25,000		25,000	-	
1994 Capital Improvements	6.20%	2015	230,000 to 2015	690,000		230,000	460,000	
1995 Capital Improvements	5.00%	2016	265,000 to 2016	1,060,000		265,000	795,000	
1997 Capital Improvements	5.55%	2017	110,000 to 2017	550,000		110,000	440,000	
2004 Capital Improvements	3.25%	2034	0 to 2014					
	3.50%		215,000 in 2015					
	3.50%		225,000 in 2016					
	varies		0 to 2026					
	4.30%		365,000 in 2027					
	4.375%		385,000 in 2028					
	4.40%		400,000 in 2029					
	4.40%		420,000 in 2030					
	4.40%		440,000 in 2031					
	4.40%		460,000 in 2032					
	4.40%		480,000 in 2033					
	4.40%		500,000 in 2034		3,890,000	-	-	
			Partial Refunded					3,675,000
2005 Capital Improvements	3.75%		395,000 in 2013					
	4.00%		305,000 in 2014					
	4.00%		315,000 in 2015					
	4.00%		250,000 in 2016					
	4.00%		230,000 in 2017					
	varies		0 to 2025					
	4.50%		325,000 in 2026					
	4.50%		340,000 in 2027					
	4.50%		355,000 in 2028					
	4.60%		370,000 in 2029					
	4.60%		385,000 in 2030					
	5.00%		0 to 2033					
	5.00%		460,000 in 2034					
5.00%		480,000 in 2035	4,210,000	-	395,000			
	Partially Refunded					2,945,000	870,000	
2006 Capital Improvements	4.00%	2021	510,000 in 2013					
	4.00%		515,000 in 2014					
	4.00%		530,000 in 2015					
	4.00%		505,000 in 2016					
	4.00%		185,000 in 2017					
	4.00%		190,000 in 2018					
	4.00%		195,000 in 2019					
	4.05%		210,000 in 2020					
	4.10%		220,000 in 2021	3,060,000	-	510,000	2,550,000	
	4.00%		225,000 to 2017					
2007 Capital Improvements	4.00%	2023	25,000 to 2022	1,250,000	-	225,000	1,025,000	
	4.00%							
2008 Capital Improvements	3.125%	2028	790,000 to 2013					
	3.25%		595,000 in 2014					
	3.25%		580,000 in 2015					
	3.25%		570,000 to 2017					
	3.35%		575,000 in 2018					
	Varies		185,000 to 2028	5,530,000	-	790,000	4,740,000	

TOWN OF SCARBOROUGH, MAINE
Statement of Changes in Long-term Debt, Continued

	Interest rate	Final maturity date	Annual principal payments	Balance beginning of year	Current Year		Balance end of year
					Issued	Retired	
<u>General Obligation Bonds</u>							
2009 Capital Improvements	2.00%	2029	\$ 400,000 to 2015				
	2.25%		315,000 to 2016				
	Varies		310,000 to 2019				
	3.00%		110,000 in 2020				
	Varies		100,000 to 2029	3,455,000	-	400,000	3,055,000
2009 Bond Refunding	2.00%	2020	185,000 to 2019				
	3.00%		115,000 in 2020	1,410,000	-	185,000	1,225,000
2010 Capital Improvements	2.00%	2031	485,000 in 2013				
	Varies		470,000 to 2016				
	Varies		345,000 to 2021				
	Varies		280,000 to 2026				
	4.00%		100,000 to 2031	5,520,000	-	485,000	5,035,000
2011 Capital Improvements	2.00%	2031	540,000 to 2015				
			525,000 in 2016				
			360,000 to 2018				
			355,000 to 2021				
			115,000 to 2026				
			110,000 to 2031	5,055,000	0	540,000	4,515,000
2012 Capital Improvements	2.00%	2042	975,000 in 2013				
			615,000 in 2014				
			575,000 in 2015				
			1,065,000 in 2016				
			1,690,000 in 2017				
			2,400,000 in 2018				
			2,825,000 in 2019				
			3,210,000 in 2020				
			3,475,000 in 2021				
			3,685,000 in 2022				
			3,520,000 in 2023				
			2,170,000 in 2024				
			1,870,000 in 2025				
			1,585,000 in 2026				
			1,335,000 in 2027				
			1,310,000 in 2028				
			1,330,000 in 2029				
			1,355,000 in 2030				
			1,775,000 in 2031				
			1,815,000 in 2032				
			1,800,000 in 2033				
			685,000 to 2042	46,545,000.00	-	975,000	45,570,000
2013 Capital Improvements	1.00%	2043	335,000 in 2014				
			350,000 in 2015				
			575,000 in 2016				
			1,145,000 in 2017				
			915,000 in 2018				
			765,000 to 2023				
			715,000 in 2024				
			720,000 in 2025				
			1,045,000 in 2026				
			1,430,000 in 2027				
			1,465,000 in 2028				
			1,405,000 in 2029				
			1,435,000 in 2030				
			1,065,000 in 2031				
			1,075,000 in 2032				
			1,090,000 in 2033				
			1,525,000 in 2034				
			1,045,000 in 2035				
			565,000 to 2043	-	25,685,000	-	25,685,000
Total bonds				82,250,000	25,685,000	11,755,000	96,180,000
Total long-term debt			\$	82,250,000	25,685,000	11,755,000	96,180,000

Report from the

COLLECTIONS/EXCISE TAX OFFICE

To the Town Manager, Town Council, and Citizens of Scarborough:

The Collections/Excise Department is responsible for all vehicle registrations. Our staff is here to assist you in registering your automobiles, trucks, snowmobiles, ATV's and boats, along with hunting and fishing licenses. We are also here to answer any questions you may have regarding this process. We appreciate the opportunity to be of service to the citizens of Scarborough, and I look forward to many more years of serving our community.

The Rapid Renewal allows citizens to register vehicles on-line via the internet. This program has been on a steady increase and, as the state perfected its online renewal

process, we have seen accelerated growth in the area. As always, all of the staff in the Excise Office will continue to be here for you with our friendly smiles and excellent customer service.



Respectfully submitted,
Lisa Saulle,

Excise Office

Lisa Saulle
Excise Agent

Visit www.informe.org/bmv/rapid-renewal to register your vehicle on-line.

<u>2013</u>	<u>2012</u>	<u>2011</u>
EXCISE TAX COLLECTED:	EXCISE TAX COLLECTED:	EXCISE TAX COLLECTED:
Total Vehicle Excise \$4,222,457.71	Total Vehicle Excise \$3,969,004.70	Total Vehicle Excise \$3,955,357.36
Boat Excise \$31,271.30	Boat Excise \$29,331.40	Boat Excise \$26,095.05
TOWN FEES COLLECTED:	TOWN FEES COLLECTED:	TOWN FEES COLLECTED:
Automobile \$56,994.00	Automobile \$56,909.00	Automobile \$56,710.00
Boat \$1,337.00	Boat \$1,623.00	Boat \$1,492.00
Snowmobile \$617.00	Snowmobile \$601.00	Snowmobile \$884.00
ATV's \$325.00	ATV's \$411.00	ATV's \$451.00
Total Revenues <u>\$4,313,002.01</u>	Total Revenues <u>\$4,057,880.10</u>	Total Revenues <u>\$4,040,989.41</u>

Report from the

TOWN ASSESSOR

To the Town Manager, Town Council, and Citizens of Scarborough:



Paul Lesperance
Town Assessor

This year, the tax rate was set at \$13.80 per thousand dollars of value based on a taxable valuation of \$3,631,675,300 for real and personal property as of April 1, 2012. This is an increase in taxable valuation of \$60,479,000 from 2011 or 1.69%. The 2012 total tax levy was \$50,117,119 increasing the tax rate by 77 cents from 2011.

The total number of taxpayers who qualified for the State of Maine Homestead Exemption in Fiscal Year 2013 was 4,580 saving each \$138.00 in property taxes. The total number of Veterans and Widows of Veterans qualifying for the Maine Veteran's Exemption was 653 resulting in a tax savings of \$82.80. In order to

qualify for these exemptions taxpayers must submit application to the Assessor's Office by April 1st.

The 2012 Tax Year was the sixth year of the Town's tax reimbursement program. This year 310 applications were approved for a total refund of \$128,827. In order to qualify for the Town's reimbursement you need to be 62 years of age, a ten year resident of Scarborough, and have applied for and received reimbursement from the State program for property tax relief. All Scarborough citizens are encouraged to call or visit our office so that we can determine if you qualify for any exemption and assure that the proper forms are completed in a timely manner.

My Administrative Assistant Sara Salisbury, Assistant Assessor Sue Russo, and I, are available to all citizens for any questions you may have concerning your valuation and property tax.

Respectfully submitted
Paul G. Lesperance, CMA, Town Assessor

Report from the

PURCHASING OFFICE

To the Town Manager, Town Council, and Citizens of Scarborough:

The Town of Scarborough's Purchasing Office is responsible for procuring goods, services and construction for all Town Departments as well as administering bids and purchasing contracts.

Created in 2005, the Purchasing Office collaborates with all departments, to streamline the bidding and purchasing processes for the Town. During fiscal 2013, Purchasing initiated and secured bids for 13 projects as follows:

- Mowing & Grounds Maintenance Schools /Library
- (2) Harley Davidson FLHTP Police Models
- Fire Station Ramp Repair
- 28 Capacity School/Activity Bus
- Portable Car Fire Training Simulator
- Town Wide Directional Signage
- Roadside Mowing & Traffic Island Maintenance
- Two Natural Gas-Fired High Efficiency Boilers
- Maintenance Dredge of Memorial Park Pond
- Ammunition Bid for Police Department
- Town Wide Telecommunication System
- Fire Dept. Heavy Duty Aerial Apparatus Ladder Truck
- Compensation & Classification Study

In addition to locking in our vehicle fuel and heating oil contracts, we were also able to procure fixed pricing for our Natural Gas, Propane, and Electricity. By exploring all avenues and utilizing the information gathered, we are able to secure the most effective pricing for these utilities. Additionally, by securing these long-term fixed contracts, we are able to provide budget certainty in a volatile energy market.

Through the Town of Scarborough's online website, businesses can utilize both the Vendor Self-Service Web Portal at <https://scarborough.munisselfservice.com/> and our Electronic Bidding Portal at <http://www.scarborough.me.us/purchasing/open/2013>.

The Vendor Self-Service is a way for businesses to track how much the town has purchased from them and to see what invoices have been paid. Over the past year, approximately 70 vendors have signed on to this valuable tool.

The Electronic Bidding Portal allows prospective bidders to view and respond to the Town of Scarborough's various requests for proposals.

With the continuing tough economic times, Purchasing will continue to remain a viable and important process in the Town of Scarborough. It is our goal to reduce costs through competitive bidding, bulk purchasing and improve our effective use of resources, not only within Purchasing but with local departments and our regional neighbors.

*Respectfully submitted,
Ruth D. Porter, Finance Director*



Low Tide at the Beach

Report from the

TAX COLLECTION OFFICE / MUNICIPAL BEACH REPORT

To the Town Manager, Town Council and Citizens of Scarborough:

The following is the annual report from the Scarborough Tax Collection Office and the Municipal Beach Report for the Fiscal Year July 1, 2012, through June 30, 2013. The table below shows the revenues for both seasonal and daily beach passes along with boat launching fees that were collected for the fiscal year period. The following pages show the uncollected real estate and personal property taxes for this same period.

Respectfully submitted,
Wendy Frazier, Deputy Tax Collector / Treasurer



Wendy Frazier
Deputy Tax Collector /
Treasurer

Please visit the Tax Office for more information for on-line tax information visit:
www.scarborough.me.us and navigate to the Accounting/Collections Web pages.

FISCAL 2013 SEASONAL AND DAILY BEACH PASSES	
	Beaches
July 2012	\$98,655.50
August 2012	\$78,408.00
September 2012	\$6,295.60
Jan / May 2013	\$45,449.90
June 2013	<u>\$76,168.90</u>
Totals:	<u>\$304,977.90</u>
Boat Launch Fees	<u>\$8,340.00</u>
Concession Stand	<u>\$5,125.00</u>
Grand Total July 1, 2011, through June 30, 2012	\$293,533.95
Grand Total July 1, 2010, through June 30, 2011	\$246,046.86
Grand Total July 1, 2009 through June 30, 2010	\$240,621.47

The State of Maine encourages all visitors at all beaches to carry out what you carry in.

Scarborough has made available rubbish containers in and near the parking areas of all local beaches and recreation areas. Please take the time to use them.

Keeping our beaches and parks clean is a "quality of life" issue we all need to be aware of. Your cooperation on this matter is greatly appreciated.

The containers are emptied by the Community Services Department during the summer and winter months.

Thank you for using them.

UNCOLLECTED REAL ESTATE TAXES AS OF JUNE 30, 2013

2005				Sloan, John	T003-001	1 David Dr	\$310.81
West, Christina	T003-029	29 Matthews Way	\$112.89	Webster, Terry L	R097-004	202 Spurwink Rd	\$3,038.32
Whitten, Donald	U025016A	11 Bradford Lane	\$1,603.06	Whitten, Donald	U025-016a	11 Bradford Ln	\$4,101.92
2006				2011			
West, Christina	T00-3029	29 Matthews Way	\$120.81	Allen, Melissa C	U025-032	23 Ocean View Rd	\$2,945.35
Whitten, Donald	U025016A	11 Bradford Lane	\$3,748.56	Bayley, Calvin O	R024-032	203 Broadturn Rd	\$3,836.38
2007				Bayley, Timothy C	U036-005	14 Milliken Rd	\$2,709.80
Whitten, Donald	U025016A	11 Bradford Ln	\$3,859.42	Bessey, Joseph	U032-702	11 Orchard St	\$948.81
2008				Brown, Henry P	R022-030a	175 Beech Ridge Rd	\$3,988.47
Anjon's	U036004	521 US Route 1	\$653.71	Brown, Linda L	U029-009	4 Queens Dr	\$2,350.42
Whitten, Donald	U025-016A	11 Bradford Ln	\$3,976.07	Brown, Toby E	R035-012	4 Brown Hill Ln	\$1,425.72
2009				Cange, Suzanne M	U024-001b	272 Pine Point Rd	\$4,475.73
Webster, Terry L	R097-004	202 Spurwink Rd	\$377.52	Chambers, Ruby B	R074-009	86 Black Point Rd	\$689.20
Whitten, Donald	U025-016A	11 Bradford Ln	\$3,940.04	Chau, Tsan	R039-007	330 Payne Rd	\$5,240.23
2010				Chau, Tsan & Su-Lan	R038-027	238 Gorham Rd	\$3,839.72
Ellis, Wayne	T003-004	4 David Dr	\$81.12	Cloutier, John	R099-023a	100 Spurwink Rd	\$5,734.27
Grant, Glenn D	R029-007a	48 Grant Rd	\$2,888.24	Davis, Robert & Barbara	T003-010	10 David Dr	\$88.09
Haggerty, Karen M	U004-102	15 Ole Ironside Ln	\$2,702.71	Deering, Emmy O	U013-004a	40 Clay Pits Rd	\$3,532.18
				Deering, Gary M	U013-004	42 Clay Pits Rd	\$3,699.09
				Donahue, Patrick W	R027-015b	6 Donahue Ln	\$4,755.68
				East Coast Hspty Inc	U040-008	329 Us Route 1	\$14,311.31

UNCOLLECTED REAL ESTATE TAXES AS OF JUNE 30, 2013

2011 continued

Ellis, Roberta	R037-037	56 Mussey Rd	\$3,098.78
Ellis, Wayne	T003-004	4 David Dr	\$82.43
Gilman R Este Mgmt	U039-049	341 Us Route 1	\$4,845.86
Grant, Glenn D	R029-007a	48 Grant Rd	\$2,977.65
Haggerty, Karen M	U004-102	15 Ole Ironside Ln	\$3,787.92
Holloway, Micah L	R022-023a	184 Beech Ridge Rd	\$1,893.60
Holmes, Elizabeth M	R062-012	21 Washington Ave	\$4,136.53
Huntington, Steven E	R048-006c	6 Sargent Rd	\$5,131.22
Lewis, Daniel F	R078-006	20 Rigby Rd	\$1,279.01
M7 Properties Llc	R078-050a	150 Pleasant Hill Rd	\$2,624.99
Maietta, Louis & Roberta Et Al	R078-050b	0 Pleasant Hill Rd	\$5,513.47
Maietta, Michael L Trustee	R078-029c	29 Pond View Dr	\$3,907.71
Marquis, Julie	U042-015	27 Imperial Ln	\$2,546.93
Mccormick, James E	R022-034	139 Holmes Rd	\$2,595.91
Mcnally, Matthew A	U016-058	9 Thomas Dr	\$4,614.36
Montgomery, Karen	T003-009	9 David Dr	\$125.51
Nappi, Joseph B	R055-034	201 Gorham Rd	\$3,491.81
Pine Knot Llc	U019-036	4 Library Ln	\$27,308.95
Piner, Marianne	T002-407	407 Topaz Dr	\$323.37
Reed, Philip J & Janice E	U023-087	4 Lane By The Sea	\$5,487.49
Scott, Kathleen F	U013-009	53 Clay Pits Rd	\$2,277.74
Scott, Kathleen F	U013-010	51 Clay Pits Rd	\$3,106.86
Shorey, David W	R028-021	8 Huntley Rd	\$2,588.66
Skillings, Terry & Doris	U002-169	55 Greenwood Ave	\$2,903.62
Sloan, John	T003-001	1 David Dr	\$319.33
Spalding, Gerald C Et Al	R090-1183	309 Black Point Rd	\$876.56
St Ours, Dwayne R Thayer Development	R045-001 R023-001b	90 Broadturn Rd	\$10,052.12
Thayer Development	R023-001a	6 Provident Dr	\$183.39
Thompson, Kenneth E	R004-022	138 Beech Ridge Rd	\$2,394.83
Tibbetts, Richard E	R055-020	131 Burnham Rd	\$2,466.17
Van Reeo Inc	U045-003a1	63 Mussey Rd	\$2,376.94
Waterman, Troy W	R020-007e	89 Us Route 1	\$14,046.06
Webster, Terry L	R097-004	9 Little Bear Rd	\$144.35
Whitten, Donald	U025-016a	202 Spurwink Rd	\$3,132.43
Williams, Paul E	R008-013a	11 Bradford Ln	\$4,229.41
Williams, Stephanie	R041-017	259 Broadturn Rd	\$2,420.52
Yankura, Carlyne	T001-080	41 Beech Ridge Rd	\$1,834.91
		80 Ritzcraft St	\$983.01

2012

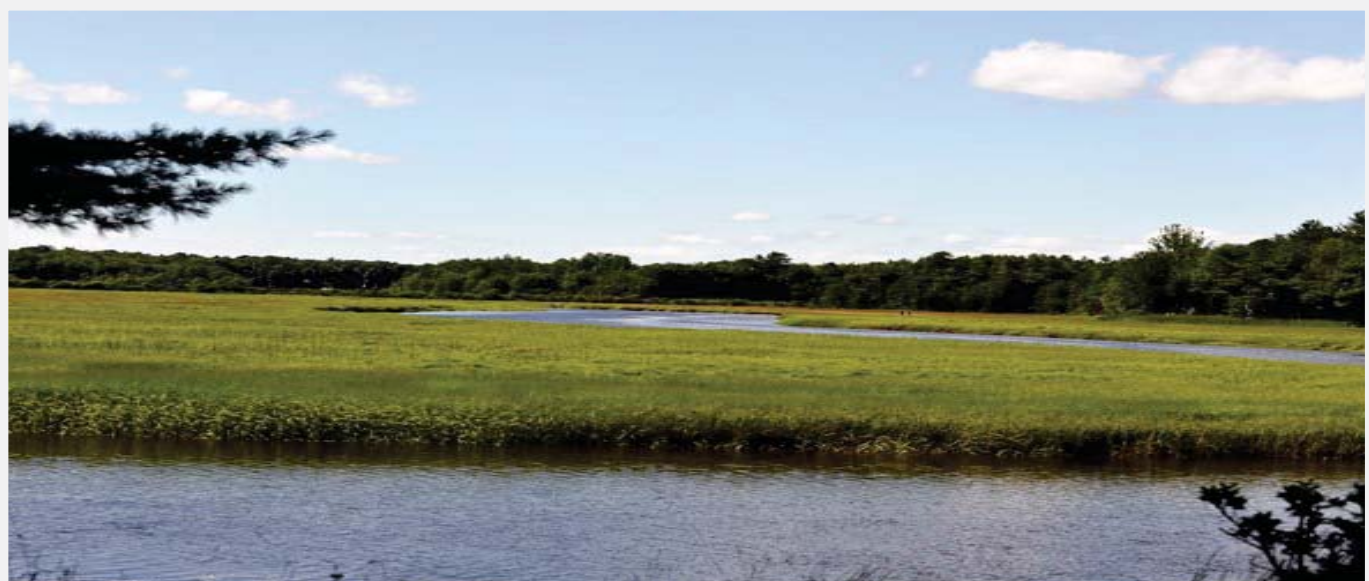
Allen, Melissa C	U025-032	23 Ocean View Rd	\$2,973.90
Anjon's	U036-004	521 US Route 1	\$7,365.06
Asselin, Steven	T003-012	12 David Dr	\$197.93
Bayley, Calvin O	R024-032	203 Broadturn Rd	\$3,887.46
Bayley, Timothy	U036-005	14 Milliken Rd	\$2,594.40
Beaulieu, Brian J	R018-002f	2 Red Brook Ln	\$128.53
Bedell, Stephen G	R007-010	0 Nonesuch River	\$21.94
Bessey, Joseph	U032-702	11 Orchard St	\$3,067.74
Bowser, Neil R	R001-009a	10 Burnham Rd	\$3,554.88
Brock, Sandra	T001-222	222 Cypress St	\$125.58
Brown, Henry P	R022-030a	175 Beech Ridge Rd	\$4,043.40
Brown, Linda L	U029-009	4 Queens Dr	\$2,363.94
Cange, Suzanne M	U024-001b	272 Pine Point Rd	\$4,542.96
Carrigan, Timothy J	U026-020	20 Jasper St	\$2,786.22
Chamberlain Const	U030-1006	12 Colby Dr	\$1,384.14
Chamberlain Const	U030-1007	10 Colby Dr	\$1,509.72
Chamberlain Const	U030-1008	8 Colby Dr	\$1,598.04
Chamberlain Const	U030-1009	6 Colby Dr	\$1,447.62
Chamberlain Const	U030-1011	9 Colby Dr	\$1,384.14
Chamberlain Const	U030-1045	8 Colonel Dow Dr	\$2,086.56
Chamberlain Const	U030-1046	10 Colonel Dow Dr	\$1,956.84
Chamberlain Const	U030-1049	16 Colonel Dow Dr	\$2,043.78
Chamberlain Const	U030-1051	20 Colonel Dow Dr	\$1,956.84
Chamberlain Const	U030-1056	5 Colonel Dow Dr	\$5,300.58
Chambers, John H	R074-009	86 Black Point Rd	\$1,686.36
Chapman, David S	R003-008	381 County Rd	\$1,865.07
Chau, Tsan	R039-007	330 Payne Rd	\$5,326.80
Chau, Tsan & Su-Lan	R038-027	238 Gorham Rd	\$7,889.46

2012 continued

Cloutier, John	R099-023a	100 Spurwink Rd	\$5,935.38
Conley, James & Victoria	U048-010	74 Maple Ave	\$808.89
Conroy, Monique T	U044-005	215 Us Route 1	\$1,446.26
Cook, Bert H	U006-016	9 Ramsay Terrace	\$1,635.99
Cormier, Keri A	R044-007	130 Broadturn Rd	\$1,016.58
Coyne, Kevin P & Carmen	U002-181	60 Ocean Ave	\$2,499.71
Cummings, Robert A	R088-005	24 Snow Canning Rd	\$567.13
Dahlbloom, Mary Jo	U002-071	19 Ocean Ave	\$7,676.94
Davis, Carol J	U047-076	4 Littlefield Ln	\$1,854.03
Davis, Robert & Barbara	T003-010	10 David Dr	\$178.02
Davis, Stefanie	R019-008	384 Gorham Rd	\$2,747.58
Deering, Emmy O	U013-004a	40 Clay Pits Rd	\$3,575.58
Deering, Gary M	U013-004	42 Clay Pits Rd	\$3,746.70
Dill, Randall G Sr	R018-029	359 Gorham Rd	\$1,436.40
Dolloff, Charlotte L	R027-006	54 Ash Swamp Rd	\$2,194.20
Donahue, Patrick W	R027-015b	6 Donahue Ln	\$4,830.00
Donahue, Margaret R	U001-108	Bayview Ave	\$3,564.12
Dow, Mary L & Willard C	R031-023a	127 Holmes Rd	\$1,208.88
Dragoni, Ann K	U040-2104	102 Fountain Way	\$1,556.64
Duggan Brenda L	U047-052	24 Sunset Rd	\$2,601.30
East Coast Hspty Inc	U040-008	329 Us Route 1	\$39,817.14
East Grand Realty Trt	U023-094	73 East Grand Ave	\$3,547.98
Eaton, Janis Gorham	R078-015	120 Pleasant Hill Rd	\$2,729.64
Eighty Nine Canal Realty Trust	U029-201	715 US Route 1	\$2,951.83
Ellis, Roberta	R037-037	56 Mussey Rd	\$3,131.22
Ellis, Wayne	T003-004	4 David Dr	\$38.64
Elm St Keene Llc	U029-201	717 US Route 1	\$1,545.60
Flynn Stephen	R010-104	8 Fengler Rd	\$1,998.16
Flynn Stephen F	R009-622	38 Fengler Rd	\$289.68
Flynn Stephen F	R010-002	36 Mitchell Hill Rd	\$612.55
Forest, Ronald	R039-025	354 Payne Rd	\$3,476.22
Getty, Katherine S	U048-040	12 Hunnewell Rd	\$2,031.70
Gilman Real Estate Mgmt	U039-049	341 US Route 1	\$4,922.46
Grant, Glenn D	R029-007a	48 Grant St	\$3007.02
Grondin, Frank D	R024-112	8 Carter Brk Dr	\$1,540.08
Grondin, Frank D	R024-113	10 Carter Brk Dr	\$1,522.14
Grondin, Frank D	R024-114	12 Carter Brk Dr	\$1,624.26
Grondin, Frank D	R024-115	15 Carter Brk Dr	\$1,504.20
Grondin, Frank D	R024-116	11 Carter Brk Dr	\$1,520.76
Grondin, Frank D	R024-117	9 Carter Brk Dr	\$1,513.86
Grondin, Phillip H	R024-011	0 Holmes Rd	\$53.82
Grondin, Phillip H & Frank	R009-006a	0 Broadturn Rd	\$220.80
Grover, Charles I	R027-010	72 Ash Swamp Rd	\$1,355.69
Haggerty, Karen M	U004-102	15 Ole Ironside Ln	\$3,837.78
Hatem, Peter L	U043-035	258 US Route 1	\$3,843.30
Hawg Wild Realty llc	U034-005	594 US Route 1	\$4,713.00
Hayes, Lloyd & Jo Carol	R015-051d	30 Lady Slipper Way	\$712.08
Hayes, Michael P	U046-1204	4 Clearview Dr	\$2,355.66
Hodgdon, Matthew	R055-037	187 Gorham Rd	\$2,784.43
Holloway, Micah	R022-023a	183 Beech Ridge Rd	\$3,844.68
Holmes, Elizabeth M	R062-012	21 Washington Ave	\$4,195.20
Huntington, Steve E	R048-006c	6 Sargent Rd	\$5,158.44
Ivers, Carl E & Ellen A	U022-054	49 Jones Creek Dr	\$1,763.70
Kebiwil Llc	R078-070a	137 Pleasant Hill Rd	\$5,158.44
King, Joseph G	U001-126	13 Morning St	\$4,040.89
Kitchen, Steve	T003-029	29 Matthews Way	\$88.32
Lewis, Daniel F	R078-006	20 Rigby Rd	\$1,265.46
Light, Warren A	U024-034	295 Pine Point Rd	\$756.07
Lyon, John K	U024-051	269 Pine Point Rd	\$1,028.07
Mack, Louis Co Inc	R036-010	122 Running Hill Rd	\$3,027.72
Mack, Louis Co Inc	R036-010a	118 Running Hill Rd	\$2,156.94
Maietta Enterprises	R078-048	158 Pleasant Hill Rd	\$16,446.84
Maietta Enterprises	R078-050a	150 Pleasant Hill Rd	\$2,645.46

UNCOLLECTED REAL ESTATE TAXES AS OF JUNE 30, 2013

2012 continued			
Maietta, Louis & Roberta Et Al	R078-050b	0 Pleasant Hill Rd	\$5,606.94
Maietta, Michael L Trustee	R078-029c	29 Pond View Dr	\$3,960.60
Marquis, Julie	U042-015	27 Imperial Ln	\$2,565.42
Mccormick, James E	R022-034	139 Holmes Rd	\$2,627.52
Mcnally, Matthew A	U016-058	9 Thomas Dr	\$4,685.10
Milliken, Iola	R023-014	20 Mitchell Hill Rd	\$2,707.56
Milliken, Iola M	R023-014b	22 Mitchell Hill Rd	\$2,552.98
Mitchell, Bryce & Martina	R067-016	7 Milliken Mills Rd	\$481.62
Mitchell, Deborah	R026-008	131 Ash Swamp Rd	\$2,263.73
Nappi, Joseph B	R055-034	201 Gorham Rd	\$3,534.18
New England Exped	R040-014	275 Payne Rd	\$5,632.18
New England Exped Scarborough	R040-005	100 Cabela Blvd	\$34,769.76
P N Maine Ltd	U019-024	20 Winslow Homer	\$44,832.06
Pelzar, Eugene P	R091-602	8 Wildwood Ln	\$3,822.60
Pine Knot Llc	U019-036	4 Library Ln	\$27,953.28
Piner, Marianne	T002-407	407 Topaz Dr	\$285.66
Record, George	T003-020	20 Crystal Ln	\$111.09
Reed, Philip J & Janice E	U023-087	4 Lane By The Sea	\$6,361.80
Regan, Bernard W	U007-046	21 Bayberry Ln	\$6.48
Reinhard, James G	U020-029	2 Winslow Homer	\$12,834.69
Remich, Rogers	R037-011	245 Gorham Rd	\$9,949.80
Reynolds, Wayne H	R018-028	365 Gorham Rd	\$1,467.67
Roukey, Robert A	R039-024	1 Bridges Dr	\$604.44
Russell, Joseph	U022-114	8 East Grand Ave	\$10,411.05
Saco Street Realty Llc	R016-003	96 Saco St	\$1,443.48
Scamman, Michael D	R050-024	0 Two Rod Rd	\$1,985.82
Scamman, Michael D	R050-024c	39 Ingallside Dr	\$1,897.50
Scott, Kathleen F	U013-009	53 Clay Pits Rd	\$2,289.42
Scott, Kathleen F	U013-010	51 Clay Pits Rd	\$3,139.50
Shorey, David W	R028-021	8 Huntley Rd	\$2,608.20
Simonds, Daniel	U019-048	25 Jocelyn Rd	\$11,006.88
Skillings, Terry & Doris	U002-169	55 Greenwood Ave	\$5,945.04
Sloan, John	T003-001	1 David Dr	\$281.52
Spalding, Gerald C Et Al	R090-1183	309 Black Point Rd	\$852.84
Sram Corp	U047-093	151 Us Route 1	\$2,132.10
St Ours, Dwayne R	R045-001	90 Broadturn Rd	\$10,260.30
Stacy, Kelly Lynn	U028-024	9 Eagles Nest Dr	\$3,519.00
Star Homes Inc	R076-1401	28 Elmwood Ave	\$1,204.74
Star Homes Inc	R076-1406		
Star Homes Inc	U043-028d		
Stelmach, Christopher	U042-020		
Stover, Ernest & Kathleen	U050-003		
Stroud, William Jr	R050-002	42 Two Rod Rd	\$3,470.70
Estate Of			
Sullivan, John E	R073-021d	2 Sullivan Farm Rd	\$590.64
Sullivan, Richard J Jr	R073-021c	1 Sullivan Farm Rd	\$6,581.22
Symington, James	T001-062	62 Trotwood St	\$260.82
Tanguay, Eric	R028-024	3 Huntley Rd	\$1,973.40
Tarbox, Eric P	R068-013	0 Pine Point Rd	\$280.14
Tassie, Karen A	U011-1215	30 Horseshoe Dr	\$1,768.99
Thayer Development	R023-001a	138 Beech Ridge Rd	\$2,409.48
Thayer Development	R023-001b	6 Provident Dr	\$142.14
Thims, Pamela L	R022-036	154 Holmes Rd	\$2,090.70
Thompson, Kenneth	R004-022	131 Burnham Rd	\$2,482.62
Heirs Of			
Tibbetts, Richard E	R055-020	63 Mussey Rd	\$2,971.14
Tode, Walter	T002-116	116 Diamond Dr	\$274.62
Toohey, Wendy F	U025-034	19 Ocean View Rd	\$3,390.66
Twenty Four	R062-006a	24 Washington Ave	\$6,494.28
Washington Assoc Llc			
Two Sisters Properties	R087-003	353 Pine Point Rd	\$21,984.78
Van Reeo Inc	U045-003a	185 Us Route 1	\$15,744.37
Vanier, Randolph T	R074-015	2 Heather Ln	\$5,139.12
Wagner, Timothy N	R026-008h	366 Holmes Rd	\$1,441.24
Warren Development	R031-004	0 Holmes Rd	\$1,506.96
Waterhouse, Richard	R041-014	51 Beech Ridge Rd	\$1,141.26
Waterhouse, Richard	R041-015	49 Beech Ridge Rd	\$1,184.73
Waterhouse, Richard	R042-002	24 W. Beech Ridge	\$2,109.33
Waterman, Dale & Michelle	R020-007c	7 Little Bear Rd	\$1,362.06
Waterman, Troy W	R020-007e	9 Little Bear Rd	\$102.12
Webster, Terry L	R097-004	202 Spurwink Rd	\$1,638.49
Weinstein, King	U023-076	96 East Grand Ave	\$7,722.48
Wentworth, Patricia	U006-066	154 Highland Ave	\$3,367.20
Whitten, Donald	U025-016a	11 Bradford Ln	\$4,290.42
Williams, Marilyn Anita	U049-002	106 Maple Ave	\$1,592.56
Williams, Paul E	R008-013a	259 Broadturn Rd	\$4,941.78
Williams, Stephanie	R041-017	41 Beech Ridge Rd	\$1,835.40
Wright, Hayward & Dorothy	U043-075	11 Black Point Rd	\$2,002.38
Yankura, Carlyne	T001-080	80 Ritzcraft St	\$1,157.82



UNCOLLECTED PERSONAL TAXES AS OF JUNE 30, 2013

1997		2009	
Stearns Property Service	\$358.00	Connolly's Plumbing	\$18.23
1998		Creative Awards	\$125.01
Stearns Property Service	\$920.00	G M Pollack	\$1,250.05
1999		Innes Photo Services	\$580.77
Stearns Property Service	\$960.00	Maietta Construction Inc	\$4,348.49
2000		Maine Earthmoving Inc	\$10,051.70
Stearns Property Service	\$980.00	Oak Hill Dry Cleaners	\$185.90
2001		Scarborough Gardens	\$121.50
Stearns Property Service	\$765.00	Stearns Property Service	\$911.25
2002		2010	
Stearns Property Service	\$785.00	All Points Realtors	\$126.30
2003		AT & T	\$505.20
Stearns Property Service	\$827.42	Connolly's Plumbing	\$18.95
2004		Creative Awards	\$252.60
Stearns Property Service	\$1,300.50	Dr Stereo	\$34.10
2005		G M Pollack	\$505.20
Stearns Property Service	\$847.50	Innes Photo Services	\$603.71
2006		Maietta Construction Inc	\$3,497.25
Innes Photo Services	\$48.83	Maietta Foundation	\$202.08
Maine Earthmoving Inc	\$2,531.68	Maine Earthmoving Inc	\$4,405.34
Stearns Property Service	\$861.00	Oak Hill Dry Cleaners	\$193.24
2007		Scarborough Gardens	\$126.30
Connolly's Plumbing	\$17.70	Stearns Property Service	\$947.25
Innes Photo Services	\$564.04	2011	
Maietta Construction Inc	\$6,068.74	AT & T	\$521.20
Maine Earthmoving Inc	\$9,762.14	Attention To Every Detail	\$35.18
Oak Hill Dry Cleaners	\$66.09	Calm Waters Spa & Salon	\$722.31
Stearns Property Service	\$885.00	Connolly's Plumbing	\$19.55
2008		Creative Awards	\$260.60
Connolly's Plumbing	\$18.23	Dragon Fire Martial Arts Inc	\$26.06
Innes Photo Services	\$527.20	G M Pollack	\$521.20
Maietta Construction Inc	\$5,694.71	Healthsource Of Scarborough	\$620.54
Maine Earthmoving Inc	\$10,051.70	Innes Photo Services	\$525.77
Oak Hill Dry Cleaners	\$185.90	Maietta Construction Inc	\$1,364.24
Stearns Property Service	\$911.25	Maietta Foundation	\$208.48
		Maine Auto Detailing	\$130.30
		Maine Earthmoving Inc	\$2,110.86
		Maine Floral Creations	\$37.79
		Ncs Logistics	\$35.18
		Oak Hill Dry Cleaners	\$199.36
		Pet Quarters of Maine	\$521.20
		Pine Point Pediatric & Adolescent	\$280.15
		Portland Air Conditioning	\$652.80
		Scarborough Gardens	\$130.30
		Stearns Property Service	\$977.25
		Steve's Lawn Care	\$42.23
		Stir Crazy	\$386.99
		Tile Solutions	\$65.15
		Treely Unique Landscape	\$325.75



Photography by Jonathan Reed

UNCOLLECTED PERSONAL TAXES AS OF JUNE 30, 2013

2012

Casco Bay Eye Care	\$1,418.64
Castle Distributors	\$295.32
Comfort Inn Suites	\$2,553.00
Connolly's Plumbing	\$20.80
Creative Awards	\$276.00
D2 Inline Solutions	\$1,380.00
Davric Maine Corporation	\$2,415.00
Dr. Stereo	\$37.26
Fashion Floors	\$138.00
Goff, Nathan D.M.D.	\$891.52
Holiday House	\$383.64
Innes Photo Services	\$339.37
It's A Good Motel	\$111.78
Iworx Inc/Preval Direct	\$2,394.30
KVC Trailer Rentals	\$276.00
Kitchen & Cork	\$552.00
Lilley's Limousine	\$35.88
Lots For Tots	\$13.80
Maietta Enterprises Inc	\$1,444.86
Maietta Enterprises Inc	\$220.80
Maietta Enterprises Inc	\$27.60
Mail America Inc	\$276.00

Maine Coast Properties	\$672.06
Maine Earthmoving Inc	2,235.60
Maine Real Estate Network	\$13.11
Mcgarvey Property Maintenance	\$342.93
Meat House-Lopez, Chaff & Wiesman	\$1,959.60
Muzak Llc	\$37.26
Niles & Associates	\$44.16
Oak Hill Cleaners	\$211.14
Pet Quarters of Maine	\$552.00
Risbara Bros Const Co.	\$6,463.92
Rovner, Ronald Md	\$552.00
Scarborough Gardens	\$138.00
Sea Smoke BBQ	\$345.00
Southern Maine Wholesale	\$46.92
Sram Corp	\$434.70
Steve's Lawn & Garden	\$114.54
The Specific Chiropractic Center	\$690.00
Tim Byrne Photography	\$69.00
Tlac Motors	\$117.30
Viking Restoration	\$34.50
Waterhouse Tree Service	\$276.00
Without A Trace	\$345.00
Zeus's Closet	\$57.96

**UNCOLLECTED REAL ESTATE TAX BALANCES
AS OF JUNE 30, 2013**

2005	1,715.95
2006	3,869.37
2007	3,859.42
2008	4,629.78
2009	4,317.56
2010	13,123.12
2011	205,300.14

Grand total of unpaid real estate taxes\$232,955.92

**PERSONAL PROPERTY TAX BALANCES
AS OF JUNE 30, 2013**

1997 - 2005	7,743.42
2006	3,441.51
2007	17,363.71
2008	16,843.56
2009	17,532.79
2010	11,186.79
2011	10,720.44

Grand Total Unpaid Personal Property \$84,832.22



Photography by Jonathan Reed

Report from the

PLANNING DEPARTMENT

To the Town Manager, Town Council, and Citizens of Scarborough:



Daniel B. Bacon
Town Planner

It is with great pleasure that I submit the annual report for the 2013 fiscal year on behalf of the Planning and Code Enforcement Department. Our department performs the planning, engineering and code enforcement functions for the Town. Over the course of 2013, our department was involved in a wide range of tasks, projects and initiatives from code, permitting, inspection and development review duties to longer range planning, engineering and transportation efforts. In all of these roles and responsibilities,

our department strives to perform our duties in a congenial, professional, and proactive way.

Building Inspection & Code Enforcement

Fiscal year 2013 was a year of transition and transformation for the Code Enforcement wing of our department. In February David Grysk, the Town's long time Chief Code Enforcement Officer retired after over 22 years of service to the community. Dave's knowledge and history of our zoning and building codes as well as the helpful assistance

he consistently provided our customers will definitely be missed. Scarborough experienced significant growth and development over the course of Dave's tenure, and he played a key role in guiding and administering the zoning, permitting, and building inspections throughout this active time period.

Following Dave's retirement, the Town hired Brian Longstaff as our department's Zoning Administrator and to serve a similar role as the supervisor of Scarborough's zoning and code enforcement duties; staff advisor to the Board of Appeals; and primary contact person for the public on zoning, building and general code matters. Brian joins Scarborough from Houlton, Maine and has a diverse background in code enforcement, building inspection, planning, economic development as well as construction management. His background and personality are a great fit for Scarborough and our department, and we're excited he's joined the team.

In addition to our staffing changes, our office continued to experience an uptick in development activity, building construction, and therefore inquiries, inspections, and construction oversight. Residential construction occurred at a brisker pace than past years, as we issued and inspected 72 new dwellings in FY13, compared to 48 in FY12. Similarly, commercial and other non-residential building activity continued to get heavier over the course of the fiscal year. Of note, a new 15,000 sq ft Horizon Solutions building on Haigis Parkway; a 5,500 sq ft Meineke Car Center; a new McDonalds restaurant; and an addition to the Mercedes Benz dealership were all constructed in FY13. Further, the construction of the Town's new Wentworth intermediate school made significant progress.

PLANNING BOARD APPROVALS

July 2012

Koziar Capital LLC.....15,424 sq ft office/warehouse
Lighthouse Condominiums.....9 units

August 2012

NKS Properties LLC.....1 multifamily - 5 units, 3 single family lots

September 2012

Wegman Company..... 59,036 sq. ft. 81 units Senior Housing

November 2012

Scarborough Fish & Games Storage sheds, Pavilion
Quantum Clean.....750 square feet
Mercedes Benz.....2,735 square feet

December 2012

Settlers Green II 30 single family lot

January 2013

Hallowed Ground..... 676 sq. ft. reuse of building

Mamie's Farmhouse.....1,088 sq. ft. reuse of building

McDonald's Restaurant.....3,900 square feet
Whittle Acres Subdivision.....3 lots

March 2013

Ram Management..... 16,200 sq. ft. , office building

April 2013

Scarborough Holdings6,500 sq. ft., restaurant & convenience store
Katahdin Analytical2,600 square feet
State Manufactured Homes.....576 square feet

May 2013

Casa Inc..... 16,000 square feet

June 2013

Eastern Carpet Cleaning5,645 square feet
NKB Properties.....1,027 sq. ft. office space
Biddeford Savings Bank.....3,500 square feet
Starbucks.....3,000 square feet

Planning Board Approvals

Single Family Lots
Apartments/Condos
Campsites
Commercial Lots

FY 2010

10
13
7

FY 2011

6
3

FY 2012

36
8

FY 2013

36
14

Development Review

On the review and permitting side, our Planning Staff coordinated and reviewed development plans and staffed seventeen Planning Board meetings. The Planning Board and staff reviewed a range residential and non-residential development projects and issued final approvals for those listed in the table below. The review and approval of the Horizon Solutions building on Haigis Parkway; the new McDonalds restaurant the Horizon Solutions building on Haigis Parkway; the new McDonalds restaurant on Route 1 in Oak Hill; a new Biddeford Saving Bank and Starbucks coffee shop; an 81-unit assisted living facility on Black Point; a new intermediate care building for CASA on Gorham Rd; a 16,000 sq ft office building at Centervale Farms; and a 30-lot residential subdivision between Highland Ave. and Tenney Ln. were some of the more substantial projects before the Board. Given the location of many of these development projects in and around Oak Hill, this added investment in Oak Hill continues to reinforce this area as Scarborough's primary town and civic center.

Long Range Planning

During the 2013 fiscal year, the Long Range Planning Committee (LRPC) worked on a range of initiatives relating to the implementation of the Town's Comprehensive Plan; requests for zoning amendments by property owners; and efforts on watershed and stormwater planning, all with an eye toward continuing to help Scarborough manage growth and development in a proactive way.

More specifically the LRPC worked with the property owners in the vicinity of Holmes Rd and Beechridge Speedway on new light industrial zoning to provide an additional area in town for industrial uses, given the lack of available land in our existing industrial parks. Given this areas adjacency to homes and rural lands, the zoning was structured to require buffering and protection to the adjacent residential areas and was supported and approved by the Town Council.

Also in FY13 the LRPC finalized a zoning update for the Pine Point area designed to ensure Pine Point maintains its historical context as a traditional mixed use beach community with marine uses and small businesses coupled with year-round and seasonal residences. This zoning was crafted with input from the area property owners and approved by the Town Council in September of 2012.

Throughout the year the committee also worked closely with Scarborough Downs and surrounding property owners on zoning adjustments in that area. This was in an effort to provide this significant parcel of 450 acres with greater zoning flexibility for future commercial, residential and mixed use development and open space conservation, but with expectations for thoughtful master planning as development occurs. The location and size of these properties are likely to draw increased development interest, so the LRPC has felt it critical to establish the proper zoning

in advance.

Transportation and Engineering Efforts

The Town, and our department in particular, continued to focus on transportation planning and improvements during 2013. Over the course of the year our department coordinated closely with Public Works and Maine DOT on the construction of the Dunstan Corner intersection improvements, which included relocating Payne Road's intersection with Route 1 to provide much needed separation and capacity between this intersection and Broadturn and Pine Point Roads. This project also included improvements to all the major approaches to Route 1 as well as new sidewalks and crosswalks to improve the environment and safety for pedestrians. This is a significant transportation improvement that was a result of a multi-year study and design effort and will certainly improve the congestion and increase the safety for motorists traveling in this area. Further, it positions the Dunstan area to emerge as a more vibrant neighborhood center with additional sidewalks, crosswalks and signals, and improved capacity for new private investment.

In FY13 transportation planning was also a focus in the Oak Hill area with an emphasis on making our town center more walkable and pedestrian friendly. To this end, the Town Council established a new Transportation Committee with a directive to examine Oak Hill. Using the 2011 Oak Hill Pedestrian Study as their guide, the committee and staff worked on collection of initiatives to improve the environment for pedestrians, including planning for a new sidewalk along Black Point Rd from Oak Hill to the Eastern Rd; a safer, signalized crosswalk at the Eastern Trail crossing of Black Point; and improved crossings on Route 1. These efforts have resulted in concept designs and funding approvals by the Town Council.

In coordination with these efforts, our department also applied to the Maine DOT for funding under the "safe routes to school" program and was successful in receiving funds for new sidewalks along Gorham Rd between the school campus and Sawyer Rd. So with the Town efforts on Black Point Rd; Maine DOT funding for Gorham Rd; and pedestrian improvements being implemented by private development in and around Oak Hill, significant progress will be made in making this area a more attractive, walkable place for area residents, businesses and visitors.

On the regional front, Scarborough continues to work closely with many of our neighboring committees and the greater Portland region on a range of planning initiatives. Of greatest note are: continued work with the Saco Bay Sea Level Adaption Working Group; participating on the Long Creek Watershed Board of Directors; membership on the Planning, Technical and Executive Committees of PACTS (Portland Area Comprehensive Transportation System; membership on the Cumberland County Community Development Block

Report from Planning Department continued

July 1, 2012, through June 30, 2013

Grant program; among others.

All of these regional coalitions aid Scarborough in planning and coordinating regionally as well as help position us for State and Federal funding.

Lastly, I would like to thank and recognize all of our staff – Town Engineer James Wendel, Assistant Town Planner Jay Chace, Zoning Administrator Brian Longstaff, Code Enforcement Officers Tom Reinsborough and Jonathan Reed, and Administrative Assistants Carole Logan and Robin Dahms – for their hard work, dedication and professionalism.

Respectfully submitted,

*Dan B. Bacon
Town Planner*



Photography by Sean Bushway

Report from the
**CODE ENFORCEMENT
 OFFICE**

To the Town Manager, Town Council, and Citizens of
 Scarborough:



David Grysk
 Chief Code Enforcement Officer

It is with great pleasure that I submit the annual report of the Code Enforcement Office for the fiscal year July 1, 2012 through June 30, 2013. The information below shows the activity during this past fiscal year.

Respectfully submitted,
David Grysk,
 Chief Code Enforcement Officer
 Inspectors:
 David Grysk, Jon Reed, and
 Tom Reinsborough,

Report from the
**ZONING BOARD OF
 APPEALS**

To the Town Manager, Town Council, and Citizens of
 Scarborough:

During the fiscal year 2012-2013, the Scarborough Zoning Board of Appeals acted upon 27 appeals.

Of those 27 appeals, the Zoning Board granted 3 Miscellaneous Appeals, 7 Variance Appeals, 5 Special Exception Appeals, 7 Practical Difficulty Appeals and 3 Limited Reduction of Yard Size Appeals. Two appeals were denied.

Respectfully submitted,
Mark Maroon, Chairman
 Zoning Board of Appeals

The Zoning Board has more information including their minutes and agendas on their Webpage, for more information please visit:

www.scarborough.me.us then navigate to the Planning Department's Web pages for more information regarding the Zoning and Planning Boards.

BUILDING PERMITS:

	<u>FY2013</u>	<u>FY2012</u>	<u>FY2011</u>
Number of Permits Issued	621	555	554
Certificates of Occupancy Issued	174	171	176

TYPES OF BUILDING PERMITS IN 2012-2013:

	NUMBER	APPROX. COST
Single-Family Dwellings	72	\$17,610,549
Apts. / Accessory Units	3	\$11,000
Mobile Homes	11	\$871,680
Residential Additions or Alterations	224	\$17,496,905
Other Additions and Renovations	72	\$8,260,612

TYPES OF BUILDING PERMITS IN FY2013:

	NUMBER	APPROX. COST
Residential Garages	18	\$425,700
Retail Buildings	2	\$666,315
Hotel	0	\$0
Professional Buildings	1	\$28,000,000
Industrial Buildings	1	\$1,600,000
Miscellaneous*	217	\$2,284,683
TOTAL	621	\$77,227,444

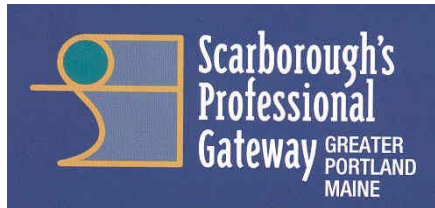
*Miscellaneous includes: Foundations, pools, signs, temporary office trailers, greenhouses, antennas, barns, pole buildings, sheds, transformer enclosures, concrete pads, storage containers, and workshops.



Photography by Sean Bushway

A Report of the

SCARBOROUGH ECONOMIC DEVELOPMENT CORPORATION



Harvey R. Rosenfeld - President,
SEDCO

SEDCO (Scarborough Economic Development Corporation) was incorporated in 1985 by the Scarborough Town Council as a non-profit development corporation to manage its economic development program.

FY 2013 in Review

For SEDCO, FY 2013 began with a visit from the Governor to celebrate the opening of Phantom Fireworks and ended with the opening of Horizon Solutions, the first post-recession project for the Haigis Parkway.

Between these two events, SEDCO undertook some organizational changes including relocating the office and appointing a new executive director.

SEDCO moved to Town Hall in July 2012. While the move to Town Hall allowed us to trim our budget, it also allowed us to build an even stronger working relationship with town staff. Economic development in today's world is a team sport and Scarborough is at the top of its game.

After 24 years, Harvey Rosenfeld retired as SEDCO's executive director in March of 2012. Harvey established Scarborough as THE place to do business in Maine, often claiming fame as the fastest growing community in Maine.

With Harvey's retirement, the Board of Directors conducted a national search for a new executive director. Citing her marketing skills and extensive municipal experience, the Board selected current SEDCO staffer Karen Martin as the new director in May.

SEDCO Board of Directors

SEDCO added three new board members this year. We welcomed Kevin Freeman -Allied Cook Construction, Andrea Killiard - Piper Shores and Rick Shinay, Drummond Woodsum to the Board.

These new recruits were welcomed to the board by current directors Stuart Axelrod, Bill Austin, Roger Beeley, Jim Damicis, Stan Gawron, and Maureen Van Uden.

The board also benefits from the active participation by our

Town Council Liaisons and the Town Manager. Ron Ahlquist, Judy Roy, Ed Blaise and Tom Hall all attend SEDCO board meetings and are routinely recruited for ribbon cutting duties for new businesses. The SEDCO board and staff want to thank them for their time and guidance.

Annual Meeting

One of the many tasks the SEDCO Board takes on each year is the Annual Meeting, which is a celebration of the Scarborough business community. This year's meeting featured Michael Dubyak, President and CEO of Wright Express speaking to a sold out crowd at The Black Point Inn.

The Board also recognized outstanding businesses and organizations for 2012:

Outstanding Legacy Business

James A McBrady, Inc

Outstanding Community Services

Scarborough Chamber of Commerce

Technology Business of the Year

Katahdin Analytical Services

New Business of the Year

Mainely Wraps

Mirco Business of the Year

Nonesuch Oysters

Non-Profit Business of the Year

Partners for World Health

The SEDCO Board thanks all of these businesses and organizations for their dedication to Scarborough.

Report continued from SEDCO

Branding

Branding for economic development became a little simpler this year with the installation of the new “wayfinding” signs around town. SEDCO staff began developing a portfolio of development data sheets based on the orange and gray color scheme.

The image of the signs also became the basis of a presentation developed with the Town Manager and the Planning Department to promote the various ways in which the town invests in infrastructure and activities that support business development.

Revealed for the first time at a Council Workshop on Scarborough’s business climate, the presentation demonstrated how Scarborough is “Ready for Business”. We will continue to update this presentation and look for opportunities to speak on the topic throughout the community.

Services

SEDCO plays many roles in cultivating business in Scarborough. We work with existing businesses, entrepreneurs and relocating businesses. Our services include:

- Developing and handling business leads and needs – from existing to new to relocating businesses
- Facilitating business loans with our regional partner, the Greater Portland Council of Governments
- Counseling one-on-one with small businesses
- Marketing to our growth industries – through trade shows and targeted industry contacts
- Marketing through advertising, writing articles, social media and general outreach
- Cultivating our local and regional relationships with Scarborough Community Chamber, Buy Local and the Greater Portland Economic Development Corporation
- Embarking on our Business Visitation Program – 100 Businesses in 2013
- Celebrating openings, milestones and business achievements
- Maintaining our online business directory
- Collaborating with town staff on zoning changes, sign regulations and other projects that make Scarborough a great place to do business.

By the Numbers

One of SEDCO’s jobs is to keep track of the numbers. Here’s are the latest stats for Scarborough.

2011 Population: 18,786

2011 Median Age: 44

2011 Median Household Income: \$77,756

Jobs 6/30/2012: 15,213 (excludes Self-employed)

Total Jobs 2012: 16,641 (includes self-employed)

% of Jobs in Health Care: 17%

2012 Unemployment Rate: 5.0%

2012 Labor Force: 10,767

Sources of Info: ACS 2011 Survey, Maine Department of Labor Covered Employment, EMSI Total Employment

Picture Highlights

We’ve included a few highlights from the year caught in pictures.



Horizon Solutions opened their new Haigis Parkway Facility in April of 2013



The Egg & I raised more than \$6,000 for Project G.R.A.C.E. during their grand opening



SEDCO Board Member Andrea Killiard talks with Travis Kennedy, from Senator Angus King’s office at the dedication of the Founders Room at Piper Shores – part of an \$8 million facilities Investment.



Harvey Rosenfeld hosts his last SEDCO Annual Meeting.

*Respectfully Submitted,
Harvey Rosenfeld,
President and Executive Director*

Report from the

POLICE DEPARTMENT

*To the Town Manager, Town Council, and Citizens of
Scarborough:*

It is with great pleasure that I submit the Annual Report of the Scarborough Police Department for the Fiscal Year 2012-2013.



*Robert A. Moulton
Police Chief*

Another Busy Year

Last year, in the annual report, I wrote about a year of transitions. It occurred to me, as I began to put together this report, that every year seems to be a year of transitions. In the fast paced world that we live in it seems that we are challenged every day to make adjustments to our programs in order to meet current needs. This year has certainly been no different as our community has dealt with ever-shrinking state revenues and mind boggling

changes in technologies. Clearly, the budget situation causes the police department, as well as all other town departments to reevaluate the manner in which we provide services in order to be as efficient as we can be.

Last year, I mentioned that we had received a federal grant that completely covers the salary and benefit costs of two new officers for a three year period. This was extremely beneficial to us as we have been unable to advance our staffing plan over the past few years as a result of budget constraints. Our community has changed significantly in the past few years and our inability to advance the staffing plan to keep up with those changes has created a significant challenge.

As you can imagine, patrolling fifty four square miles of territory around the clock with the amount of officers that we have is a challenge in and of itself. With our average shift being three officers and a Sergeant and the amount of calls that are being handled it has become very difficult for our patrol officers to deal with situations and conditions that may require some special attention.

Over the course of the year we receive many requests from neighborhoods that are experiencing traffic related issues, or businesses and residents that are experiencing specific challenges and are seeking our assistance. In addition to those requests, we also recognize the need for specialized attention based upon crime trends, time of the year, special events, and individualized circumstances.

In order to effectively and efficiently deal with these

situations and circumstances where “somebody needs to do something”, we have created a Special Enforcement Unit . With the addition of the two officers from the federal grant and the return of an officer that had been assigned to the Maine Violent Offenders Task Force, we have been able to assign three seasoned officers who will work with the Special Enforcement Sergeant to deal with topical issues.

These officers will work flexible hours in both uniformed and non-uniformed attire based upon the particular needs of our community. This unit may on one day be assigned to a uniformed traffic assignment to remind drivers that school is in session, and on the following evening be doing surveillance work to assist in on-going drug or human trafficking investigations.

Since this unit will require a full time supervisor to coordinate these efforts, we have promoted an additional Sergeant which I will address in the personnel portion of this report.

In my opening remarks I also mentioned changes in technology. The future of science and technology sounds so promising. Advances in science and technology hold the potential to radically transform the world for the better. For example, people are living longer and healthier lives thanks to the innovations of modern medicine. Technology has made our world increasingly open, and for the most part that has huge benefits for society. Yet, there is a darker side to these emerging technologies. Newer forms of technology are also subject to criminal misuse.

The pace of innovation has changed and new technologies and capabilities are emerging so quickly that it has become likely they will outpace the capabilities of public safety officials to respond. The criminal underground is highly innovative and often acts as an early adopter of emerging technologies. During the last fiscal year, Scarborough Police Department has been dealing with the criminal misuse of technology on an ever increasing basis. I would like to highlight a few of these technology related crimes Scarborough Police Department has dealt with recently.

Last July, Scarborough Police Department received a complaint from a woman advising that she noticed a male subject following her around Walmart and acting strangely. She advised that the male would stick his foot between her legs. She stated that she observed a small camera on the tip of his shoe and that she was sure he was trying to take photos of her private area under her clothing. Investigation revealed that there were 77 victims and 124 separate violations by this one individual. Two laptops, a computer, an I-Pod, and several cellphones were seized all of which were processed as evidence. The subject was charged with numerous counts of “Violation of Privacy” and one count of “Visual Sexual Aggression against a Child.”

Another recent case involving technology occurred when Scarborough Police Department received a complaint about two juvenile girls who had Facebook conversations with an

Report continued from the Police Department

adult male. Investigation revealed that the adult male had supplied liquor to the juveniles, had photographed and sexually touched them, and had tattooed them. An I-phone, seized as evidence, was used for the facebook communications and held incriminating photographs. The adult was charged with numerous offenses to include “Unlawful Sexual Contact, Sexual Abuse of a Minor, Placing Tattoos on a Person Under 18, Tattooing Without a License, Convicted Felon in Possession of Weapons” and other offenses.

While these are just two explicit examples of technology being used for criminal purposes, there are many other ways in which technology is being used criminally in the Town of Scarborough. We have had two different rape complaints where the victims were initially contacted through Facebook. We have had computers used for child pornography purposes. Cell phones and throw phones are being used by pimps, prostitutes, and drug dealers at some of our local hotels. Students are using cell phones for bullying, threatening, harassment, and sexting. Criminals have used Craig’s List, E-Bay, Paypal, and e-mail to perpetuate scams against persons. Personal information hacking and the sale of that information has occurred. Criminals have learned how to make phone numbers and internet IP addresses virtually untraceable. They have used printers to create counterfeit bills and have used surveillance systems to protect them from police activity.

In short, just as technology has advanced so too has its use by criminals. Law enforcement today is challenged to keep up with the ever changing technology and how it is utilized by the criminal element. Evidence gathering has become challenging at best and requires specialized training of police personnel. Police officers are tasked to adapt to technology just as the criminals have learned to adapt. Good people in the world far outnumber those with ill intentions. The tools to change the world are in everybody's hands. How we use them is up to all of us.

On a positive note, the investments that we have made in technologies and equipment in our patrol vehicles is clearly credited with saving the lives of at least three individuals during this period.

- In September of 2012, Officer Andrew Flynn was routinely using the thermal imaging spotlight attached to the doorpost of the cruiser while patrolling the Pine Point Road on a late night shift. When Officer Flynn investigated an abnormality that he had noticed, he discovered an elderly man who had fallen at the edge of the marsh several hours earlier and was unable to get up. The man was thinly dressed and suffering from life threatening hypothermia.

- In January of 2013 Officer Tim Dalton and Sgt. Timothy Barker utilized the Automated External Defibrillator (AED) to revive a 38 year old male who was in cardiac arrest.
- In April of 2013 Officer Josh Guay utilized the Automated External Defibrillator (AED) to revive a 31 year old male who was in cardiac arrest.

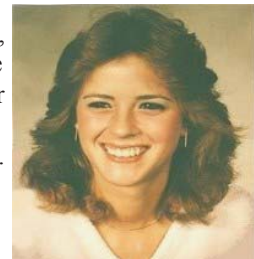
With the number one priority of our Mission being the protection of life, it is rewarding that our officers have been able to save lives by utilizing the training and equipment that has been provided by our community.

Putting technology to its best use, the police department developed a Cold Case Facebook Page to ask for the public's assistance in finding justice in two unsolved homicide cases. Although homicide cases come under the jurisdiction of the Maine State Police, the members of the Scarborough Police Department are diligent about assisting in whatever way possible to bring closure to these two cases.

“Our Cold Case Files facebook page has been introduced in order to tap into the valuable resources within the community. Investigations are much like puzzles. Each small piece in itself may appear to be trivial but when placed with other pieces of information it can lead an investigator in the right direction.

Often people see or hear things that they do not believe to be important. The observation they made then becomes very relevant when combined with other facts of the case. Please report anything you know and let us decide whether it is relevant to our cases or not.”

Suzanne Hannah, 22 years old, was last seen at her parents home in Scarborough in 1992. Her remains were located a year and a half later in Limington, Maine. Her case remains unsolved.



Ashley Ouelette, 15 years old, was found lying in the middle old Pine Point Road in 1999. Ashley was the victim of a homicide that remains unsolved.

The Scarborough Police Department is the first department in the state to initiate a cold case facebook page. The Maine State Police and the Attorney General’s office, both of whom supported the project, have indicated that they have received very valuable information as a result of this effort. The Scarborough Police Department remains committed to solving these two crimes.

Report continued from the Police Department

Personnel

The Scarborough Police Department hired two new fulltime police officers this year to fill vacancies created by the retirements of Community Resource Officer Joe Giacomantonio and Officer Bob Moore. The process was very competitive with many qualified applicants. The new officers had to be selected to compete in the process through an initial screening of applications and resumes. They had to successfully complete a physical agility test in order to be invited to an oral board interview. The top applicants still had to complete a psychological assessment, a thorough background examination, a polygraph test and physical examination that included a drug screening before being offered a job. This period also saw the retirement of one of our founding VIP members, Jane Thurlow. Jane will be missed by all and provided a tremendous service to us.

Austin Clark was hired fulltime after serving in the capacity of a reserve officer for a year with the department. Austin was responsible for beach patrol duties, and assisted in providing patrol coverage in Prouts Neck as a reserve officer. He was also finishing his work on his Master's Degree in Criminal Justice Administration with Husson University at that time. Austin was also a member of the varsity baseball team at Husson University.

Travis Hon was hired to fill the second vacancy. Travis is from Maine, and he has his Bachelor of Science in Business Administration from Oswego State University in New York. Travis was formerly employed as a sergeant with the Maine Correctional Center. He was responsible for supervising and training corrections officers there.

This year the Scarborough Police Department hired 3 new reserve officers. The process started in February with close to 50 applicants. After several interviews, background checks, a polygraph exam, and state requirements, the reserve program became 3 stronger.

Henry Obrey. Henry is from Sangerville, Maine and is a recent graduate of Unity College with a Bachelors of Science in Aquaculture and Fisheries. Henry became interested in law enforcement after he attended the Maine Criminal Justice Academy for training while at school.

Shawn Miles. Shawn is from Yarmouth, Maine and has had the interest in law enforcement for years. Shawn is married with children and lives in Yarmouth where he has done some riding time with the Yarmouth Police Department as well.

Sam Bennett. Sam is from Falmouth, Maine but attends college in Vermont at Norwich University. Sam will be a senior when he returns to school in the fall.

All three officers started their careers this summer patrolling the Higgins Beach and Pine Point Beach areas. Both areas

will be covered with these officers as they patrol on mountain bikes or you may also see them driving the military surplus "Mule" that was acquired and used for police functions.

In addition to these hires, there were a number of assignment changes during the course of this period.

- Officer Timothy Barker was promoted to the rank of Patrol Sergeant
- Sergeant Steve Thibodeau was assigned as the Utility Sergeant
- Officers Josh Guay, Andrew Flynn, and John Gill were assigned to the newly formed Special Enforcement Unit
- Officer Garret Strout was assigned to the Detective Bureau
- Detective Eric Greenleaf was assigned as Community Resource Officer

I would also like to recognize the following individuals who have been assigned additional part time responsibilities on an as needed basis.

- Officer Ian Theriault—Regional SWAT
- Officer Mike Sawyer-Certified K-9 Instructor
- Officer Scott Vaughan—Field Training Officer
- Officer Michael Thurlow—Honor Guard
- Officer Ben Landry—Patrol Evidence Technician
- Officer Tim Dalton—Parking Ticket Appeals
- Officers Andrew Flynn, Donald Laflin, and Ian Theriault—Motorcycle Patrol
- Officers Melissa DiClemente and Shawn Anastasoff—Cumberland County Regional Impaired Driver Enforcement (RIDE) Team

Awards

In recognition of the efforts of our public safety employees, the following individuals were recognized at our public safety awards night for the year 2012.

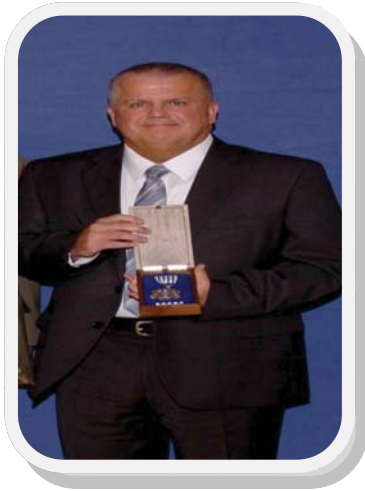
Officer of the Year: Officer Scott Vaughan

Dispatcher of the Year: Dispatcher Joseph Thornton

Leadership Award: Officer Joshua Guay

Report continued from the Police Department

Medal of Valor: Officer John Gill for exceptional courage and bravery during an apprehension of a violent felon who attempted to take his and other United States Marshal's lives by discharging a firearm at them.



Meritorious Service: U.S. Marshals Michael Tenuta, Jesse Belanger, and Spencer Christie for exceptional courage and bravery during an apprehension of a violent felon who attempted to take their lives by discharging a firearm at them.

Unit Citations:

Traffic Enforcement Team.

Recipients: Officers Andrew Flynn, Scott Vaughan, Garrett Strout

Burglary Suspect Apprehension

Recipients: Officers Michael Sawyer, Andrew Flynn, Sgt. Thomas Chard, K-9 Carr, Sgt. Timothy Barker and Det. Donald Blatchford

Fire / Police Unit During Hurricane Sandy

Recipients: Robert Meserve, Richard Moulton, Rick Higgins, Ronald Doucette and Herbert Hughes

Commendations:

1. Officer Joshua Guay for investigation of a major drug ring resulting in a DEA Federal Wiretap.
2. Sgt. Timothy Barker for his dedication to duty while participating in a DEA Wiretap.
3. Officers Robert Moore and Andrew Flynn for actions taken when responding to a domestic violence situation where a firearm had been fired.
4. Officer Michael Beeler for the successful apprehension of a robbery suspect.
5. Officer Andrew Flynn used a thermal imaging camera to locate an elderly male who had fallen and had remained helpless for several hours.

6. Dispatcher Thomas Selby for his dispatching and guidance when handling a call involving a school bus with kids whose driver was suffering a medical emergency.

7. Crime Analyst Jaime Higgins for her use of social media networks to assist in multiple investigations resulting in arrests.

Citizen Awards:

1. Nikki Jackson for actions and life saving CPR performed on a toddler.
2. Steven Butler for heroic actions while pulling a victim from a burning motor vehicle involved in a crash.

Life Saving Award: Sgt. Timothy Barker and Officer Glenn Tucker for actions taken during a suicide attempt call

Five Years of Service

Officer Brian Nappi

10 Years of Service

Officer Donald Laflin
Officer Glenn Tucker
Crime Analyst Jaime Higgins

15 Years of Service

Dispatcher Arthur Green

George Nickerson Award for 25 Years of Service

Detective Ivan Ramsdell
Data / Project Specialist Timothy O'Brien

Chief John Flaherty Award for 30 Years of Service

Lead Dispatcher Eric Berry
Administrative Assistant Catherine Chandler

Congratulations to all of this year's award winners !!

In closing, I would like to thank the town council for the support that they have given us, both as a department and also as a community. I also need to give special thanks to Fire Chief Mike Thurlow, Public Works Director Mike Shaw, Community Services Director Bruce Gullifer, and all of the other department heads with whom we work everyday.

Finally, I would like to take this opportunity to thank all of the department's full and part time employees, volunteers, and supporters for all of the time, hard work and dedication that you invest in our community to ensure that it remains a wonderful place to live and work.

Respectfully submitted,

*Robert Moulton
Chief of Police*

Report from the

HARBORMASTER - MARINE RESOURCE OFFICER

To the Town Manager, Town Council, and Citizens of
Scarborough:



Dave Corbeau
Harbormaster -
Marine Resource Officer

I respectfully submit this annual report as the Harbor Master and Marine Resource Officer for the Town of Scarborough for the year ending June 30, 2013.

This past year, as like the last few years, Pine Point Co-Op has seen an increase in activity in the recreational and commercial boating season. The warm spring weather and fuel prices being a bit lower than expected both attribute to the early boating season.

The new pier has begun to pay dividends to the town and to the commercial fishermen that now utilize the pier. There has been a consistent increase in the daily usage of the pier. Many positive comments have come into my office regarding the new pier.

The new pier continues to save time and promote safety practices for commercial fishermen in the way they can now off load their catch and if needed make any repairs to their fishing vessels.

One of the new additions to the pier this year has been the addition of a **clam** nursery. Abigail Carroll owns the **clam** nursery. This nursery allows her to grow oysters to a size that will allow them a better chance of survival out in the river in her farm. The nursery also allows the Scarborough Shellfish Committee a chance to grow some of their own seed to be added to the flats.

The numerous clamming flats around the town remain a viable resource to the commercial clam diggers that have licenses to dig these flats. The management and protection of these flats significantly contributes to the success for the commercial fisherman. My staff and I continue to work hand in hand with the Department of Marine Resources and the Scarborough Shellfish committee to maintain the clam flats and maximizing the utilization of the flats throughout Scarborough.

The opening of the new pier has also improved safer emergency access to the waterfront. Creating a quick access secure mooring point for emergency response, with Marine 4, for water rescues enhances the marine division of the police department and fire department

Ferry Beach and Hurd Park have seen continued growth in public beach access. More and more visitors have come earlier this year to use the beaches. The warmer season has seen an increase in the public walking, bike riding, horses back riding, and many families walking dogs.

The Marine division works side by side with the Scarborough Fire Department and the Town's Public Works Department. During the winter months this past year snowstorms made the record books. At one point the families of Pine Point were cut off due to the blizzard conditions and record snowfall that landed upon Scarborough. The diligent work of both departments was active for days to ensure public safety was never compromised.

This past year was also a busy year in educational recertification for my assistant and me. We both had to recertify for State Harbor Masters, Shellfish, and Game Wardens. We traveled up to the Maine Maritime Academy in Belfast, Maine for three days and achieved these certifications. We both continue to stay current and monitor the ever changing rules, regulations, and state laws that are constantly changing. This allows us to deliver up to date information to both commercial fishermen and recreational boating public.

I continue to find my job as your Harbor Master to be rewarding and self satisfying. On behalf of my Assistant Harbormaster, Michael DiClemente and I, I would like to thank the people of the Town of Scarborough for your care and respect for our natural resources. Additionally, we appreciate all of the town departments that we work with for the unselfish professional assistance provided to the Marine Division leading to clean and safe beaches that can be enjoyed by all who choose to visit Scarborough.

Respectfully submitted,

Dave Corbeau

Harbormaster - Marine Resource Officer

Report from the

SHELLFISH CONSERVATION COMMITTEE

*To the Town Manager, Town Council, and Citizens of
Scarborough:*

It is with great pleasure I submit this report for the fiscal year July 1, 2012 through June 30, 2013 on behalf of the Shellfish Conservation Commission.

This was another good year for the harvest of soft shell clams . The weather has been great and with the lack of red tide both recreational and commercial diggers have been harvesting soft shell clams.

This year the Shellfish Committee experimented with trapping green crabs for conservation time. With the warm weather these past couple of summers and winters not being as cold as in previous years the green crab numbers have increased tremendously. Holding a bigger threat for the future of soft shell clams. To our knowledge the green crab are devastating the amount of clam seeds on the flats. During our conservation experiment we were able to trap over 8,000 pounds of green crab. We feel this was successful enough to continue in the summers ahead. We intend to trap as many as possible to help with eliminating this threat to the soft shell clam industry in Scarborough.

The Shellfish Committee and Harbor Master Dave Corbeau are still working with DMR in opening up the Upper half of Clay Pitts for harvesting soft shell clams. The Shellfish Committee would like to remind everyone of cleaning up after your pets on the beaches and clam flats to eliminate contamination of our water. With that being said, I would like to thank Thomas Hall, Town Manager, Town Council Members, Town Clerk's Office and Dave Corbeau, Harbor Master for all their efforts supporting the Shellfish Committee.

Respectfully submitted,

Robert G. Willette
Shellfish Committee, Chairman



Shellfish Harvesters

ANIMALS ON THE BEACH

The owner or responsible party must remove and dispose of any feces left by the animal in the appropriate litter receptacle. Please protect our beaches & clam flats by observing the Scarborough Animal Control Ordinance. 604. The full text of Scarborough's Animal Control Ordinance is available on the Town's website at www.scarborough.me.us or by calling the Town Clerk's Office at 207.730.4020.

Report from the

ANIMAL CONTROL OFFICER

To the Town Manager, Town Council, and Citizens of Scarborough:

Bruce Haskell Photography



Chris Creps
Animal Control Officer

It is with great pleasure that I submit the annual report for the citizens of Scarborough. Every year homeowners run into animals that invade their homes or property. The following preventative measures may help deter some of these nuisance animals.

Our homes are probably one of our biggest investments, and nothing can be worse than finding that some animal has moved into the attic or burrowed underneath the home. Some of the common places around the home that

are entry spots for nuisance animals are chimneys, roof vents, the ridge vent, soffit vents, dryer vent, and the air conditioning unit in the window.

Some easy inspection of your home will often show how an animal has gained entry, and are usually an easy fix. Replacing screens on the attic vents that are torn will prevent animals from gaining access to your attic. Placing foam in the gaps of your windows that hold your air conditioner will prevent bats from coming through the gap. Capping chimneys should be done by a professional to ensure a proper fit on the flue. The ridge vent is a little difficult to see gaps, but usually can be seen from inside the attic. If the ridge has lifted you will see light coming through the top of the roof. Dryer vents should be cleaned out to ensure that the flap is closing; there are also vent ends that are screened and should be an easy item to replace

Another area on your property to be invaded by nuisance animals is your landscape. Often I receive calls regarding lawns being torn up, plants being destroyed, and outbuildings housing some sort of animal.

Treating your lawn for grubs on a regular basis is one way of deterring crows, skunks, and other animals from digging up your lawn. Eliminate the food source for these animals and they will move on to another area. Fencing around gardens is probably the most effective way to keep out the woodchucks and deer from destroying your hard work. Covering your shrubs in the winter should keep animals from chewing the branches. Hardware cloth (a heavy gauge

fine meshed screen) can be used to line the bottom of your outbuildings, decks and porch area.

There are numerous web sites on the internet that may be helpful as well. If you need assistance call my police number at (207) 730 -4318.

Respectively submitted,
Chris Creps, Animal Control Officer

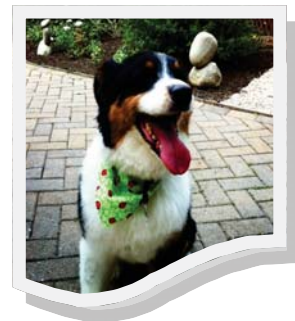
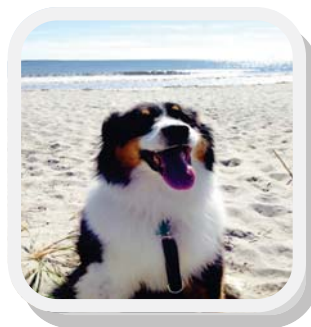
- *Animal Refuge League*
207-854-9771
- *Maine Health & Environmental Testing*
State Lab - 207-287-1706
- *Center for Disease Control*
1-800-821-5821
- *Maine Warden Service Headquarters*
207 -657-2345

Notes of Interest:

Dog License 2012-2013 - 2350

Confirmed Rabid Animals - 0
(All animals tested were negative for the rabies virus)

Calls to Service - 1398



Report from the

FIRE DEPARTMENT / RESCUE UNIT / EMA



*B. Michael Thurlow
Fire Chief*

*To the Manager, Town
Council, and Citizens of
Scarborough:*

It is with great pleasure that I submit the annual report of the Scarborough Fire Department, Scarborough Rescue Unit, and the Scarborough Emergency Management Agency for the fiscal year ending June 30, 2013. As is customary I have included a summary of the past year's activities and emergency calls for service for those that enjoy comparing the data from year to year in this report.

Grant Projects

During the past fiscal year the fire department continued its proactive work identifying potential grant opportunities to augment the funding we receive through local property tax revenues. We were pleased to be awarded a regional fire prevention grant through FEMA for \$286,368.00. This grant is a partnership with the Scarborough and Falmouth Fire Departments, the Southern Maine Community College, the Maine Center for Deafness, and the State Fire Marshal's Office to purchase and install smoke and carbon monoxide detectors free of charge in our resident's homes. One of our target audiences for this grant is the hard of hearing which is why the Maine Center for Deafness joined the effort. We were able to purchase specialized tactile alerting devices like strobe lights and bed shakers that interface with the smoke detectors to notify those residents that are deaf or hard of hearing. At the time of this report the detectors and other supplies have arrived and our firefighters are scheduling home visits to conduct safety surveys, provide in-home fire safety education, and install free detectors and long-life batteries that are good for 10 years. If you would like to schedule a home visit or need smoke or CO detectors please call our office at 883-4542 to schedule an appointment.

We are also pleased to report that we received a total of \$57,201.68 during this past fiscal year in Emergency Management Performance Grant funding which represents 50% of the eligible expenses incurred through our EMA program. Part of that funding included the town's emergency response and preparedness for Hurricane Sandy. That storm impacted Scarborough but didn't trigger a disaster declaration resulting in FEMA public assistance.

Blizzard of 2013

The town was also fortunate to be able to recoup 90% of the eligible costs incurred by Public Works and Public Safety during the Blizzard of 2013 through FEMA's Public Assistance Program in the amount of \$76,835.54. That storm started on February 8th and at times it snowed greater than 3"/hour requiring the plows to pull off the road for their own safety because visibility was so poor they couldn't see the road. The hard working crews at DPW plowed in excess of 30" of snow over 36 straight hours. As usual all town departments worked extremely well together to serve and protect the citizens of Scarborough during this extreme weather event.

Emergency Medical Services

The EMS division was extremely busy again this year responding to a wide variety of medical emergencies. Two of our full-time EMS providers Jason Ebenhoeh and Karlton Jones resigned to accept positions in a larger city department. That provided the opportunity to welcome two new hires Shawn Cordwell and Jeremy Moreau, both of whom have proven to be solid patient care providers and excellent employees dedicated to serving our resident's emergency medical needs.

New Officer Promotions

I had the opportunity to appoint several new fire officers this year due to some veteran officers who voluntarily stepped down from their supervisory positions. I would like to sincerely thank Captains Hank Foster and Geoff MacLean and Paramedic Lieutenant Robert Conlogue for their previous service. I'm also pleased to recognize full-time Paramedic Firefighter Bruce Quint, a 16 year veteran of the department, on his promotion to Lieutenant / on-duty shift supervisor. I'm also pleased to promote Brian Smart to Captain at Engine 3 in Pleasant Hill, a position he previously held a number of years ago and Joseph Carroll as the new Captain at Engine 1/Ladder 2 in Black Point. Captain Mike Gallant, the former Capt. at Black Point, has moved to Engine 5's district and is now Captain at North Scarborough. Finally Jon Perry has been promoted to Lieutenant at Engine 3 a position he also held previously. Congratulations to all these new officers and thank you for your service to the community.

Replacement of Ladder 2

The Fire Department has had an apparatus replacement program in place since the 1940s. It is designed to help the town keep up with timely replacement of major apparatus at the end of their service life before safety concerns or costly repairs become issues. Ladder trucks and pumpers are on a 25 year replacement schedule and this year Ladder 2 turned 25. During the November election the department asked the voters to approve a referendum authorizing \$900,000.00 in bonds to fund this important project. The voters overwhelming supported the purchase and the new ladder truck is under construction and will be delivered in January.

Report from Fire / EMS / EMA

Awards and Recognition

Each winter the department holds a joint awards ceremony with the police department to recognize dedication and outstanding achievement by all our public safety employees. Below is a summary of the fire department awards bestowed for calendar year 2012:



Clayton Skillin & Bruce Bell recipients of the Grant Worthing award for 55 years of service

Emergency Management Activities

The EMA office was very busy again this year. One of the primary duties of the office is to prepare for disasters and keeping the town's Emergency Operations Plan up to date and accurate is one of those key tasks. Following the recent school shooting incidents in Sandy Hook, CT. and elsewhere, there was a renewed priority to revisit those plans. The school department and several key municipal departments worked throughout the year with a broad committee of stakeholders to explore ways to minimize our risk for similar types of incidents, and be better prepared to respond in the unlikely event it is necessary. The citizens and parents of Scarborough's students should rest assured that our school facilities are safe and that we have solid plans to deal with these types of incidents.

Student Live-In Program turns 25

25 years ago Scarborough and three other communities started a unique new intern program with the Southern Maine Community College. Students who were enrolled in the fire science associates degree program at SMCC could apply to this program and live in the fire stations instead of a dorm room. The program has been mutually beneficial because it provides a cadre of trained firefighters to assist with our staffing needs while providing a real-life practical experience for the college students. Scarborough currently has 13 students in the program living at 5 of our 6 stations. Over the years we have graduated over 200 from our program, many of which have become career members in several departments including Boston and New York City.

Gold Badge Award for 20 Years of Service

- Captain Nate Bennett
- Robert Conlogue
- Richard Collins
- Richard Summerville

Vernon Paulsen Award for 25 Years of Service

- Gordon Lane
- Tim O'Brien
- Bill Thomas
- Jim McCormick

Robert Carson Award for 35 Years of Service

- Steve Chamberlain

John Harmon Award for 40 Years of Service

- Gary Tapley

Eldred Harmon Award for 50 Years of Service

- Neal Paulsen

Grant Worthing Award for 55 Years of Service

- Captain Bruce Bell
- Clayton Skillin

Public Safety Dispatcher of the Year

- Joe Thornton

Haz Mat Chief's Merit Award

- Chief John True

Firefighter of the Year

- Bill Weeks

Student Firefighter of the Year

- Ben Wildes

Fire Officer of the Year

- Lieutenant Joe Carroll

Paramedic of the Year

- Erin Sandler

Citizens Merit Award

- Nikki Jackson
- Steven Butler
- Mike Sharkey

Annual Statistics

The department's annual statistics are listed on the next page for those that like to review our activities and compare them. from year to year.



Scarborough Fire Department

Annual Statistics

7/1/2012 - 6/30/2013



Responses by Incident Type

1,220 Rescue with Engine Assists	18 Motor Vehicle Fires
673 Rescue Calls with no Engine Assists	14 Miscellaneous
651 Out of Town Mutual Aid (see note below)	14 Marine Calls
308 Master & Supervised Boxes	13 Building / Structure Fires
271 Details / Alarm Service	11 Propane / Natural Gas Leaks
136 Motor Vehicle Accidents	11 Electrical Problems
72 Wires Arcing / Down	9 Fuel Leaks
68 Odor Investigations	7 Chimney Fires
56 Cancelled Enroute	5 Building / Machinery Extractions
51 Public Assist	4 Storm Standby
36 False Alarms	3 Airport Alerts
30 Unpermitted Burns	2 Hazardous Materials
22 Grass, Mulch, & Brush Fires	- Other
21 Water Problems	
	3,726 Total

(Out of town fires includes responses for Tank 1 in the South Gorham response area. Gorham provided Tank 1 which is stationed at our North Scarborough station and manned with personnel from both towns. It also includes 87 Mutual Aid Rescue Calls)

Response Totals

	2012/2013	Per Day	2011/2012	2002/2003	1992/1993
Total Fire Responses	2,789	7.64	2,951	2,200	715
Total Rescue Responses	2,608	7.15	2,596	2,159	1,023
Fire Incidents	1,610	43%	1,733		
EMS Incidents	2,116	57%	2,141		
Total Individual Calls for Service	3,726	10.21	3,874	2,868	1,738

note: out of the 3726 total calls for service, 2112 or 57% occurred from 0800 hrs - 1700 hrs and are covered almost exclusively by the per-diem day firefighter / EMT program

Individual Truck Responses

310 Engine 1 Black Point	220 Ladder One
- Engine 2 (Spare)	180 Ladder Two
279 Engine 3 Pleasant Hill	343 Tank One
223 Engine 4 Pine Point	126 Tank Two
317 Engine 5 North Scarborough	132 Tank Four
471 Engine 6 Dunstan	20 Marine One
864 Engine 7 Oak Hill	21 Marine Four
1,521 Rescue 1 Oak Hill	107 Squad Seven
1,087 Rescue 2 Dunstan	41 Command Post
109 Rescue 3 (Spare)	961 Car 7
306 Unit 7 Oak Hill	3 Canteen

Call Co. Station Responses

Eng 1 - Black Point	466
Eng 3 - Pleasant Hill	283
Eng 4 - Pine Point	315
Eng 5 - No Scar	630
Eng 6 - Dunstan	652
Eng 7 - Oak Hill	1,114

Fire Prevention / Inspection Division

Total	Inspection / Permit Type	Violations
39	Consultations / Plan Reviews	Total Violations
1,001	Annual Inspections	Issued
145	Monthly Inspections	838
774	Re-inspections	Total Violations
211	Miscellaneous Inspections	Corrected
1,170	Burning Permits	453
30	Construction Permits	
51	Certificate of Occupancy Permits	<i>includes violations</i>
34	Other Permits - fireworks, sprinkler, alarm	<i>from previous years</i>
3,455	Total	

Training Division

Administration	576 hrs.
Full Time Personnel	1,906 hrs.
Engine 1 Black Point	1,412 hrs.
Engine 2 (Per-Diem Personnel)	8,672 hrs.
Engine 3 Pleasant Hill	831 hrs.
Engine 4 Pine Point	576 hrs.
Engine 5 North Scarborough	1,240 hrs.
Engine 6 Dunstan	1,134 hrs.
Engine 7 Oak Hill	824 hrs.
Engine 8 (Rescue Call Company)	163 hrs.
Total Hours	17,334 hrs.



Photograph by Peter Ollove **Scarborough World War II Veterans Honored at 2012 Old Timers Night**
 Front row L to R: Ken Libby, Alfred Kinney, Paul Webster, Henry Bellavance, Earl Ahlquist, Clarence Ahlquist, Arthur Purington; Rear row L to R: Jim Judge, Anthony Attardo, Richard Collins, John Elliot, Stanley Payson, Robert Carson, Wendall Whitten; Unable to attend: Ken Dolloff, Warren Delaware, Florence Ahlquist Link, Richard Sterling, Philip Bayley

Old Timer’s Night

Each fall the department holds a social occasion that has fondly become known as ‘Old Timers Night’. It started as our way of honoring those veteran members of our department that have served for many years and in some cases were charter members of our organization. Each year we have a banquet with a theme and short program. This year we honored 14 of our World War II Veterans, most of whom also belonged to the fire department. Mark Dyer, our fire department historian and WWII buff, interviewed these outstanding individuals and many of them shared their riveting stories of the war with those of us present. It was a moving event and something those in attendance won’t soon forget. We owe these individuals and those that have gone before them or who weren’t able to attend a debt of gratitude for their sacrifice and we were blessed that they could attend, and allow us to honor them for their service.

Remembering Marilyn Nelson



As our department ages we unfortunately lose a few of our dedicated former members each year, but this year we lost a true pioneer when Marilyn Nelson passed away in May, 2013. Marilyn followed in her father Joe Sherman’s footsteps by joining as Scarborough’s first female firefighter. She became trained to fight fires, drive and operate the apparatus, and faithfully responded

for many years. As her children and grandson grew she encouraged them to join and give back to the community. Marilyn also served for many years as the department’s clerk, keeping our books and finances straight for decades. It is impossible to note each passing of a former member in this report, but Marilyn serves as an outstanding example of 4 generations of a local family providing public service to our community.

In Closing

In closing I would like to take this opportunity to thank the Town Manager and Town Council for their support as well as Police Chief Robbie Moulton, Public Works Director Mike Shaw, and all the department heads that I work with on a daily basis. I also want to thank the men and women of our department for all of their sacrifices, hard work, and dedication to serving the emergency response needs of our community. We have a wonderful team that delivers exceptional service to the citizens and visitors of Scarborough and it is a pleasure to work with each and every one of them to provide those services to you in your time of need.

Respectfully Submitted,

B. Michael Thurlow
 Fire Chief



Report from the

PUBLIC WORKS

DEPARTMENT

To the Town Manager, Town Council, and Citizens of Scarborough:



Michael E. Shaw
Director of Public Works

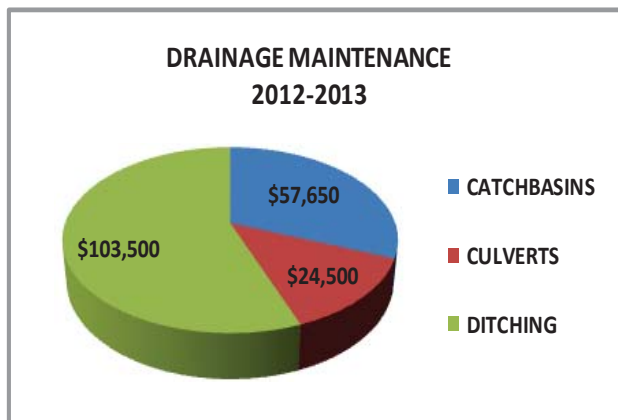
It is with pleasure that I submit the annual report on behalf of the Public Works Department for the fiscal year July 1, 2012 through June 30, 2013.

OUTSIDE OPERATIONS

In years past I have reported on major infrastructure improvement projects constructed or administered by the department. This year was dedicated to maintenance related activities. Particular attention was given to traditional operations such as ditching, shouldering and

culvert replacement. These operations are critical to maintaining the integrity of the road base and surface. Without proper drainage water builds up and softens the road base and in a short period of time pavement starts to deteriorate.

- Ditches were rehabilitated on 12 Roads.
- Total drainage maintenance costs were \$185,650.



PAVING

Pavement management and repair is a primary function of any public works department. This year another pavement management survey was conducted. One third (65.06 miles) of town streets were inspected and rated by pavement condition. This process considers drainage, traffic count,

proper crown and age of the road to produce a grade from 1 to 100 called a pavement condition index (PCI). Using this PCI we can establish a recommended treatment for the road ranging from no action to a full rehabilitation. We have conducted an annual survey for the last 5 years and find it to be a valuable tool for planning and budgeting. The accompanying chart (exhibit II) shows the liability in dollars for our current road system.

This year we expended \$448,000.00 in capital and operational funds on paving. While liquid asphalt prices have leveled off the cost of pavement still remains high and the days of \$30.00 per ton mix are long over. Pavement prices recently have been in the \$67.00 to \$70.00 per ton range. The fluctuation in cost is based on the cost of liquid asphalt as calculated by the Maine Department of Transportation escalator index.

Of the \$448,000.00 spent, \$395,000.00 funded full road paving projects. Ten roads received overlay treatments of varying thickness based on their condition and amount of daily traffic. All told 7.47 miles of road was completed.

2012-2013 PAVING	
ASSELYN DR.	BEECH RIDGE RD
BURNHAM RD (PARTIAL)	CASTLE TER
FOGG RD	HANSON RD
HIGHLAND AVE (PARTIAL)	MERRILL BROOK DR
SAWYER RD (PARTIAL)	WOODGATE RD

The remaining \$53,000.00 was spent for paving associated with other projects such as culvert replacement, spot surface repair and new structure installation.

VEHICLE MAINTENANCE OPERATIONS

Vehicle Maintenance continued its mission of maintenance and repair on the town's fleet of equipment. While the staff performs the usual functions such as oil services, tire changing and brake repair there are other duties specific to a municipality.

I am proud of our safety record when it comes to the town vehicles. Twice a year the State Police Inspection Team comes to our facility and inspects all of the school buses. When these inspections are conducted and there are severe safety defects they have the authority to take a bus out of service. While this happens in other communities I am proud to say it has not happened here. This is an example of the excellent work done by the staff to ensure the safety of the people who ride on and operate these vehicles every day.

Another example of this concern for safety is the many tests that are required for fire apparatus. Working closely with the fire department staff, we coordinate testing for their equipment with the same positive results we get when

Report continued from the Public Works Department

vehicle used to transport their children or provide a town service is in safe condition. Thank you to the staff that make it happen.



Inventory management was another focal point this year. Under the direction of the parts room manager ,Shawn Mountain, the inventory was converted to a bar code management system. Using our existing inventory software all inventory was assigned a bar code. This new method of tracking allows for tighter inventory control thereby keeping on-the-shelf inventory at proper levels.

WEATHER

The weather provided its own story line. With a winter of above-normal snowfall and frequency, staff and equipment were put to the test. The biggest test came on February 8, 2013 when a blizzard deposited 35 inches of snow.

The storm was said to be the ‘perfect storm’ and was given the name Nemo. Winds at 50—60 mph and the intensity of the snowfall created zero visibility for long periods throughout the nighttime hours. Certainly a storm for the record books.

OPERATIONS

Another leading story for the winter was the approach to winter road maintenance in general. We experimented with using less sand, pre-treating roads with magnesium chloride, and discontinuing calcium chloride use.

During a storm these operational changes seemed to provide better road conditions while saving money by using less salt . During the 2012-2013 winter season we saved a total of \$3,500.00 in salt costs.

Also, using less sand on roads resulted in reduced labor costs for springtime clean-up. Street sweeping was completed sooner than usual this year because the amount of sand was significantly less. This change generated an additional savings of \$10,000.

We plan to continue use and experimentation with magnesium chloride in the upcoming winter of 2013-2014. We were fortunate that cost savings and an increased level of service occurred simultaneously. I wish to extend my thanks and appreciation to Deputy Director Dick Collins and all of the staff for the sincere effort in making this program a success.

GIS

The town-wide GIS (geographic information system) update was initiated during this year. The update will provide enhanced features and ease of use to staff and residents alike when completed.

The GIS is a resource used by most town departments including public works, police, fire, planning, code enforcement, assessing and dispatch. Some of the services performed by the Data and Project Coordinator , Stephen Buckley , include:

- ◆ Assessing parcel updates
- ◆ 911 street mapping
- ◆ Presentation piece preparation
 - ◆ Data analysis
 - ◆ Asset tracking

These are just a few examples of the necessary services that are available to staff and residents alike. I encourage you to view the GIS options on the town website (www.scarborough.me.us) and check out the many layers of information available.



WASTE & RECYCLING

Ecomaine became debt free this year for the first time in its history. The remaining debt on plant and equipment purchases was retired a year early due to higher than anticipated revenue. This is great news as Scarborough is one of twenty-one owner communities.

An added benefit to the debt retirement was a reduction in the assessment fee paid. This year there was a \$115,000.00 reduction . This was the second reduction for a total of \$150,000.00 in the past two years. While the assessment relief could have been more it was decided by the Ecomaine board to more fully fund certain reserve accounts so that borrowing for future repair and replacement of equipment can be minimized. It is worth noting that Councilor Ahlquist and I sit on the board .

Scarborough’s recycling rate averaged 32% for the this year. While it is below the 38% peak realized in 2008 it is obvious that the residents of the town believe recycling is the right thing to do. Every ton of material diverted from the waste stream saves the town \$168.00 in combined tipping fees and actually generates revenue through the sale of the recycled materials.

Report continued from the Public Works Department

ADMINISTRATIVE SUPPORT

Keeping track of all of this activity throughout the year is a daunting task. This duty falls to Jolene Bouchard and Alecia Meyer who make up the administrative team.

These two ladies are typically the first point of contact when someone calls or comes to Public Works. A work request is generated and added to a daily work schedule. Work requests may be initiated by calls, walk-ins, other town departments, or in-house needs. **2,952** work requests were created during the year .

Along with answering calls from the outside they handle billing, budget, asset management and any other informational matters for the department. Their help and support here at the office is a critical element that allows the staff in the field to operate efficiently with up-to-date information. Thanks for all the help.

Respectfully Submitted,

*Michael E. Shaw,
Director of Public Works*

**AERIAL VIEW —
PUBLIC WORKS FACILITY**

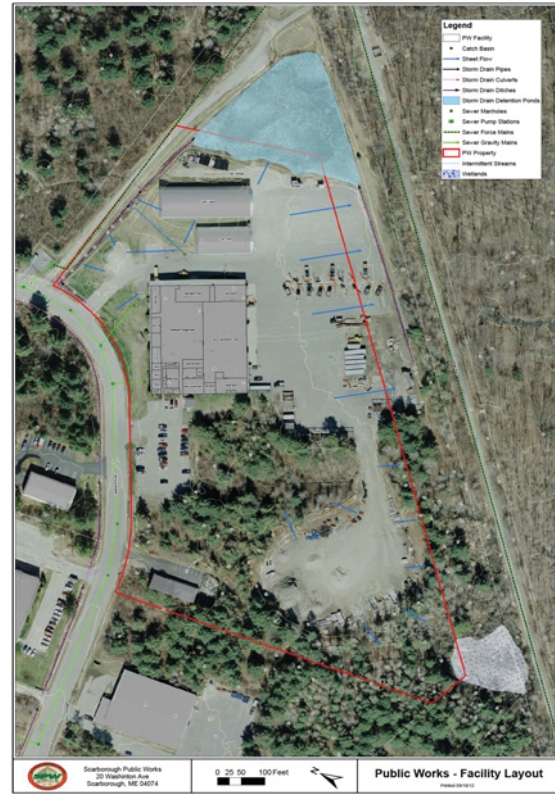
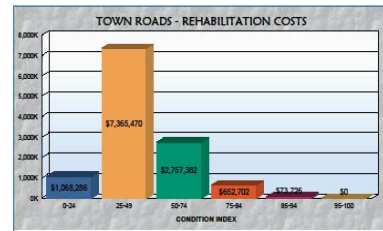
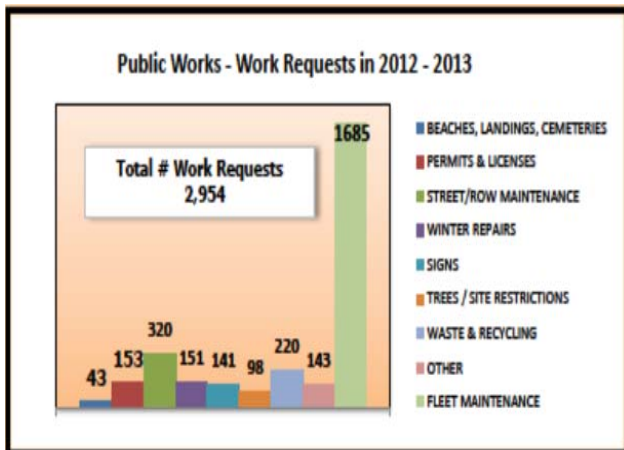


EXHIBIT II

Page 1 of 1

Scarborough Public Works Department
SUMMARY OF ROAD REHABILITATION COSTS
TOWN ROADS

CONDITION INDEX	DESCRIPTION	RD MILES	REPAIR COSTS	
0-24	RECONSTRUCTION	2.78	\$1,068,286.25	8.96%
25-49	REHABILITATION	23.81	\$7,365,470.07	61.80%
50-74	PREVENTIVE MAINTENANCE	29.78	\$2,757,382.06	23.14%
75-94	ROUTINE MAINTENANCE	18.10	\$652,701.65	5.48%
85-94	ROUTINE CRACK SEALING	20.45	\$73,726.28	0.62%
95-100	NO MAINTENANCE REQUIRED	18.86	\$0.00	0.00%
TOTALS		113.80	\$11,917,566.30	



Asset>>Payment>>Rehab Forecast>>REHAB BAR CHART-TOWN

Report from the

SCHOOL DEPARTMENT

To the Town Manager, Town Council, and
Citizens of Scarborough:



Dr. George H. Entwistle III
Superintendent of Schools

Introduction

The word that most comes to mind when reflecting on the work accomplished in the Scarborough Schools during the 2012-2013 year captured in this Scarborough Annual Report is 'focus'. School leaders and staff have maintained a laser-like focus on the organization's long-term-goals and targets for improving teaching and learning in our schools.

A second Community Dialogue held on April 23, 2013 enabled us to refresh our improvement targets from the earlier, October 2011 to April 2013, 18-Month Improvement Plan. I am pleased to say that the original improvement plan was executed with a completion rate of close to 95%. A copy of the new 18-Month Improvement Plan (covering April 2013 through to October of 2014) is provided as an exhibit in this school department report.

I could fill many pages with all of the good work that has happened (and continues to happen) across the school district but here are just a few examples.

Curriculum and Instruction

Foremost to the central mission of the Scarborough Schools and articulated in Goal #1, is advancing the quality of teaching and learning that is happening in each and every classroom across the school district. As this goal relates to curriculum, we are working to provide a 'guaranteed and viable curriculum' in all content knowledge areas and across all grades. This targeted improvement area has been articulated in both the 2011 and 2013 Community Dialogues as a priority to ensure that all students are provided access to 'world class teaching and learning' in preparation for success in college and in their careers.

During this last year, we have introduced a new curriculum quality assurance structure, an Instructional Coaches model, to achieve improved consistency and coordination across our K-12 system. Our Instructional Coaches are classroom teachers and content knowledge area specialists released for

some portion of their day (or week) to essentially serve as teachers-of-teachers. They are leaders who not only facilitate critically important curriculum alignment work but also support our teachers in continuing to improve their day-to-day instructional techniques in the classroom.

Instructional Coaches are engaged in the difficult but important work of implementing the changes that are articulated in the Common Core and other national standards so that all of our students will be college-and career ready upon graduation from Scarborough High School. Specific to curriculum, Instructional Coaches are training teachers to adopt revised curriculum and employ effective teaching strategies across all content areas. Specific to supporting teacher growth, they are coordinating consulting trainers to work with our teachers, they are running workshops, and they are in classrooms providing teachers with modeling, feedback, and support to enhance teaching and learning.

Our Instructional Coaches are also engaging members of the greater school community by conducting parent information sessions, training classroom volunteers, and making instructional resources available online to teachers, parents, and students. Teachers report that they are growing as professionals and that they are seeing the effects of their learning in improved student learning outcomes.

Special Educational Services

Scarborough Schools Special Services team has provided oversight of programming for Special Education, Gifted and Talented programs, English as a Second Language (ESL), and 504 (learning accommodations) services. Close to 24% of the student population benefit from one or more of these programs.

Some highlights from this past year included:

- implementation of common reading, writing and math curriculums;
- progress monitoring and assessments to ensure student academic progress;
- Summer 2013 literacy program for English language learners;
- 15+ local businesses involved in offering community service, job shadowing, and job training experiences for students;
- sponsoring a 6-week parent seminar series with the Maine Parent Federation, and;
- development of resources to support students' social/emotional/behavioral progress.

Report continued from the School Department

Professional learning Teams

Providing an effective and meaningful professional development program is critical to both attracting and retaining excellent teachers. Starting with the 2012-2013 school year, the Scarborough School Department redesigned its professional development model to better reflect effective, research-based, student-centered strategies for improving teaching and learning in schools.

The core structure of the new model involves teacher-selected Professional Learning Teams or PLTs. These teams are made up of 4-8 staff members including teachers, specialists, educational technicians, and support staff. PLTs meet during “late start” mornings incorporated into the school calendar.

There are currently 60 Professional Learning Teams in the district. Broad themes of inquiry include quality instruction, customized learning, deepening teacher content knowledge, improving school climate, and integrating experiential learning. Teachers are exploring innovative ideas involving the integration of technology across content areas, incorporating STEM (Science, Technology, Engineering, and Math) activities into the curriculum, improving academic performance in all content areas, and implementing strategies to improve students’ health and well-being. This professional development model has been continued for the 2013-2014 school year.

Primary Schools: Eight Corners, Pleasant Hill and Blue Point Schools

The K-2 phase had a very productive 2012-2013 school year. Each school has completed the second year of implementation of Math-in-Focus, a math program that is aligned with Common Core Standards. Teachers have deepened their knowledge, understanding, and application of this program which has improved math instruction and student learning.

Advances in literacy instruction have also begun as an English Language Arts committee was organized to examine current instructional practice and to make recommendations for improvements to better align with Common Core expectations. Connected to this was the initiation of our Jumpstart reading program for entering Kindergarten students offered in the summer of 2013.

Jumpstart offered 16 entering Kindergartners an opportunity to be immersed in literacy learning. The classes met for 23 days from 8:30 AM-12:30 PM at Eight Corners School during the month of July. Five specially trained staff members lead each of the 2 groups of 13 students. The progress children made and the literacy skills gained were tremendous.

We do plan to offer Jumpstart again in the summer of 2014

and hope to increase the number of children in attendance. This program not only helped to better prepare students for success in kindergarten, but has had a positive impact, as well, on our overall approach and learning expectations in our kindergarten instruction.

During the last year, the K-2 phase has adopted a very successful technology integration model across all Primary schools. A part-time Technology Integration Specialist has actively supported teachers to integrate technology into classroom lessons resulting in enhanced student learning. The Specialist has been a strong advocate for teachers and students and has helped to maximize utilization of our technology resources and investments.

Wentworth School, Grades 3,4, & 5

Wentworth School initiated a Robotics Club expanding STEM (Science, Technology, Engineering and Mathematics) exploration to students in grades 3,4,& 5. This high interest club was funded through the generosity of a matching grant from UNUM and Scarborough resident Robert Mitchell.

In Scarborough’s second year of implementation of Math-in-Focus Program, students have engaged in, and greatly benefited from , this guaranteed and viable curriculum for learning mathematics. Staff members have increased their repertoire of instructional strategies through professional development and training with the creator of calendar Math and have gained new capacity to support a more rigorous math experience for students.

The community was invited to participate in a series of math training sessions sponsored by Wentworth’s Instructional Math Coach. Fifteen community volunteers were trained to assist teachers in the delivery of the Math-in-Focus program.

Wentworth has renewed recognition opportunities for students with a school-wide Recognition Ceremony. The recognition presentations are organized by staff for students to model, identify, and understand the expected behaviors of all participants in a learning community.

The Wentworth Wellness Team organized a three day CELEBRATION event with a theme of Healthy Bodies/Healthy Minds which offered a range of activities including nutrition, movement, fitness, and creative decision-making.

As it relates to putting meaning to service-to-community, Wentworth's students learned first-hand this past year. Wentworth students played a pivotal role in the 2012-13 United States Immigration Department's Naturalization Ceremony. Wentworth students sponsored, advertised, and volunteered during our annual Red Cross Community Blood Drive. Students engaged in local citizenship activity recognizing the needs of others by collecting and sorting, according to genre, 1600 intermediate-level books. The books were donated to the Hall School (Portland) after the school suffered a fire in classrooms there.

Report continued from the School Department

Wentworth students continue to participate in all aspects of the Wentworth School Community Garden by planting, growing, and harvesting produce. This garden effort continues to connect Wentworth students and staff with local business and community resources.

The new Wentworth School building project is on-time and on-budget and students were given the opportunity to experience a virtual tour of the new Wentworth School with the architects. The entire school population traveled to the work site where experienced construction coordinators shared their knowledge and insights of the science of constructing a new building. Many students had an added highlight of viewing heavy equipment in action. This positive partnership also added the element of providing students with some new career awareness.

Scarborough Middle School

In the area of literacy, the middle school implemented a new Language Arts curriculum which is based on the Common Core State Standards. The teachers participated in significant training prior to the program implementation and continued with professional learning and development throughout the school year.

Mathematics teachers spent the year researching math curriculums, and chose materials that will be implemented in 2013-14. These materials will better align the middle school math program with district goals. Additionally, teachers and educational technicians participated in a book study together ([A Handbook for The Art and Science of Teaching](#), Marzano) in an effort to deepen teachers' instructional skills and support implementation of common teaching strategies. This work aligns with the district's goal of providing world class teaching and learning in Scarborough.

The middle school staff designed and implemented a new program called Connections, with the goal of creating meaningful relationships for all students within our school community. Connections addresses the need to foster a welcoming and inclusive learning environment by ensuring that each student has at least one adult to 'lean on' for support at school.

Also aligned with ensuring a welcoming and inclusive learning environment in the Scarborough Middle School is the work of the Positive Citizenship Committee, which is comprised of staff members. The purpose of this group is to continue to improve the overall climate and culture within the middle school.

Scarborough High School

The high school has continued to make positive gains toward reaching its improvement targets and initiatives connected to planned instructional and curriculum work, campus safety, security, and encouraging healthy choices, and in community service and service learning.

Regular and improved communication with the middle school has paved the way for smoother transitions for entering students and for their families. Staff deepened their engagement in the work of developing common course frameworks to ensure continuity across the courses offered at Scarborough High School.

A reallocation of staffing resources will allow the introduction of several new courses for the upcoming year including Criminology and Computer Science. In addition, with the help of a Google STEM grant, Advanced Placement offerings in Environmental Science and in Calculus will be in the program of studies. Expanded online opportunities have been created for students who need to recover credits and/or participate in courses not offered in our program of studies.

In addition to rigorous coursework, well over half of our students were involved in athletics and activities. Many also participated in a variety of community service activities, some of which had global impact. And culminating the year was a beautiful graduation ceremony under sunny skies held here on the high school campus, for the first time, with over 3,000 parents, staff, and community members in attendance.

New Health Safety and Security Advisory Team and Task Teams

Matters related to Public Health (like H1 N1 influenza), and those related to safety (like texting while driving, and bullying), as well as those related to security (like access to school buildings, crisis response plans, and police presence in our schools) are all matters that require a response from both the schools and the town. These are issues that impact the entire community and the strategy to address/resolve these issues needs to be one that is comprehensive and coordinated.

During this year, a new Health, Safety, and Security Advisory Team (HSSAT) was commissioned. It is an advisory team that will serve not only the school community but also the greater community of Scarborough. This team will be responsible for issue identification, prioritization, and resolution by tapping the collective expertise and insight of key members of both the school staff and community members of the town.

Report continued from the School Department

The HSSAT chose school safety and security as their top priority issue. Excellent progress has and continues to be made by the 3 HSSAT Task Teams: School Climate and Culture (prevention focus), Comprehensive Emergency Management Planning and Training (planning and response focus), and Facilities and Technology (physical security focus).

Facilities

In an effort to improve school security, the four remaining schools (Scarborough Middle School, Blue Point, Pleasant Hill, and Eight Corners) that did not have fully secured entrances have received needed modifications with work completed after school ended.

Physical and technology modifications included adding either a vestibule with a second set of locking doors or a system that keeps the exterior doors locked throughout the day, or both. Access can now be controlled and locked/unlocked from the main office. This required re-configuring the main offices, redesigning office enclosures, and providing a transaction window for each office entrance.

In addition, security cameras have been installed to monitor access to each building. Finally, emergency notification systems were installed connecting schools directly to the Scarborough Public Safety Dispatch upon activation. These changes have already made an enormous difference in monitoring visitor access to the schools during the school day.

Conclusion

Unquestionably, the clarity of focus provided by the Community Dialogue process, coupled with the continuous improvement commitment of school leaders and staff and the incremental investments made by the community in our schools, has resulted in very positive gains across all of our schools, school departments, and school operations. In closing, I want to express appreciation to our devoted staff, our visionary leaders, and our supportive community for promoting the positive and impressive improvements gained this year in the Scarborough Schools.

Respectfully Submitted,

Dr. George Entwistle, Superintendent



Scarborough High School



Scarborough Middle School



Blue Point Primary School

Report from the

COMMUNITY SERVICES

To the Town Manager, Town Council, and Citizens of Scarborough:



Bruce W. Gullifer
Director

It is with pleasure that I submit this annual report for fiscal year 2013 on behalf of Community Services.

Scarborough is one of the fastest-growing towns in the state with nearly 20,000 residents. Our town's population is comprised of many life-long residents and newcomers, lending to a diverse community. Our citizens are fortunate to live along a beautiful coastline and share in its beauty and amenities.

This year the last phase of a beach improvement project at Higgins Beach was accomplished with the completion of the new parking lot and beach house. We feel confident that these improvements will greatly benefit residents and non-residents alike, enhancing their quality of life for many years to come.

At our town parking lot at Pine Point Beach (Albion Hurd Park), we made some minor improvements to the ladies' restrooms. We feel these improvements will help with the operation and maintenance of the facility and it brings us into compliance with the Americans with Disabilities Act by adding one handicap-accessible restroom.

At our town parking lot at Pine Point Beach (Albion Hurd Park), we made some minor improvements to the ladies' restrooms. We feel these improvements will help with the operation and maintenance of the facility and it brings us into compliance with the Americans with Disabilities Act by adding one handicap-accessible restroom.

This year we purchased a 27-passenger handicap-accessible bus for our 55+ program. This bus will not only support a wide variety of recreational trips for our growing population of seniors but it will be used for some of our recreational trips in our youth program, such as skiing, and for our child care programs.

In closing, I would like to say it has been a pleasure serving the residents of Scarborough, and I look forward to another exciting year to come.

Respectfully Submitted,
Bruce W. Gullifer, C.P.R.P.,
Director

School Age Child Care

Before and After Care

This State-of-Maine-licensed program continues to offer morning and afternoon care for students in Grades Kindergarten through 5 whose parents are working, attending school, or doing other activities during these crucial hours.

Morning care opens at 7:00 am at all of our Grades K to 2 and 3 to 5 sites. Morning care tends to be very low key. Many students bring their breakfast from home prior to the school day. Activities include coloring, drawing, puzzles, and games. Staff members plan simple crafts and set up sections for blocks, marble mazes, and cars. The use of electronics is permitted one morning a week.

Afternoon care begins as soon as school is dismissed. Staff takes attendance daily and attends to checking the whereabouts of all registered students. We spend at least 30 minutes outside, weather permitting. The longer timeframe in the afternoon affords us the opportunity to do more in-depth age-appropriate activities. We offer such choices as indoor active games, science activities, origami, painting, and Spanish Club. Of course, homework time is always a priority and snacks are offered daily. We are open until 6:00 pm daily.

Club Teen Middle School

This year due to space constraints Grade 5 after-care students walked from Wentworth to the Middle School accompanied by a staff member to join the Club Teen group. Homework at Club Teen is important to get done after school so an hour each afternoon is devoted to quiet time. Numerous students participate in extracurricular activities like sports, dance, or karate. Students still go outside daily and play ball on the fields and take walks on the trails in the woods. The group also participates in field trips to the movies and in December the group goes holiday shopping at the Maine Mall.

February and April Vacation Camps 2012

The kindergarten through 8th grade Vacation Camp programs ran for one week in February and one week in April and was once again almost at full capacity for both weeks. Approximately 100 children participated each week. Daily activities, field trips, and a great staff contribute to the continued success and overall popularity.



During February vacation field trips consisted of sledding at a local golf course and a tour of our local Hannaford store.

The kindergarten group spent an afternoon at the Children's Museum of Maine, while Grades 1 to 8 participants went snow tubing at Seacoast Fun Park.

April vacation activities included a trip to Kahuna Laguna in New Hampshire and a show performed by a local ventriloquist.

Report continued from Community Services

Some on-site activities during both camps consisted of cooking, active games, BINGO, basketball, outside time, and arts and crafts. Every participant was encouraged to participate in any or all activities.

Based on previous years and where the Vacation Camp program is today, we can only envision the program expanding. The number of participants will continue to grow each year as we broaden our registration process and provide the parents with the flexibility they need.

Summer Recreation – Grades K through 9

Summer Day Camp

Scarborough Community Services offers a summer day camp program for students entering kindergarten through ninth grade. Families may choose to register their child for all eight weeks or for individual weeks during the eight-week summer period; other registration choices may be a two-day week up to a five-day week which offers parents even more flexibility. This year we once again began accepting registrations the first of April to help families plan and take advantage of early registration discounts. We also offer a payment plan beginning in June allowing smaller weekly payments over an extended period or a second payment option of paying in full at registration and receiving a discount.

Our Summer Recreation Program once again offered breakfast, snack, and lunch through the School Nutrition Program. Families could purchase any or all of the options. Those families who qualify for free and reduced lunch during the school year receive the same benefits during our summer program. On average lunch was served to 80 campers every day.



During the eight weeks of summer, campers visited amusement parks (Water Country, Canobie Lake Park, Funtown Splashtown USA), beaches and lakes (Kiwanis Beach, Range Pond, Sebago Lake), and attended mid-week mini field

trips (Portland Sea Dogs, Bounce Zone, Cinemagic Movie Theaters). Grades 6-9 campers also had the opportunity to attend a whitewater rafting trip on the Kennebec River.

When not on a trip, campers participated in fun on-site activities planned by our summer rec counselors, including art projects, competitions, and scavenger hunts, visits to the Scarborough Library, and outdoor games on the sports fields.

We end our summer with our annual pizza party with ice cream and a slide show capturing the summer events.

Extra Summer Programs

Community Services also offers 30 different programs from the end of June to the beginning of August. This year we offered several summer sports camps which included swimming lessons, horseback riding lessons, soccer, basketball, track & field, baseball, football, tennis, lacrosse, wrestling, volleyball, surf lessons, and golf. Most of the sports camps are run by the high school coaching staff as they try to develop young players at an early age.

Some of our best-attended camps are the Art Attack programs and Technology Camps. These classes look to enrich and challenge children's minds and creativity. Many participants sign up year after year as they look for new ways to improve their skills from previous summers.

Youth Programs

Every year we offer different activities for each of the seasons to keep children active throughout the year. We encourage feedback and suggestions from our citizens at any time.

Fall Programs

Our fall programs this year included soccer, cross-country, mini-kicks soccer, and field hockey. As the growth and successes of the high school sports programs increase, so does the popularity of these programs through Community Services. The field hockey program is one of these programs. This year they traveled to surrounding communities to compete in small sided games.

Fall soccer is the largest youth program we offer. The continued support from the community allows for this program to flourish. Children in Grades Pre-K through 8 learn the basics of soccer while having fun at the same time. Fall soccer relies heavily on the assistance from our parent volunteers so without these parents putting in the time year after year this program would not be possible.

Winter Programs

Basketball continues to be our most popular winter program. With over 400 participants in Grades Pre-K through 8, these young athletes develop their skills while making friends.

Our parent coaches are very dedicated and, again, without them the program would not be such a success.

Our ski programs continue to gain new fans as we send bus after bus of children in Grades 4-8 to Shawnee Peak on Tuesday nights and Grades 6-12 to Sunday River on Saturdays. Children in Grades 4 through high school participate in these programs, all at different skill levels. Individuals may sign up for lift tickets, lessons, or rentals, or any combination of these options. This program has been popular year after year with each generation.

Other winter programs include indoor soccer, wrestling, dribblettes, and the softball pitching clinics.

Report continued from Community Services



Spring Programs

This spring we offered cross country as well as camps for indoor baseball, softball, and lacrosse. These camps teach and develop new skills in our young players and prepare them for the start of the spring season.

New this year was an April vacation lacrosse camp for boys and girls. This camp was used as a fundraiser for new varsity lacrosse goals on the turf. The camp was well attended and very beneficial for those who participated.

After having to cancel our mini-hits baseball camp last year because of bad weather every week, we were able to get the whole camp in this year with only one weather delay. The children who participated took the first step in learning the basics of baseball.

Adult Recreation Programs

Our most popular adult program is open gym basketball held on Tuesdays and Thursday evenings. This program packs the middle school gym with players of all skill levels making the play very competitive. Other continuing adult programs we offer are Healthline, Healthline Plus, Zumba, as well as tennis and golf lessons.

New this year was the soccer rec league. We had five teams register and they played games Sunday nights on the turf field throughout the summer. Teams were comprised of college students, high school students, and adults looking to get out and play.

We are always looking for new ideas and opportunities to offer more adult recreation programming; we invite all residents to contact us anytime with suggestions.

55+ Programs

This year proved to be a busy year for the 55+ Programs. With the addition of our new program coordinator, Hallie Hodge, new programs and exciting trips were offered and memberships continued to grow with over 300 active members. The benefits of program membership include a mailing of the 55+ newsletter to member homes six times a year, the ability to participate in our 55+ trips, and gaining access to online registrations for these programs. We also partner with various local businesses to offer discounts at stores in and around Scarborough.

New this year is the addition of a Community Services 28-passenger handicap-accessible bus! This has already proven to be a great asset to the 55+ programs as it allows more seniors to participate in each trip and activity.

In August the 55+ program sponsored its annual barbeque at Memorial Park with entertainment by José Duddy, a country artist and local favorite. Attendance increased significantly from last year.

Offerings for seniors include trips to various destinations, such as museums, Hollywood Slots and the Oxford Casino, the Fryeburg and Cumberland Fairs, Magic of Christmas production, Faneuil Hall in Boston, the Portland Flower Show, the Indian Head Resort in New Hampshire, and many more. A new four-week art program specifically designed



for our senior members was offered this year at the Creative Child and Adult Arts Program on Route One in Scarborough, open to any level artist wishing to explore their creative side. A popular program continues to be the "Out-to-Lunch Bunch" program where seniors travel to different restaurants in the Southern Maine area.

We continue our partnership with Southern Maine Agency on Aging to provide discounted catered weekly meals at Camp Ketcha from September to June with after-lunch entertainment and/or educational lectures.

Our program has been growing by leaps and bounds and we will continue to work hard to accommodate the wishes and needs of our 55+ population.

U.S. Passport Acceptance Facility

Scarborough Community Services began accepting U.S. passports in September, taking over this task from the Scarborough Library. Citizens planning international travel may apply for their passport book or card in our office during the hours of 9:00 am to 3:00 pm Monday through Thursday. We are happy to provide this service for the community as U.S. citizens entering the United States from Canada, Mexico, the Caribbean, and Bermuda at land borders and sea ports of entry must present a passport book, passport card, or other travel documents approved by the U.S. government. Last year we accepted 459 passports from September 4, 2012, through June 30, 2013.

Community Services participated in its first annual **Passport Day in the USA** in conjunction with the U.S. Department of State, hosting this special event on a Saturday in March where passports were accepted and information provided. This was a successful outreach event and we expect to provide this service on an annual basis.

More information on the cost and how to apply for a U.S. passport is available through our office or at the official website travel.state.gov.

SummerFest 2012

With the support of our community sponsors, Community Services held SummerFest 2012 on Friday, August 17, from 4:00 pm to 10:00 pm. Local organizations, service groups, and businesses offered delicious foods, fun activities, and plenty of giveaways. Offerings included a climbing wall and extreme air jumper, face painting, a football toss, pony rides, raffles, fun items such as glow sticks, wacky hats,

Report continued from Community Services

old. Food items included pulled pork sandwiches, lobster rolls, pizza, sausage sandwiches, ice cream, apple crisp, homemade pies, cotton candy, and so much more.

We look forward to this event every year and hope that next year will bring better weather and even more attendees.

WinterFest 2013

In its 24th year, WinterFest was a sunny and crisp winter day making the ice conditions great. The turnout was large due to the favorable, but windy, weather. The ice rink warming hut was fully stocked, and children and families enjoyed plenty of fun activities along with free hot chocolate and s'mores by the bonfire, all helping to make this a great winter event!



Festivities included outdoor events such as ice skating competitions, snow sculpture contests, a snowshoe

obstacle course, human dog sled races, milk jug curling, tractor rides, and our first-ever snow sling contest, all while a roaring bonfire kept everyone nice and warm.

Other events throughout the day included the ever-popular silent auction and raffle, a visit with Frosty, a demonstration by a professional ice sculptor, and an ice cube hunt. We appreciate the very active Police Explorers who took great care of the bonfire throughout the event. Our community is fortunate to have very generous local organizations and individuals who either sponsor specific events at WinterFest each year or who contribute to the overall success of the event.



Santa in the Park

Our inaugural Santa in the Park event was a great success. Held on December 8, families were transported to Memorial Park by wagon where everyone awaited Santa's arrival. Children and families lined up to speak with Santa and get their picture taken. The park was decorated with Christmas lights throughout the park and a 30-foot tree donated by Larry Gallant of Buxton. Scarborough Rotary sold concessions at the concession stand. The light rain that touched down during the event did not appear to keep anyone away as over 150 families showed up to see jolly St. Nick.

Beach Management

Community Services oversees the day-to-day operation of the beach parking lots and boat launches for the town. Pine Point, Ferry, and Higgins Beaches once again proved to be some of the most popular beaches in the state as people from all over flocked to them.



We completed the construction of a restroom facility at Higgins Beach. There are two restrooms, one for men and one for women, both handicap-accessible. The shower area is a covered section with two outside showers and foot washes.

There is also one heated unisex shower room that can be locked for privacy. Other features to the facility include solar panels on the roof to assist in heating the building and storage for cleaning supplies and other items used in the day-to-day operation of the parking lot. The facility is open from dawn to dusk.

This year we started a renovation to the Hurd Park (Pine Point Beach) restroom facility to comply with ADA code and to help with facility cleaning during the busy summer days. We converted the one large women's restroom (of three stalls) into three separate rooms, one of which is ADA compliant. This project brings our women's restrooms up to code and we hope to start the same renovation on the men's side this fall once the beach season ends.

This summer we joined forces with Fun & Sun Rentals, LLC, to offer kayak and bike rentals at Ferry Beach. The kayak rentals were extremely popular as they allowed people to explore the harbor surrounding Ferry Beach, offering new recreation to the Ferry Beach experience.

The town continues to participate in the Healthy Maine Beaches program which monitors the bacterial levels in the water to ensure safe water conditions. Water samples are taken every Monday morning throughout the beach season and the status of our beaches can be found on the following website: <http://www.maineoastdata.org/public/>.

Scarborough Community Television (SCTV)

This year new monitors were added to the cable room to better maintain the quality of our live programming. We also purchased new HD camcorders for sporting events, community programming, concerts, and special taped events. The fiber feed was updated to reflect construction changes in the high school field house by the turf field. SCTV is also in the process of creating new community-based programs to begin airing in late fall 2013. Overall, it has been a steady progressive year for SCTV.

Sponsorships 2012

Each year Community Services receives many charitable donations from Scarborough area businesses. These sponsorships support our residents in many ways, including our special events – SummerFest, WinterFest, and the annual barbecue for our 55+ population. We are fortunate to live in such a generous community.

Businesses may provide cash through our Sponsorship program or donate items such as gift certificates, gift baskets, or tickets under the umbrella of our Benefactor program. Donations received through the Benefactor

Report continued from Community Services

program are given to children as prizes or may be auctioned off at special events with all proceeds in turn helping to fund future special events. We recognize all sponsorships and benefactors through our cable access channels, within our brochures, and on our website. For Gold and Platinum sponsors, we also engrave the name of the business on a public plaque at Scarborough Town Hall.

Scarborough Community Services would like to acknowledge and thank the following sponsors, benefactors, and donors:

Sponsorship Program

Platinum (\$2,000): Biddeford Savings, Project G.R.A.C.E.; **Gold** (\$1,000) American Legion Post #76, Beech Ridge Motor Speedway, Go Green Landscaping, Mitchell's Electric, Prouts Neck Association; **Silver** (\$500): Eight Corners Pizza, Nationwide Payment Solutions, Saco & Biddeford Savings Institution, Scarborough Lions Club, Woodin & Company; **Bronze** (\$250): Ace Hardware, Dead River Company, Dermalogix Partners, Inc., Johnson & Jordan, Main Line Fence, Merry Maids, Moody's Collision Center, Optimal Performance Physical Therapy, Pat's Pizza of Scarborough, Phantom Fireworks, TRSS Wealth Management, Villari's Self Defense Center; **Friend** (\$100): Beacon Appraisal, Casco Bay Specific Chiropractic, Dennis Hall's Black Point Auto & Towing, Fielding's Oil & Propane, Fun and Sun Rentals, Hannaford Supermarkets, Lisa Howard, DDS, Moose Family Center, Natural Motion Martial Arts, Quinn's Installation, Refresh-Rebuild-Relax, Town & Country Federal Credit Union.

Benefactor Program

Gold (donations or gifts worth \$1,000): Bessey Commons, Haven's Candies.; **Silver** (\$500): Five County Credit Union; **Bronze** (worth \$250): Cats on Call Hospital, Fun and Sun Rentals, Maine Turf & Greenery, One2One BodyScapes, Pet Quarters, Subway Sandwiches; **Friend** (\$100): Baskets by Jane, Black Point Inn, Cityside Auto Service, Happy Wheels, KJ Awards, Maine Indoor Karting, Making Waves Salon, PetLife, Shelly Rose Photography, Texas Roadhouse, The Egg & I; **Donors** (Less than \$100): Acosta Sales & Marketing, Actuarial Designs & Solutions, Al's Variety, Amato's Italian Sandwich Shop, Bayley's Campground, Big 20 Bowling Center, cPort Credit Union, Dairy Corner, Dog Paws Inn, Dunkin Donuts, Dunstan School Restaurant, Estabrook's Color Spot, Fiddlehead Center for the Arts, Frederick Bros. Oil & Propane, Hannaford Supermarkets, Monson Company, Ruby Chem, Scarborough Muffler Center, Thai 9 Restaurant, Wendy's Old Fashioned Hamburgers, Zeus's Closet.

Concerts in the Park

What's better than Memorial Park in the summer? **Concerts** in Memorial Park in the summer! More and more people are

enjoying our special Concerts in the Park series year after year, put on by the Scarborough Community Chamber of Commerce in conjunction with Scarborough Community Services and with the help of many area businesses. This summer it is estimated that over 8,000 people enjoyed the shows! Despite a few threats of rain, all six shows were held at the gazebo in the park. The line-ups are one of the best, if not THE best, in the Greater Portland area and the beautiful venue is enjoyed by those in attendance as well as performers.

Music provided at the 2012 series included....

Premier Function Band: Wavelength
Nashville and Scarborough's own: Don Campbell Band
Beatles/British Invasion Band: The Guv'nors
The Ultimate Disco Party Band: Motor Booty Affair
80's & More Cover Band: Time Pilots
The Timeless Sounds of: Tony Boffa Band

A huge thank you to all the local businesses that help support this great FREE event, Scarborough Rotary Club and volunteers providing concessions, Steve Quirk and the Community Services staff, all the musicians, and all the volunteers from the Chamber of Commerce that make this great community event happen.

Concerts in the Park



Public Library

To the Town Manager, Town Council, and Citizens of Scarborough:

“The Scarborough Public Library will be Scarborough’s innovative community leader delivering services, technology, and knowledge to people of all ages.” *Vision Statement: Strategic Plan 2012-2015*

The Board of Trustees and Library Staff completed a year-long planning process which resulted in a three-year strategic plan. The Mission and Vision statements of the Library Corporation were reviewed and a new Values statement was added. Following focus groups and surveys representing community stakeholders, users and non-users, a three-year plan was developed around seven strategic priorities:

1. Improve access to services and collections.
2. Provide materials in formats that respond to the wishes of the community.
3. Evaluate facilities and technologies to support services.
4. Provide exceptional programming that meets the interests and needs of the community.
5. Promote awareness and use of the Library.
6. 6. Maximize Resources.
7. Review internal organizational structure.

Each of these goals has been further defined in a work plan which includes measurable objectives, time frames, and leaders responsible for seeing the objective to completion. The Board of Trustees’ committees have been expanded, where appropriate, to include community participation in these activities.

In addition to providing a platform to guide us over the next few years, the planning process proved to be a validation of the important work we do to engage the community and to promote literacy through print and electronic delivery. We heard that our traditional services are an anchor for many in the community. We also heard that we should balance the traditional with innovative services and collections that technology has made possible. There was agreement that the library must serve all ages, and that our vibrancy reflects positively on the image of the entire community. We also heard an interest in the library serving as a gathering place, a counterpoint to the isolation sometimes experienced in our busy, online, screen-based society.

In keeping with our interest in appropriate new technology, our library became the first in the state to offer a “cloud-based” e-book collection from 3M. The collection may be read on a variety of readers and will supplement the Maine Download Library. Titles may be selected online or through a dedicated kiosk in the library. The kiosk and tablet readers for loan were made possible by a grant from Saco and Biddeford Savings Institution.

Skillbuilding workshops and one-on-one sessions on use of library databases, e-book readers, tablets, social media platforms, and other computer software reached children, senior citizens, the business community, new users, and technology veterans.

Biddeford Savings Institution provided support for “Kids Calculate @ the Library”, a new partnership with the Bedtime Math Foundation that uses story problems to introduce math and financial literacy to children. These strategies have been integrated into all of our storytimes.



*Nancy E. Crowell
Library Director*

The Youth Services staff has worked closely with school media center and literacy staff to create an ongoing and coordinated approach to promoting reading. The initiative has resulted in shared programming, communication with pre-kindergarten parents, coordinated recommended reading lists, and improved awareness among teachers about the resources available from the school and public library staffs and collections. The Friends of the Library provided essential financial support for the very successful summer reading program which reached 595 children.

The popularity of the public library after school has provided opportunities as well as challenges. The sheer number of young people and the energetic activity level can cause an uncomfortable environment for some library users. With the space constraints of our building, we focus on reinforcing respectful behavior. We now have a team of school and library administrators who share information on school sports schedules and other activity that might influence the numbers visiting the library. A Teen Advisory Board (TAB) of Middle School students has been formed to provide advice in planning programs and to make suggestions for the collection. The respect that has been built between the teens and our staff has enormous dividends.

The Library continued to be a partner in the Town’s effort to inform our citizens of ways to prepare for, and recover from, a natural or manmade emergency. The Resiliency program information and training materials were located on the Library’s website. The Library also received a grant from the Maine Humanities Council to provide reading and discussion materials for a series on the resiliency theme. We assisted in the production of cable television shows on storm safety preparedness in cooperation with the National Weather Service.

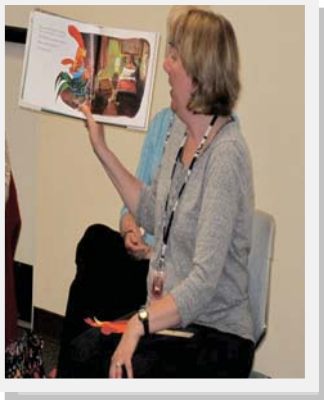
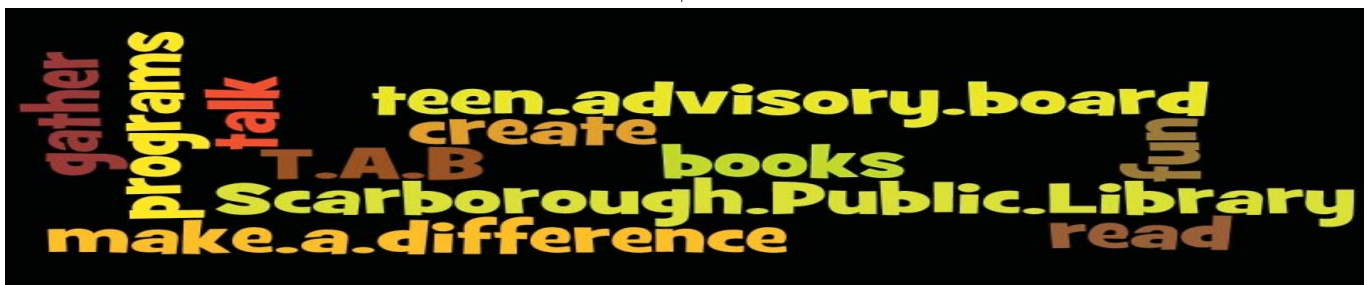
Report continued from Scarborough Library:

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These snapshots of our year give a glimpse of the varied roles of the Library in our community. Our traditional measurements of use: visits, collection circulation, and program attendance, continue to be strong and in some areas have increased. We know these measurements are important tools but we also know that our presence and responsiveness to the community are valuable as well. To quote one of our focus group participants, "If the Library can be innovative and nimble, it will continue to be relevant." We agree.

Our thanks to the many citizens who have used our services, engaged us in thoughtful conversation about our value, and offered their time and talents to assist us.

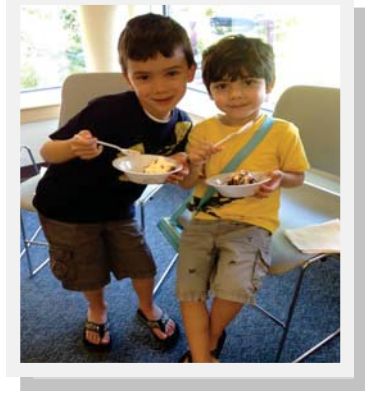
Respectfully Submitted,
Nancy E. Crowell,
Library Director



Sue Nakanishi, reads to children at the Pleasant Hill School during the Library sponsored Meet Your School Librarian Event.



Susan Winch, Assistant Library Director demonstrates features of the new Cloud Library



Matthew & Sebastian Hobler, enjoy ice cream at the Ice Cream Social hosted by The Friends, SRP sponsor.

Report of the

SCARBOROUGH LAND TRUST

Scarborough Land Trust (SLT) is a private, non-profit, community-based organization that acquires, protects and stewards land for open space, public access, and wildlife habitat. SLT conserves land where natural resources, scenic vistas and historical significance offer unique value to our community.

To the Town Manager, Town Council, and Citizens of Scarborough:

The Scarborough Land Trust (SLT) is pleased to provide this report to the Scarborough community. A private, non-profit organization founded in 1977, SLT works to protect land for open space, public access and wildlife habitat. The citizens and the Town of Scarborough are key partners in our work.

This year, our biggest achievement was the purchase of the 156-acre Elaine Stimson Warren Woods property. Centrally located off Payne Road and near schools, with frontage on the Nonesuch River, Warren Woods has been a priority for the land trust for many years. The property is a mix of open fields, mature woods and wetlands, with remarkably few invasive species and diverse wildlife, including a pitch pine bog that is considered a rare natural community in Maine. On June 1, we held a formal dedication at the property and installed a kiosk.

The property was owned by Harvey Warren, whose late wife, Elaine Stimson Warren, was a director of the land trust. SLT director and Acquisition Committee Chair



Warren Family at the June 1, dedication of Warren Woods

Jeremy Wintersteen provided outstanding leadership for this major acquisition project.

Our thanks to all who supported Warren Woods, including the Town of Scarborough Land Bond Fund, private foundations, and donations from more than 80 individuals. We also received a grant from the Maine Natural Resources Conservation Program, which will be used in part for a wetlands restoration project.

SLT plans to convey approximately 6 acres along Payne

Road to the Town for a possible future active recreation area. We are in the process of developing plans for trails, which we hope to create in 2014. In the meantime, we have mowed a short loop path for visitors to explore the property.

We are actively involved in other land conservation projects near Wiley Field and Scarborough Marsh, and are working with Maine Farmland Trust in their protection of Comstock Farm. We are always in conversation with landowners about possible future acquisitions.

This year, our all-volunteer Stewardship Committee, chaired by Diane Neal, has been inventorying our properties, planning projects, and tackling improvements on our trails. We have new trail and kiosk signage, and updated trail maps, which are also available on our website.

We hosted three public walks at our properties this year, at Warren Woods, Fuller Farm and Broadturn Farm. We participated in the Scarborough Farmer's Market, with a new display table created by Rita and Rudy Breton. Graphic designer Bert Follansbee created our new logo. Our talks at the Kiwanis Club, Higgins Beach Association, and Piper Shores are helping to reach people who are not familiar with our work.

Our second Fresh from the Farm dinner at Broadturn Farm sold out in two weeks. We thank all who made it a great success, including Event Chair Rita Breton, Broadturn farmers John Bliss and Stacy Brenner, caterer Leslie Oster of Aurora Provisions, and many in-kind donors. Special thanks to our lead sponsor Eddie Woodin (who also issued a personal challenge at the dinner), and to sponsors MacPage, Piper Shores and WEX, who led a group of 15 other businesses who supported the event.



New Sign on the Long Barn at Broadturn Farm

Report continued from the Scarborough Land Trust

Dinner proceeds will help support a needed new roof for the Long Barn, the oldest and largest barn on the property. SLT owns the land and farm buildings at Broadturn Farm, and leases the property to organic farmers John Bliss and Stacy Brenner. With help from Piper Shores and others, we re-sided the south side of the barn and repaired the eastern entrance, which has a handsome new sign. New signage for the farm was also installed on Broadturn Road, which identifies SLT's conservation role.

Broadturn Farm is truly an economic engine in the community, providing direct benefit to over 5,000 people. SLT is one of the few land trusts in the state that has a long-term lease with local farmers. It is an excellent example of how land conservation can benefit the community. Broadturn Farm now includes Community Supported Agriculture (CSA) programs of organic vegetables and flowers, a sub-lease with Snell Family Farm, a farm store and flower studio, weddings, educational programs, and a new urban farm stand at Aurora Provisions in Portland's West End. John and Stacy hosted 10 weddings at the farm this year, while providing flowers for 2-3 off-site events on many weekends. Broadturn Farm is a dynamic resource for the community, and wouldn't be possible without SLT's protection of the property.

Our trails are open year-round for the public to enjoy in all seasons, including for snowshoeing and cross-country skiing. We do permit dogs on our properties, and ask dog owners to be considerate of all visitors. We have had problems with dogs jumping on visitors and dog-owners littering our properties with waste bags. Dogs must be

under reliable leash or voice control at all times; leashes are required at Libby River Farm because of the proximity to Camp Ketcha. Dog-owners must pick up after their pet, and dispose of waste off-site. Our volunteers are not able to maintain barrels for this purpose.

Our sincere thanks to the Town of Scarborough, its citizens, our volunteers and donors, whose support of SLT makes land conservation in Scarborough possible.

Respectfully submitted,
Paul Austin, President
Scarborough Land Trust



The Nonesuch River next to Warren Woods

Report from the
Conservation Commission

To the Town Manager, Town Council, and Citizens of Scarborough

This year, the Conservation Commission undertook a variety of projects in order to further the Commission's responsibility to increase awareness of the value of our natural resources, work to identify and reduce potential damage to these natural areas and to proactively work with Town Staff, other committees, and local organizations to encourage sustainable stewardship of these resources.

In conjunction with the Town's Planning Department, the Commission inspected selected municipally-owned properties in order to review existing site conditions in the context of current uses, and to develop appropriate recommendations for property management. The properties inspected are open space parcels due to either deed restrictions or apparent natural constraints. The Commission inspected and provided recommendations to the Town Council on five different properties, and will review additional properties this coming year.

The Commission also held several public workshops to increase awareness of Scarborough's natural resources. The first dealt with providing the latest information to citizens on the Town's first season of organic care of municipal property. The workshop had over 50 participants, and was held in conjunction with the Town's Pesticide Management Advisory Committee and promoted by the Citizens for a Greener Scarborough. Commission members Sarah Wiley and Chris Herrick served as past and current chairs of the Committee, respectively.

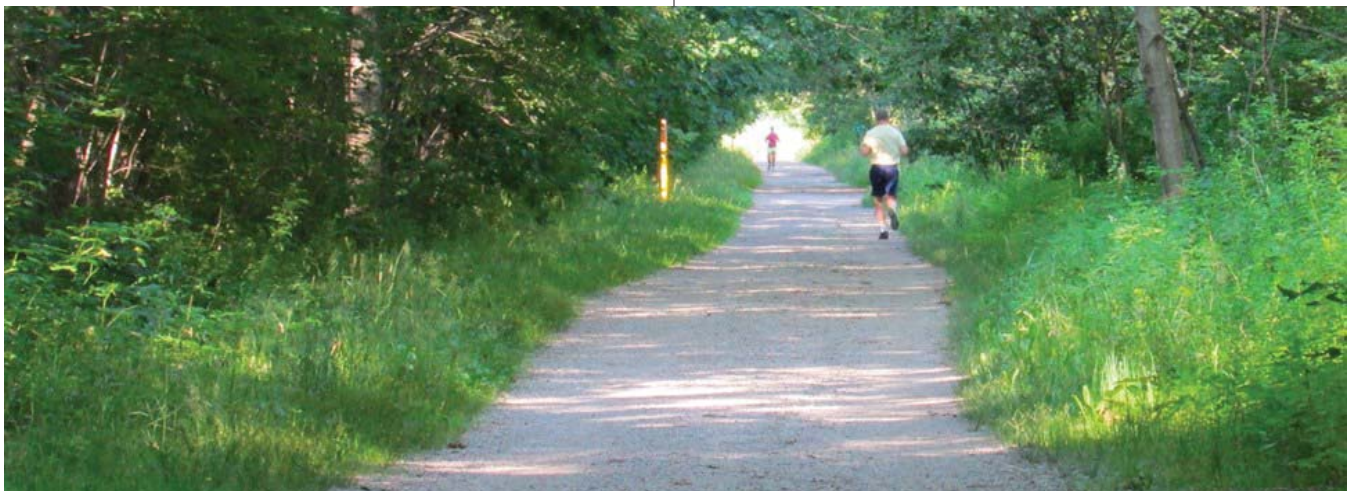
The second workshop focused on the Scarborough marsh ecosystem, the largest contiguous marsh system in the state of Maine. The workshop included a presentation on the latest science on sea level rise and storm surge from the

Maine Geological Survey, the potential impacts of both on the marsh, and information from the Department of Agriculture, Conservation and Forestry's Municipal Assistance Program and Maine Coast Heritage Trust on potential adaptation efforts. The workshop, held in association with the Friends of Scarborough Marsh and the Scarborough Land Trust, showcased mapping results from this Marsh Migration Project, which is funded by a grant from the National Atmospheric Administration (NOAA). The Commission, Planning Department, and Land Trust are all partners in the project. There were close to 70 participants at the workshop.

Finally, the Commission participated in several reviews of development applications within the Town and provided advisory opinions on the potential impacts of these projects on natural resources, at the request of the Planning Board and Ordinance Committee.

The Commission would like to thank Councilor Holbrook, who serves as liaison to the Town Council, and especially our Planning Department staff liaison, Assistant Planner Jay Chace, for his continued participation in the Commission's efforts.

Respectfully submitted,
Peter Slovinsky, *Chairman*,
Iver Carlsen, *Vice Chairman*
Anton Bodor, *Secretary*
Christopher Herrick, Sarah Wiley, Suzan Nixon,
Commission Members



Photography by Sean Bushway



Many thanks to all involved for their generosity in providing the photography to be used for the annual report and cover.